

PLANNING COMMISSION
REGULAR MEETING
AUGUST 3, 2022

Session 22-11, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:30 p.m. on August 3, 2022 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska, and via Zoom Webinar.

PRESENT: COMMISSIONERS VENUTI, SMITH, CHIAPPONE, HIGHLAND AND STARK

ABSENT: COMMISSIONERS CONLEY AND BARNWELL (EXCUSED)

STAFF: CITY PLANNER ABBOD
DEPUTY CITY CLERK KRAUSE
SPECIAL PROJECTS & COMMUNICATIONS CORRDINATOR CARROLL

The Planning Commission met at 5:30 p.m. for a presentation and worksession on the Draft 2023 – 2028 Capital Improvement Plan and 2024 Legislative Requests prior to the regular meeting with Special Projects & Communications Coordinator Carroll who facilitated the discussion and responded to questions by the Commission on the process of selection and recommendation of projects to City Council to be included in the revised document.

AGENDA APPROVAL

HIGHLAND/VENUTI MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

Jason Davis, city resident and Council member, commented on the introduction of Ordinance 22-42 regarding revisions to Homer City Code to require sidewalks be constructed in new subdivisions and roads. He noted that this ordinance was referred to the Planning Commission and the Parks, Art Recreation & Culture Advisory Commission for their input and they should be seeing it at their next meeting before coming back to the City Council for their September 26, 2022 Public Hearing and Second Reading.

RECONSIDERATION

CONSENT AGENDA

A. Decisions and Findings for Conditional Use Permit 22-04 at 843 Fish Dock Road

Chair Smith introduced the item and requested a motion.

HIGHLAND/VENUTI MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS / VISITORS

- A. Memorandum from Jenny Carroll, Special Projects & Communications Coordinator

Deputy City Clerk Krause provided guidance on this item at the request of the Chair. She noted that when the agenda was prepared by the Planning Department this topic was inadvertently listed under Presentations/Visitors and not New Business. It is the reason that this topic will be on the next meeting agenda for the Commission to take action.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Staff Report 22-45, City Planner's Report

City Planner Abboud provided a summary of Staff Report 22-45. He noted the following:

- Ordinances approved by City Council at the July 25th regular meeting
- New permitting software status update

City Planner Abboud facilitated questions and answered the following:

- status of asbuilts for completed projects

City Planner Abboud requested volunteers to make the report to City Council.

Chair Smith volunteered for the August 8th meeting. He then spoke at length explaining for Commissioner Stark what was involved in reporting at the Council meetings, noting that he always writes a summary report to submit and would be more than happy to provide a copy for him to assist in making the report.

PUBLIC HEARINGS

PLAT CONSIDERATION

- A. Staff Report 22-46, Lloyd Race Lot 4 Replat Preliminary Plat

Chair Smith introduced the item by reading of the title and invited City Planner Abboud to provide his report to the Commission.

City Planner Abboud provided a summary of Staff Report 22-46. he clarified that there would be no impact to the Public Works Department regarding the utility easement.

The Clerk confirmed for the Chair that there was no applicant present.

Chair Smith opened the public comment period. He confirmed with the Clerk that there was no public in attendance via Zoom wanting to comment and noted for the record that there was no public present in Council Chambers. He then closed the public comment period.

There were no questions or comments from the Commission for the City Planner in response to a request by the Chair, who then requested a motion from the Commission.

HIGHLAND/VENUTI - MOVED TO ADOPT STAFF REPORT 22-46 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT WITH THE FOLLOWING COMMENTS:

1. INCLUDE A PLAT NOTE STATING PROPERTY OWNER SHOULD CONTACT THE ARMY CORP OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST

CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS.

2. DEDICATE A 15 FOOT UTILITY EASEMENT ADJACENT TO MISSION ROAD

3. DEDICATE A 30 FOOT DRAINAGE EASEMENT CENTERED ON THE DRAINAGE.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff report 22-47, Hamm Subdivision Preliminary Plat

Chair Smith introduced the item by reading the title and deferred to City Planner Abboud.

City Planner Abboud provided a summary of Staff Report 22-47. He noted the items that were included in the laydown materials and stated that a motion should contain a third condition regarding adding a 15 foot drainage and utility easement on the western lot line.

The Clerk confirmed for the Chair that there was no applicant present.

Chair Smith opened the floor to the Commission for questions.

City Planner Abboud provided clarification on the Borough requirement for cul-de-sacs and explained the reasoning behind the exception to KPB 20.30.100

Chair Smith hearing no further questions from the Commission requested a motion.

HIGHLAND/VENUTI MOVED TO ADOPT STAFF REPORT 22-47 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT WITH THE FOLLOWING COMMENTS:

1. INCLUDE A PLAT NOTE STATING PROPERTY OWNER SHOULD CONTACT THE ARMY CORP OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITIY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS.

2. THE CITY OF HOMER DOES NOT REQUEST THE DEDICATION OF COLLIE STREET OTHER THAN WHAT IS DEPICTED ON THE PLAT AND RECOMMENDS AN EXCEPTION TO KPB 20.30.100, CUL DE SACS.

3. ADD A 15 FOOT DRAINAGE AND UTILITY EASEMENT ON THE WESTERN LOT LINE.

There was no discussion

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Staff Report 22-48, Review of Conditional Uses and Structures

Chair Smith introduced the item by reading of the title.

City Planner Abboud reviewed Staff Report 22-48 for the Commission. He noted the status of the discussion from the previous meeting and facilitated discussion on the following points:

- making motions to effect the changes the Commission would like to make
- preference to waiting to make motions when there is a full commission present
- addressing pipelines and railroads as separate entities requiring different applications because while similar there are specific items for each
- Why the Commission is reviewing and considering changes to City Code regarding CUP's and the CUP process bring actions before the public, in the form of a Public Hearing, which if conditions are deleted the public would have no opportunity to express that they have concerns regarding those types of projects but then the CUP process does apply restrictions or possibly what could be determined as an unnecessary burden on the owner to go through; example was provided of more than one dwelling in the rural residential district
 - o refer to page 107 of the packet under Staff
- Preference to establish or use worksessions or special worksessions to discuss these issues
- Requesting motions from each Commissioner regarding their suggested amendments to be submitted to the Clerk and included in the packet for the next meeting. This would allow each Commissioner the opportunity to consider the motion.

Chair Smith volunteered to work with Commissioner Highland regarding her motions after the meeting when she expressed concerns on drafting the content of the motions.

There was no further discussion and it was noted that this item would be on the next meetings' agenda again by City Planner Abboud when he confirmed that he had enough information to continue.

NEW BUSINESS

A. Memorandum from Deputy City Clerk Re: Election of Officers

Chair Smith introduced the item and deferred to Deputy City Clerk Krause.

Deputy City Clerk Krause reviewed the memorandum provided in the packet.

Chair Smith requested a motion on the voting method.

VENUTI/HIGHLAND MOVED TO HAVE THE COMMISSION USE THE VOICE VOTE METHOD.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Smith opened the floor to nominations for the office of Vice Chair.

Commissioner Venuti inquired if Commissioner Highland would fulfill the office of Vice Chair if she was nominated.

Commissioner Highland expressed that she would but would also appreciate it if another Commissioner would take on the role.

Commissioner Venuti nominated Commissioner Highland for Vice Chair.

Commissioner Chiappone seconded the motion acknowledging that a second was not needed for the nomination.

Chair Smith confirmed that there were no further nominations for the office of Vice Chair and called for the vote.

Deputy City Clerk Krause performed a roll call vote. She stated for the record that there were five votes in support of Commissioner Highland being re-elected to the office of Vice Chair.

Chair Smith turned the meeting over to the newly re-elected Vice Chair Highland.

Vice Chair Highland called for nominations of the Office of Chair. She then requested clarifications from the Clerk if she was permitted to make a nomination for the office of chair.

Deputy City Clerk Krause confirmed that Commissioner Highland was a member of the Commission and allowed to make nominations.

Vice Chair Highland nominated Commissioner Smith to the office of chair.

Commissioner Smith confirmed he would accept the nomination of Chair.

Commissioner Chiappone seconded the nomination.

Seeing that there were no further nominations Vice Chair Highland called for the vote.

Deputy City Clerk Krause confirmed with the Commission that there were no further nominations for the office of Chair and performed a roll call vote. She then confirmed that there were five votes to re-elect Commissioner Smith to the Office of Chair and congratulated those Commissioners re-elected to their offices.

Vice Chair Highland turned the meeting over to newly re-elected Chair Smith.

INFORMATIONAL MATERIALS

- A. City Manager's Report for July 25, 2022
- B. Memo 22-120 & Back up items, Appointment of Mike Stark to Planning Commission
- C. Planning Commission Calendar 2022

Chair Smith noted the informational materials provided, welcomed new Commissioner Stark and questioned if City Planner Abboud had any comments related to the Planning Commission Calendar.

City Planner Abboud noted that Commissioner Highland commented previously about performing some visioning exercises but they do not have time for that but he will try to sneak some concepts and items worthy of the commission's time at least to outline what is coming up and be prepared.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

Deputy City Clerk Krause expressed her appreciation for a shorter meeting than expected and belief that it was a productive meeting.

COMMENTS OF THE COMMISSION

Commissioner Stark requested clarification from the Commission on how or what process did the Commissioner's select their projects to recommend for inclusion in the CIP.

Discussion ensued with the Commissioners present on how and what projects they considered to support and include in their recommendations for various projects to be included in the Commission recommendation to City Council regarding the CIP and legislative requests.

Commissioner Highland noted that there is more to keep people here other than tourism or fishing and listed off schools, hospital, city businesses and many don't require college education. She expressed her appreciation and welcome to Commissioner Stark for joining the Planning Commission and looks forward to working with him. There are pretty exciting times right now and it is scary with the population growth. She noted that Commissioner Stark may be able to assist in the visioning and how to fix what is wrong and dealing with the tricky aspect such as infill for the infrastructure, bluffs, the ocean and wetlands.

Commissioner Chiappone expressed his appreciation for Commissioner Stark's skills and experience in local government and while they were sad to lose the previous Commissioner's experience, he is glad to see that Mike will be able to understand the language that is used and looks forward to working with him.

Commissioner Venuti expressed that when he read that Commissioner Stark worked in Colorado it brought memories of fantastic skiing back for him and welcomed him to the Commission.

Commissioner Stark expressed his appreciation for the warm welcome and noted a welcome card he received from Caroline Venuti. He was recommended by Jan Keiser to speak to the Mayor about being appointed to the Commission. He then related how he came to live in Homer and really looks forward to working with them.

Chair Smith expressed his appreciation to have a shorter meeting, great conversations, supporting the City Planner and staff as much as possible to lighten their load, because he knows that they are getting hit from every direction possible with work, work, work, work and then people get sick or leave or go on vacation that all comes back on the City Planner so anything we can do to help, please let us know. Chair Smith then apologized for missing the last meeting stating he just did not plan correctly and extended his appreciation to Commissioner Highland for stepping right up to the plate.

Commissioner Highland suggested that Commissioner Stark and Smith listen to the meeting recording so that they can be aware of what the Commission did at the July 20th meeting. It is really helpful to be able to listen to the previous meetings when the minutes are not available.

ADJOURN

There being no further business before the Commission, the meeting was adjourned at 8:25 p.m. The next Regular Meeting is Wednesday, August 17, 2022 at 6:30 p.m. A worksession is scheduled for 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____