



## **Homer City Hall**

491 E. Pioneer Avenue

Homer, Alaska 99603

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

# **City of Homer Agenda**

**Planning Commission Worksession  
Wednesday, February 05, 2020 at 5:30 PM  
City Hall Cowles Council Chambers**

**CALL TO ORDER, 5:30 P.M.**

**AGENDA APPROVAL**

**DISCUSSION TOPIC(S)**

- A South Peninsula Hospital - Future Planning with guest speaker Derotha Ferraro,  
Director of Public Relations & Marketing
- B Discussion of regular meeting agenda items

**COMMENTS OF THE AUDIENCE** (3 minute time limit)

**ADJOURNMENT, 6:20 PM.**

The next worksession is scheduled for Wednesday, February 19 at 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.





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# City of Homer Agenda

**Planning Commission Regular Meeting**  
**Wednesday, February 05, 2020 at 6:30 PM**  
**City Hall Cowles Council Chambers**

## **CALL TO ORDER, 6:30 P.M.**

## **AGENDA APPROVAL**

**PUBLIC COMMENTS** The public may speak to the Commission regarding matters on the agenda that are not scheduled for public hearing or plat consideration. (3 minute time limit).

## **RECONSIDERATION**

**CONSENT AGENDA** All items on the consent agenda are considered routine and non-controversial by the Planning Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Planning Commissioner or someone from the public, in which case the item will be moved to the regular agenda.

- A. Minutes of the January 15, 2020 Planning Commission Meeting **p. 3**
- B. Decisions & Findings Document for CUP 20-03, to allow townhouse developments at 436 & 450 Soundview Ave. **p. 15**

## **PRESENTATIONS / VISITORS**

## **REPORTS**

- A. Staff Report 20-10, City Planner's Report **p. 20**

## **PUBLIC HEARINGS**

- A. Staff Report 20-11, Conditional Use Permit (CUP) 20-04 to allow a 7,200 square foot equipment storage building at 3385 East End Road **p.25**

## **PLAT CONSIDERATION**

## **PENDING BUSINESS**

- A. Staff Report 20-12, Amending the Homer Planning Commission Policies & Procedures Manual to form specific procedures for deliberations of quasi-judicial actions **p.53**
- B. Staff Report 20-13, Medical District Planning **p. 65**

## **NEW BUSINESS**

### **INFORMATIONAL MATERIALS**

[A.](#) City Manager Report for January 27, 2020 City Council Meeting **p. 77**

**COMMENTS OF THE AUDIENCE** Members of the audience may address the Commission on any subject. (3 min limit)

### **COMMENTS OF THE STAFF**

### **COMMENTS OF THE COMMISSION**

### **ADJOURNMENT**

Next Regular Meeting is Wednesday, February 19 at 6:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission



Session 20-02, a Regular Meeting of the Planning Commission was called to order by Chair Venuti at 6:30 p.m. on January 15, 2020 at Cowles Council Chambers in City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS DAVIS, VENUTI, PETSKA-RUBALCAVA, HIGHLAND, SMITH  
AND BOS

ABSENT: COMMISSIONER BENTZ (EXCUSED)

STAFF: CITY PLANNER ABBOD  
DEPUTY CITY CLERK KRAUSE

The Commission met in a worksession at 5:30 p.m. prior to the meeting. On the agenda was a presentation from Dr. Barrett Salisbury, Ph.D. Neotectonic Geologist, Engineering Geology Section and Jacquelyn (Jaci) Overbeck, Coastal Hazards Program Manager of the Division of Geological & Geophysical Surveys with Alaska Department of Natural Resources. Deputy City Planner Engebretsen and Mayor Castner attended the worksession.

### **APPROVAL OF THE AGENDA**

Chair Venuti called for a motion to approve the agenda.

SMITH/HIGHLAND – SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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

Mayor Castner advised the Commission that he will be speaking later to the Commission as a member of the Commission and make comments on items that will be coming before the Commission this spring as a heads up.

### **RECONSIDERATION**

#### **ADOPTION OF CONSENT AGENDA**

- A. Planning Commission Regular Meeting Minutes of January 2, 2020
- B. Decisions and Findings document for Conditional Use Permit 20-01, to allow a second story addition to the NOMAR building and a four-plex at 104 E Pioneer Avenue

- C. Decisions and Findings document for Conditional Use Permit 20-02, an amendment to CUP 18-04 for multiple buildings at 680 Sterling Hwy.
- D. Memorandum from the Planning Commission to Mayor Castner and Homer City Council re: Kenai Peninsula Ordinance 2019-24 to Amend KPB Code 20.80 Subdivision Private Streets and Gated Subdivisions

Chair Venuti requested a motion to approve the Consent Agenda.

HIGHLAND/BOS – SO MOVED

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

- A. Alaska Division of Geological & Geophysical Surveys (DGGS) to discuss an update of landslides and coastal erosion studies

Dr. Barrett Salisbury, Ph.D. Neotectonic Geologist, Engineering Geology Section and Jacquelyn (Jaci) Overbeck, Coastal Hazards Program Manager of the Division of Geological & Geophysical Surveys with Alaska Department of Natural Resources provided a summary of the presentation from the worksession conducted prior to the meeting. They answered questions from the Commission on the following:

- Structures built on sharp bluffs always cause concerns regarding safety
- Hillside above South Peninsula Hospital
- Use of soil sensors for soil saturation and monitoring
- Costs impacts to perform the monitoring processes
- Other areas of concern in Homer for potential landslides
- Development of an area that has been subject to unstable land shifts such as the Bluff Point landslide and continues to be not due to the potential of landslides
- The Bluff Point slide happened 2250 years ago and Kachemak Bay was covered by Glacier ice then
- Additional information available on catastrophic shaving and what is known by that slide and what actions created the sharp escarpment above Homer and how that is progressing
- The action is more alluvial and the material has been washed out over time with small periodic catastrophic episodes
- The slopes were destabilized before the 1964 earthquake and were not necessarily saturated
- The expectation to finish the project in September of this year

- New FEMA coastal bluff stability project in Homer to be used for establishing coastal policies for building in that zone and is expected to be developed over the next two years
- Commissioners can contact the City Planner with questions

## **REPORTS**

### **A. Staff Report 20-01, City Planner's Report**

City Planner Abboud provided a summary of Staff Report 20-05 and commented further on the following:

- Noted the Ordinances that were introduced and will be on the agenda at the next meeting for Public Hearing.
- Reviewed Commissioner attendance at Council meetings:
  - o January 27<sup>th</sup> – Commissioner Smith
  - o February 10<sup>th</sup> – Commissioner Highland
  - o February 24<sup>th</sup> – Commissioner Bos

Chair Venuti inquired if the City has made a decision to appeal the Planning Commission decision on the Parking Lot on the Spit and what is the next direction to deal with parking on the Spit.

City Planner Abboud responded that the city was not going to appeal that decision and that a Parking Study has been ordered for the Spit.

## **PUBLIC HEARING(S)**

### **A. Staff Report 20-08, CUP 20-03 for townhouse developments at 436 & 450 Soundview Ave.**

Chair Venuti introduced the item by reading of the title into the record.

Chair Venuti declared a conflict of interest.

HIGHLAND/BOS MOVED THAT CHAIR VENUTI HAD A CONFLICT OF INTEREST.

Discussion ensued with Chair Venuti providing the extent of the conflict concerned business dealings, financial gain and expected continue business and personal relationship with the applicant.

VOTE. YES. HIGHLAND, BOS, DAVIS, PETSKA-RUBALCAVA, SMITH.

Motion carried.

Chair Venuti turned the meeting over to Vice Chair Smith and left the table.

Commissioner Petska-Rubalcava declared she had a possible conflict of interest.

HIGHLAND/BOS MOVED THAT COMMISSIONER PETSKA-RUBALCAVA HAD A CONFLICT OF INTEREST.

There was a brief discussion with Commissioner Petska-Rubalcava explaining having a working relationship as a subcontractor on a project with the applicant and the perceived conflict and erring to the side of caution.

VOTE. YES. SMITH, DAVIS, BOS, HIGHLAND.

Motion carried.

Commissioner Petska-Rubalcava left the table.

Vice Chair Smith commenced by re-introducing the item into the record and requested City Planner Abboud to provide his report for the Commission.

City Planner Abboud provided a summary of Staff Report 20-08 and highlighted the following:

- Definition of townhouse and stressing this will be two townhouse units per structure
- Correction in the report on the location
- Correction of the street address for the second location with entrance on Wright Street
- The townhouse requirements were addressed in the report
- Public Works noted that an easement would be needed for Lot 9 to provide separate water and sewer services to Unit A
- Correction to the CUP number should be 20-03

Jason Weisser, applicant, was present, did not have a presentation and was available for questions.

Vice Chair Smith opened the Public Hearing.

Ken Castner, city resident, commented on deviation from city code with regards to the setback since the applicant is asking for a zero lot line. He supports this type of development.

Scott Adams, city resident, questioned the minimum lot size since he presumed the lots were originally intended for single family homes and provided a comparison with a subdivision done by Pioneer Homes and noted the increase in Conditional Use Permits for multi-family projects and the desire to have smaller and smaller lots sizes and more multifamily homes. He acknowledged that this was great addition for Homer.

Vice Chair Smith closed the public hearing seeing no additional members of the audience coming forward to provide testimony and opened the floor to rebuttal from the City Planner and the Applicant.

City Planner Abboud provided input in regards to the comment on deviating from Homer City Code regarding Townhouses was outlined in Chapter 21.53.010 Standards for Townhouses. This addressed the square footage required. He commented on the single family housing versus multi or duplex housing.

Vice Chair Smith opened the floor to questions from the Commission.

City Planner Abboud responded to questions on following:

- Zero lot lines and how this process was done
- It addresses and follows all requirements of City Code regarding setbacks
- Utilities and easements
- Lot size requirement of 7500 sf does not apply since this is for a townhouse development, that specific lot size was developed for the district.

Commissioner Bos commented that was directed for the applicant that he did not think that the depth shown on the drawings provided of twenty feet was deep enough.

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

HIGHLAND DAVIS MOVED TO ADOPT STAFF REPORT 20-08 AND APPROVE CUP 20-03 FOR A TOWNHOUSE DEVELOPMENT AT 436 & 450 SOUNDVIEW AVENUE WITH FINDINGS 1-10 AD CONDITION 1.

There was a brief comment on the positive effects of the development for the area.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Venuti and Commissioner Petska-Rubalcava returned to the table.

Vice Chair Smith turned the meeting back to Chair Venuti.

## **PLAT CONSIDERATION**

## **PENDING BUSINESS**

A. Staff Report 20-09, Medical Zoning District

Chair Venuti introduced the item by reading of the title.

City Planner Abboud reviewed Staff Report 20-09 and the objectives requested by staff for the Commission to address.

The Commission agreed by consensus to address item by item rather than the whole to limit the back and forth.

#### Item 1 Storm Water and Traffic

Commissioner Bos commented on information provided at a previous meeting from Public Works Director Meyer regarding the status of the existing storm water system, providing clarification that the impacts of drainage ditches being filled with debris of natural and manmade items was impacting the ability of the system and he felt that they should review that issue first.

City Planner Abboud provided clarification that the request was for the proposed medical district but that there was value in making the request for funding for a city wide storm water plan. He further explained that he views the system as a whole start to finish and would like to stop performing ad hoc planning.

#### Item 2 Draft Medical District Purpose Language

Chair Venuti requested a brief recess at 7:25 p.m. to allow the Commission to read the memorandum from planning staff containing a purpose statement recommendation from Commissioner Smith that was provided as a laydown. The meeting was called back to order at 7:28 p.m.

There was a brief discussion on the wordiness of the suggested purpose statement and the definitions to differentiate between a blue collar and white collar office for the general layperson and that the purpose statement could use further editing by staff.

The Commission discussed and questioned the following items with regard to the creation of the medical district:

- Differences from the Central Business District and Residential Office District regarding Professional Office terminology
- Allowing parking lots as an approved use without Conditional Use Permits, and exceptions for specific entities
- Creation and instituting design standards for the medical district

Chair Venuti requested a motion in regards to the request from Staff in the memorandum for item one.

DAVIS/HIGHLAND MOVE TO RECOMMEND CITY COUNCIL APPROPRIATE FUNDING TO CREATE A STORM WATER MASTER PLAN TO INCLUDE ATTENTION TO HOW INFILL DEVELOPMENT WILL AFFECT STORMWATER INFRASTRUCTURE PLANNING.

Discussion ensued on city wide versus district specific; clarification that the Commission is asking for a city wide storm water plan that deals with storm water from start to finish; management of storm water with green infrastructure planning, defining the limits of impervious surfaces, inclusion of verbiage that addresses green infrastructure in the storm water plan; getting away from parcel by parcel approach.

Commissioner Davis noted for the record that the motion did not request a “city wide” plan, that it was probably a typo and questioned the need to amend the motion.

Chair Venuti gavelled to suspend the rules to allow Mayor Castner to participate in the discussion.

Mayor Castner noting for the record that he was going to speak as a member of the commission, commented that it has to be a city wide plan, there are choke points to handling the water and currently the plan is to put it in a ditch and see where it goes. He then stated that the intent is to find the choke points, open them up, put pipes in the ground, sidewalks over the pipes and it will be funded by HART money.

City Planner Abboud added that the Commission has previously asked for this they are just redoubling their request.

Commissioner Highland requested clarification on the Mayor’s standing as member of the Commission.

Mayor Castner responded that in accordance with city code he is a member of a commission.

City Planner Abboud responded that Mayor Castner’s membership was as a consulting non-voting member similar to his or Public Works Director Meyer’s position.

Deputy City Clerk Krause called for a point of order going back to Commissioner Davis query that the motion can be amended to add that missing language it was overlooked.

Commissioner Highland requested permission to comment first citing previously that the Commission has gone from working on the medical district planning to requesting funding for a city wide storm water plan, they have asked for this for years but questioned if that will slow them down on the creation of the medical district.

Discussion ensued by the Commission with input from City Planner Abboud on creating commercial standards versus storm water planning and slowing down the progression of

creating the district by addressing the request for funding a city wide storm water plan. It was stated that the Residential Office district did not have requirements to have a retention pond to address storm water and if it's converted to office there is still no requirement to address storm water; and creation of the medical district is not contingent on the city wide storm water plan. Further comments were made on addressing infill in the request.

Commissioner Davis inquired if he could amend his motion on the floor.

DAVIS/SMITH MOVED TO AMEND THE MOTION TO INCLUDE THE WORDS, CITY WIDE, BEFORE THE WORDS STORMWATER.

There was no discussion.

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

Motion carried.

There was no further discussion.

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

Motion carried.

Chair Venuti then stated for the record the next request from Staff was a recommendation to Council to update the Transportation Plan.

City Planner Abboud provided input that this issue is more outside zoning code and deals with traffic controls, sides of streets that the city would like sidewalks on, streets that need improvements, traffic calming measures. This would deal with transportation solutions and make binding recommendations on transportation.

City Planner Abboud responded that it would be staying within the city so did not need to be city specific in response to a question on amending the suggested motion to include the language, "City of Homer", before the words, "Transportation Plan".

BOS/HIGHLAND MOVED TO RECOMMEND CITY COUNCIL UPDATE THE TRANSPORTATION PLAN BY 2023 INCLUDING HOW THE INCREASED DENSITY WILL AFFECT NEIGHBORHOOD ACCESS PATTERNS, TRAFFIC AND EMERGENCY SERVICE ACCESS TO SOUTH PENINSULA HOSPITAL.

Discussion ensued on the transportation plan being the responsibility of the Commission with approval by Council and submitting the recommendation that Council update the plan or should the motion state the Commission update the plan and planning staff recommends the plan be updated within the next three years.



VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### Item 3 New Maps

Chair Venuti reviewed the next request from planning staff to review the proposed medical district boundary map.

City Planner Abboud referencing a large map depicting the proposed medical district boundary noted that this was presented as the cleanest and if the Commission had any input. He noted that if parcels outside the boundaries wanted to have medical and they kept the RO then they would need to get a CUP.

Discussion ensued on the vacant parcels that were south of Fairview Avenue and east of Swatzell over to Main Street would be appropriate to include in the proposed medical district.

City Planner Abboud was hesitant in increasing the boundaries and encouraged waiting to see if there was a demand in that area.

The Commission expressed the preference to increase the boundaries to include the areas over to Main Street and present that to the public then if the public did not agree it could be reduced.

SMITH/BOS MOVED TO AMEND THE PROPOSED MEDICAL DISTRICT EASTERN BOUNDARY LINE EAST ALONG FAIRVIEW AVENUE TO MAIN STREET SOUTH TO THE CENTRAL BUSINESS DISTRICT BORDER.

There was a brief discussion on the title of the proposed district and input received from the Clerk on the verbiage in the motion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### Item 4 Land Uses

Chair Venuti then reviewed the item from the memorandum.

City Planner Abboud reviewed the following uses that should be permitted outright for consideration and input from the Commission.

Commissioners commented on the following:

- Homeless Shelter has no medical basis and should require a Conditional Use Permit.
- There was some question on permitting Group Care homes and the recent experience with Set Free as an example and that this use has pros and cons as to the appropriateness of placement in or out of a medical district
- Café being a permitted use as it was in the purpose statement
- The term clinic covers uses such as therapy or pregnancy center
- Yoga Center included in the term clinic
- Size limitations for the district

City Planner Abboud inquired if the Commission would like to consider design criteria such as green spaces or open space in the district and buffering.

Commissioners then discussed their preference on including open space or green space from the road way and parking lots and those inherent maintenance requirements thereof; preservation of natural vegetation, if possible and require leaving a percentage of existing trees and vegetation on parcels.

It was suggested to add a worksession to the Commission worklist for discussion on reducing removal of existing vegetation and or clear cutting for development.

## **NEW BUSINESS**

- A. Staff Report 20-06, Amending the Homer Planning Commission Policies & Procedures Manual to form specific procedures for deliberations of quasi-judicial actions

Chair Venuti introduced the item by reading the title into the record and invited City Planner Abboud to provide his report for the Commission.

City Planner Abboud noted the updates to the Procedures and Policies Manual and that a motion is requested.

HIGHLAND/SMITH MOVED TO FORWARD STAFF REPORT 20-06 WITH UPDATED PROCEDURE AND POLICY MANUAL FOR THE AGENDA AT THE NEXT REGULAR MEETING A PENDING BUSINESS ITEM.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **INFORMATIONAL MATERIALS**

A. City Manager Report for January 13, 2019 City Council Meeting

**COMMENTS OF THE AUDIENCE**

Scott Adams, city resident, commented on reviewing the proposed map of the medical district and that some developments have been constructed outside the lines. He recommended requiring larger setbacks if they allow medical in a residential area. He noted that people go in and buy their home in a residential area and the next thing they know is a clinic is being built right next to their home. He advocated getting a consensus from the neighborhood before they change it. He believed the City should address storm water wholeheartedly. He then noted that the responsibility of storm water falls on the home owner not the person subdividing the lot. He has seen this addressed by the city in the area above West Homer Elementary and the neighborhood off of Soundview. Developers should be responsible not the property owner. Larry Slone, city resident, with regards to the proposed Medical District and supported expanding the district, he believes that it will raise the value of those properties, he supported the natural scope in that area with the proximity to the hospital.

Mayor Castner commented on two of his goals to decrease Conditional Use Permits in an effort to reduce the possibility of litigation for the city. Those missions are now accomplished. There were two requests tonight for money and it is up to the Planning Staff to figure out what they are asking for and there are members of the Council that will weigh in on that decision making process, but he believed that very little was done out of the Transportation Plan. He commented on the rapidly evolving transportation and two years from now they will be talking about autonomous vehicles running people up and down the spit. Mayor Castner stated that Storm water planning is very important to him and he is tired of living with ditches, they solve very little, keep water on the surface, freeze, compound by people running their footer drains into the ditches. He wanted to keep storm water out of their sewer system to remove that impact from the Water Treatment Plant.

Mayor Castner continued by stating the real reason he attended was to speak about HAWSP fund. The Commission was asked several years ago to address comments on the appropriate use of these funds and there was no funding available until Monday night Council appropriate funding for the HAWSP fund. He provided the funding details for HAWSP as of Monday including old projects that were not closed, recent accounting analysis and the fund is now solvent. He is planning to submit a resolution to lift the moratorium on the HAWSP fund. Mayor Castner then provided a brief summary and intent of the use if the fund and believed that they should not take out loans and for the additional projects that are deemed needed by public Works should be paid for out of this fund or bonded out. The Council will be asking the Commission to do some work. He noted that there are several issues that need to be addressed and he provided a description of a solution that is used in Anchorage. Mayor Castner acknowledged the problems with parking at the hospital and possible paths forward that does not include the city giving them more land and the CEO has requested help. This could be one of those things that his generation is demanding more services but consideration is who is behind them in the future. He extended his appreciation for the work that the Commission does and wanted to

assure the Commission that they are appreciated and to not hesitate asking for assistance or resources that they may need as they are going to have a lot on their plate this year.

### **COMMENTS OF THE STAFF**

### **COMMENTS OF THE COMMISSION**

Commissioner Bos commented it was a good meeting tonight and congratulated Commissioner Smith on his first handling of the meeting, he did a great job.

Commissioner Davis requested excusal for the February and March meetings as he will be out of town.

Commissioners Highland, Smith, Petska-Rubalcava had no comments.

Chair Venuti commented that it has been a very interesting meeting and appreciated the worksession. There is a lot to learn. He acknowledged the comment by Mr. Adams regarding residential setbacks and that may be something that the Commission should consider reviewing. He also noted the recent passing of Gary Thomas and wanted to Thank all the volunteers that make their community what it is.

### **ADJOURN**

There being no further business to come before the Commission, the meeting adjourned at 8:39 p.m. The next regular meeting is scheduled for Wednesday, February 5, 2020 at 6:30 p.m. in the City Hall Cowles Council Chambers. There is a worksession scheduled at 5:30 p.m. prior to the meeting.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_

## **HOMER ADVISORY PLANNING COMMISSION**

**Approved CUP 20-03 at the Meeting of January 15, 2020**

**RE:** Conditional Use Permit (CUP) 20-03  
**Address:** 436 & 450 Soundview Avenue

### **Legal Description(s):**

T 6S R 13W SEC 19 SEWARD MERIDIAN HM 0594561 HOMER ENTERPRISES INC SUB LOT 10 BLK 2

T 6S R 13W SEC 19 SEWARD MERIDIAN HM 0594561 HOMER ENTERPRISES INC SUB LOT 9 BLK 2

## **DECISION**

### **Introduction**

Jason Weisser (the “Applicant”) applied to the Homer Advisory Planning Commission (the “Commission”) for a conditional use permit (CUP) under Homer City Code (HCC) 21.14.030(b) which allows townhouse development in the Urban Residential District with an approved CUP.

The applicant proposed building two duplex-style (two-unit) townhouses on two existing lots.

The application was scheduled for a public hearing as required by Homer City Code 21.94 before the Commission on January 15, 2020. Notice of the public hearing was published in the local newspaper and sent to 56 property owners of 45 parcels.

At the November 6, 2019 meeting of the Commission, the Commission voted to approve the request with four Commissioners participating. The Commission approved CUP 20-03 with unanimous consent.

### **Procedural**

Prior to the hearing it was determined that Chair Venuti and Commissioner Petska-Rubalcava had conflicts of interests, citing that Chair Venuti has personal and businesses relationships with the applicant and Commissioner Petska-Rubalcava has the appearance of a conflict due to possibilities of

performing as a subcontractor on projects of the applicant. Both the Chair and Commissioner left the room prior to the hearing.

### **Evidence Presented**

City Planner Abboud reviewed the staff report. The applicant was present and available for questions from the Commission.

There were two who commented. Ken Castner suggested that the division required for townhouse development was a deviation from city code and Scott Adams had concerns of the density of the project. The City Planner read a portion of Homer City Code 21.53.010 that makes a specific allowance for townhouse development including dimensional requirements included in standards a-q, which are all address in staff report 20-08. It was also recognized that the structures could have been developed as duplexes without a CUP.

### **Findings of Fact**

After careful review of the record, the Commission approves Condition Use Permit 19-08 to build two duplexes with one-bedroom units.

**The criteria for granting a Conditional Use Permit is set forth in HCC 21.71.030 and 21.71.040.**

**a. The applicable code authorizes each proposed use and structure by conditional use permit in that zoning district.**

**Finding 1:** Townhouse developments may be authorized with an approved conditional use permit in the Urban Residential District.

**b. The proposed use(s) and structure(s) are compatible with the purpose of the zoning district in which the lot is located.**

**Finding 2:** The proposal is compatible with the purpose of the district by meeting density requirements while providing residential development.

**c. The value of the adjoining property will not be negatively affected greater than that anticipated from other permitted or conditionally permitted uses in this district.**

**Finding 3:** The value of adjoining property will not be negatively affected greater than other permitted or conditionally permitted uses.

**d. The proposal is compatible with existing uses of surrounding land.**

**Finding 4:** The proposal is compatible with the existing uses of surrounding land.

**e. Public services and facilities are or will be, prior to occupancy, adequate to serve the proposed use and structure.**

**Finding 5:** Existing public, water, sewer, and fire services are adequate to serve the proposed development.

**f. Considering harmony in scale, bulk, coverage and density, generation of traffic, the nature and intensity of the proposed use, and other relevant effects, the proposal will not cause undue harmful effect upon desirable neighborhood character.**

**Finding 6:** Considering harmony in scale, bulk, coverage and density, generation of traffic, the nature and intensity of the proposed use, and other relevant effects, the proposal will not cause undue harmful effect upon desirable neighborhood character.

**g. The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole.**

**Finding 7:** The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area and the city as a whole when all applicable standards are met as required by city code.

**h. The proposal does or will comply with the applicable regulations and conditions specified in this title for such use.**

**Finding 8:** The proposal will comply with applicable regulations.

**i. The proposal is not contrary to the applicable land use goals and objectives of the Comprehensive Plan.**

**Finding 9:** The proposal does not appear to contradict any applicable land use goals and objectives of the Comprehensive Plan. The proposal aligns Goal 1 and no evidence has been found that it is contrary to the applicable land use goals and objects of the Comprehensive Plan.

**j. The proposal will comply with all applicable provisions of the Community Design Manual.**

**Finding 10:** Condition 1 will assure that the proposal complies with level one lighting standards and the Community Design Manual.

**Condition 1:** Outdoor lighting must be downward directional and must not produce light trespass per the CDM and HCC 21.59.030.

**In approving a conditional use, the Commission may impose such conditions on the use as may be deemed necessary to ensure the proposal does and will continue to satisfy the applicable review criteria. Such conditions may include, but are not limited to, one or more of the following:**

- 1. Special yards and spaces:** No specific conditions deemed necessary
- 2. Fences and walls:** No specific conditions deemed necessary.
- 3. Surfacing of parking areas:** No specific conditions deemed necessary.
- 4. Street and road dedications and improvements:** No specific conditions deemed necessary.
- 5. Control of points of vehicular ingress and egress:** No specific conditions deemed necessary.
- 6. Special provisions on signs:** No specific conditions deemed necessary.
- 7. Landscaping:** No specific conditions deemed necessary.
- 8. Maintenance of the grounds, building, or structures:** No specific conditions deemed necessary.
- 9. Control of noise, vibration, odors or other similar nuisances:** No specific conditions deemed necessary.
- 10. Limitation of time for certain activities:** No specific conditions deemed necessary.
- 11. A time period within which the proposed use shall be developed:** No specific conditions deemed necessary.
- 12. A limit on total duration of use:** No specific conditions deemed necessary.
- 13. More stringent dimensional requirements,** such as lot area or dimensions, setbacks, and building height limitations. Dimensional requirements may be made more lenient by conditional use permit only when such relaxation is authorized by other provisions of the zoning code. Dimensional requirements may not be altered by conditional use permit when and to the extent other provisions of the zoning code expressly prohibit such alterations by conditional use permit.
- 14. Other conditions necessary** to protect the interests of the community and surrounding area, or to protect the health, safety, or welfare of persons residing or working in the vicinity of the subject lot.

**Conclusion:** Based on the foregoing findings of fact and law, Conditional Use Permit 2020-03 is hereby approved, with Findings 1-10 and Condition 1.

**Condition 1:** Outdoor lighting must be downward directional and must not produce light trespass per the CDM and HCC 21.59.030.



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Date

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Chair, Franco Venuti

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Date

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City Planner, Rick Abboud AICP

#### NOTICE OF APPEAL RIGHTS

Pursuant to Homer City Code, Chapter 21.93.060, any person with standing that is affected by this decision may appeal this decision to the Homer Board of Adjustment within thirty (30) days of the date of distribution indicated below. Any decision not appealed within that time shall be final. A notice of appeal shall be in writing, shall contain all the information required by Homer City Code, Section 21.93.080, and shall be filed with the Homer City Clerk, 491 East Pioneer Avenue, Homer, Alaska 99603-7645.

#### CERTIFICATION OF DISTRIBUTION

I certify that a copy of this Decision was mailed to the below listed recipients on \_\_\_\_\_, 2020. A copy was also delivered to the City of Homer Planning Department and Homer City Clerk on the same date.

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Date

---

Travis Brown, Planning Technician

Jason Weisser  
P.O. Box 2913  
Homer, AK 99603

Michael Gatti  
Jermain, Dunnagan & Owens  
3000 A Street, Suite 300  
Anchorage, AK 99503

Katie Koester, City Manager  
491 E Pioneer Avenue  
Homer, AK 99603





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

TO: Homer Advisory Planning Commission  
FROM: Rick Abboud AICP, City Planner  
DATE: February 5, 2020  
SUBJECT: Staff Report 20-10 City Planner's Report

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### City Council 1/27/20

Resolution 20-012, A Resolution of the City Council of Homer, Alaska Reopening the Homer Accelerated Water and Sewer Program for Citizen Initiated Special Assessment Districts Under HCC 17.02.040, Directing the Planning Commission to Provide Input on Criteria for Evaluation, and Scheduling a Worksession for Council to Provide Input on Appropriate Metrics for the Fiscal Health of the Fund. Mayor/Lord. Recommend approval.

Ordinance 20-02, An Ordinance of the City Council of Homer, Alaska, Amending the Homer City Zoning Map to Rezone Lot 9 Tract A, Nils O Svedlund Subdivision Amended Excluding any Portion within Lot 9A Thomas Shelford Subdivision '68 Addition a Portion of the Residential Office (RO) Zoning District, to Central Business (CBD) Zoning District. Planning Commission. Recommended dates Introduction January 13, 2020, Public Hearing and Second Reading January 27, 2020

There were no public comments.

ADOPTED without discussion.

Ordinance 20-03, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.70.040, Permit Terms to Require an As-Built Survey be submitted to the City Planner After Completion of any Building or Structure. Planning Commission. Recommended dates Introduction January 13, 2020, Public Hearing and Second Reading January 27, 2020.

One person commented.

ADOPTED with discussion.

### Work list

- Green Infrastructure –
- Medical district – on agenda
- Transportation plan – Memo to council
- Signs – ordinance turned in for attorney review \*\*

City Council report sign up

2.10.20 Highland

2.24.20 Bos

3.9.20

3.23.20

Att.

Reso 20-012A

**CITY OF HOMER  
HOMER, ALASKA**

Mayor/Lord

**RESOLUTION 20-012(A)**

A RESOLUTION OF THE CITY COUNCIL OF HOMER ALASKA REOPENING THE HOMER ACCELERATED WATER AND SEWER PROGRAM FOR CITIZEN INITIATED SPECIAL ASSESSMENT DISTRICTS UNDER HCC 17.02.040 AND DIRECTING THE PLANNING COMMISSION TO PROVIDE INPUT ON CRITERIA FOR EVALUATION SADS AND SCHEDULING A WORKSESSION FOR COUNCIL TO PROVIDE INPUT ON APPROPRIATE METRICS FOR THE FISCAL HEALTH OF THE FUND.

WHEREAS, The Homer Accelerated Water and Sewer Program (HAWSP) Fund is made up of special assessment district (SAD) payments and a ¾% dedicated sales tax; and

WHEREAS, The HAWSP fund is used to finance water and sewer improvements, including the build out of water and sewer infrastructure through a SAD; and

WHEREAS, According to the City of Homer 2015 Audited Financial Statements, the HAWSP fund had an ending negative balance of \$4,644,761; and

WHEREAS, In 2016 the Homer City Council expressed concern regarding the debt burden HAWSP and its ability to continue to take on new debt; and

WHEREAS, To address these concerns Resolution 16-041(S-2)(A) instituted a minimum debt service ratio of 1.25 in order to initiate new SADs; and

WHEREAS In June of 2016 Homer City Council placed a moratorium on all new SADs pending improved health of the fund and reduced debt burden; and

WHEREAS, The debt service ratio of 1.25 was found to be a confusing metric that was difficult to track over time; and

WHEREAS, Since June of 2016 three property owners have attempted to initiate a water and sewer SAD assessment district for water and/or sewer improvements; and

WHEREAS, It is in the best interest of the City of Homer to reopen the ability of the HAWSP fund to finance SADs for the growth of water and sewer infrastructure; and

WHEREAS, extensive work was done by the Finance Department, City Manager's office, and the Mayor to establish the history of the HAWSP fund transfers; and

WHEREAS, In 2019 Homer City Council hired an independent third party auditor, Altman & Rogers Company, to study the history of the fund and provide recommendations for improving the fiscal health of HAWSP; and

WHEREAS, ~~In order to eliminate the negative balance of the fund, Altman Rogers and Company recommended a transfer of \$3.5 million dollar from water and sewer operations to the HAWSP fund which was accomplished in Ordinance 19-58~~ **Altman & Rogers Co. found, and management concurred, that when the Water and Sewer Utility Fund was converted from an Enterprise Fund to a Special Revenue Fund in 2010, the beginning balances for the Utility Operations and HAWSP funds were incorrectly reported and recommended a transfer of \$3.1 million from Utility Operations into HAWSP to properly reflect balance, which was accomplished by Ordinance 19-58;** and

WHEREAS, The current unaudited balance of the HASWP is \$1.7 million; and

WHEREAS, There remain a number of policy questions that need to be answered to ensure the long-term health and management of the fund in the best interest of the public.

NOW THEREFORE BE IT RESOLVED that the SAD process for water/sewer projects eligible for HASWP funding be opened to allow for the initiation of districts process under 17.02.040

BE IT FURTHER RESOLVED that the Planning Commission is directed to provide recommendations to City Council on criteria for evaluating SAD applications, including prioritization based on the Comprehensive Plan and long-term community planning.

BE IT FURTHER RESOLVED that the City Council shall hold a work session on March 9, 2020 to develop updates to the HAWSP policy manual that address the following, utilizing the November 30, 2016 Planning Commission memo to Council in addition to other resources:

- What is an appropriate metric to gauge the health of the HASWP fund?
- How often should Council review the health of the HAWSP fund?
- Should pending HAWSP projects be taken into considering when evaluating the health of the fund?
- How should system-wide projects be evaluated and prioritized versus citizen-initiated SADs?
- Should the fees be increased to initiate a SAD?
- ~~Does the first come method work, to be tracked by the Clerk's office?~~ **The current method for establishing HAWSP SADs is first come first served, tracked by the**

**Clerk's office. Is this the most appropriate method or should a different method be employed?**

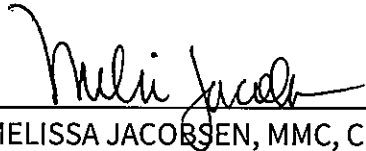
PASSED AND ADOPTED by the City Council this 27<sup>th</sup> day of January, 2020.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK









# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
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(f) 907-235-3118

### Staff Report 20-11

TO: Homer Advisory Planning Commission  
FROM: Rick Abboud AICP, City Planner  
DATE: February 5, 2020  
SUBJECT: Conditional Use Permit (CUP) 20-03

**Synopsis** The applicant proposes the addition of a 7,200 square foot structure for the storage of materials and equipment at 3385 East End Road. A Conditional Use Permit (CUP) is required per HCC 21.27.040(d) "no lot shall contain more than 8,000 square feet of building area (all buildings combined) nor shall any lot contain building area in excess of 30 percent of the lot area without an approved conditional use permit."

Applicant: Buck Jones  
P.O. Box 1723  
Homer, AK 99603

Location: Mile 3 East End Road. 3385 East End Road

Parcel ID: 17419105

Legal Description: T 6S R 13W SEC 11 Seward Meridian HM 0850122 PUFFIN ACRES SUB LOT 4 BLK 1

Zoning Designation: East End Mixed Use

Existing Land Use: Material storage and shop/apartment

Surrounding Land Use: North: Commercial  
South: 1-acre commercial/industrial lots  
East: Boat yard and rental property  
West: Coastal Freight/Bay Welding

Wetland Status: Jurisdictional determination, no permit required

Flood Plain Status: Not in a floodplain.

BCWPD: Not within the Bridge Creek Watershed Protection District

Utilities: Lot is served by City water and sewer.

Public Notice: Notice was sent to 16 property owners of 18 parcels as shown on the KPB tax assessor rolls.

**ANALYSIS:** The applicant proposes to construct a 7,200 square foot building for the storage of materials and equipment. The new building will increase the total building area on the lot to

12,200 square feet. A CUP is required per HCC 21.27.040(d) for more than 8,000 square feet of building area on the lot.

### **Building coverage**

The 12.5 acre lot currently has a 5,000 square foot shop with apartment. A newly proposed building will be 7,200 square feet, bringing the total building coverage on the lot to 12,200 square feet. The building area of the lot is approximately 2.2%.

### **Impervious coverage**

Development in the East End Mixed Use District must meet the level-two site development standards found in HCC 21.50.030. The lot has an approximate impervious coverage of 100,000 square feet of the 546,678 square foot lot that was established prior to being subject to storm water regulations. This equates to roughly 18% of the lot. The additional proposed impervious to be added is negligible in consideration of the requirements of a storm water plan that starts with the addition of 25,000 square feet or greater than 60% of the lot area. No storm water plan is required.

### **Parking**

In consideration of the availability of vast areas that can currently be utilized for parking and the fact that the structure is unlikely to create a need for any additional spaces, no further parking spaces shall be required.

### **The criteria for granting a Conditional Use Permit is set forth in HCC 21.71.030, Review criteria, and establishes the following conditions:**

a. The applicable code authorizes each proposed use and structure by conditional use permit in that zoning district:

**Analysis:** Per HCC 21.27.040(d), no lot shall contain more than 8,000 square feet of building area (all buildings combined), nor shall any lot contain building area in excess of 30 percent of the lot area without an approved conditional use permit.

**Finding 1:** Applicable code authorizes over 8,000 square feet of building area with an approved CUP.

b. The proposed use(s) and structure(s) are compatible with the purpose of the zoning district in which the lot is located.

**Purpose:** The East End Mixed Use (EEMU) District is primarily intended to provide sites for businesses that require direct motor vehicle access and may require larger land area. The district is meant to accommodate a mixture of existing and accessory residential with nonresidential uses. When a conflict exists between

c. The value of the adjoining property will not be negatively affected greater than that anticipated from other permitted or conditionally permitted uses in this district.

**Finding 3:** The addition of a commercial building is not expected to have a negative effect on property values more so than other permitted or conditionally permitted uses in this district.

**Analysis:** This property does not abut land within an RO, RR, or UR District and conflicts are to be resolved in favor of nonresidential uses over residential use, per the purpose statement of the EEMU District. The established and propose uses are permitted outright.

e. Public services and facilities are or will be, prior to occupancy, adequate to serve the proposed use and structure.

**Finding 5:** Public services and facilities are adequate to serve the existing and proposed uses and structures.

**Analysis:** The nature of the lot as a equipment/material site with a shop will not change and the increased intensity of use and bulk of the proposal is in line with the

commercial nature of the district. The proposed building will be mostly placed on an existing graveled area and will therefore not change the lot coverage in any sort of regulatory manner.

**Finding 6:** The proposal is not expected to cause undue harmful effect upon desirable neighborhood character.

**Condition 1:** Screening shall be required on green areas of the lot adjacent to East End Road, per HCC 21.27.040(f), screening may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.

g. The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole.

**Analysis:** The addition of a commercial building is an infill to an existing commercial/industrial lot and will make a positive addition to the city as a whole.

**Finding 7:** The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole.

h. The proposal does or will comply with the applicable regulations and conditions specified in this title for such use.

**Analysis:** Compliance with an approved CUP and subsequent zoning permit will allow the proposal to comply with applicable regulations and conditions.

**Finding 8:** An approved CUP along with the zoning permit process addresses applicable regulations of the proposed structure prior to construction.

i. The proposal is not contrary to the applicable land use goals and objectives of the Comprehensive Plan.

**Analysis:** Goal 1 of the Land Use chapter of the Homer Comprehensive Plan encourages infill. The proposal allows for additional infill of an underutilized industrial lot.

**Finding 9:** No evidence has been found that the proposal is contrary to the applicable land use goals and objects of the Comprehensive Plan.

j. The proposal will comply with the applicable provisions of the Community Design Manual (CDM).

**Finding 10:** The Community Design Manual does not apply in the East End Mixed Use District.

**HCC 21.71.040(b).** b. In approving a conditional use, the Commission may impose such conditions on the use as may be deemed necessary to ensure the proposal does and will continue to satisfy the applicable review criteria. Such conditions may include, but are not limited to, one or more of the following:

- 1. Special yards and spaces:** No specific conditions deemed necessary
- 2. Fences and walls:** No specific conditions deemed necessary
- 3. Surfacing of parking areas:** No specific conditions deemed necessary.
- 4. Street and road dedications and improvements:** No specific conditions deemed necessary.
- 5. Control of points of vehicular ingress and egress:** No specific conditions deemed necessary.
- 6. Special provisions on signs:** No specific conditions deemed necessary.
- 7. Landscaping:** See condition 1.
- 8. Maintenance of the grounds, building, or structures:** No specific conditions deemed necessary.
- 9. Control of noise, vibration, odors or other similar nuisances:** No specific conditions deemed necessary.
- 10. Limitation of time for certain activities:** No specific conditions deemed necessary.
- 11. A time period within which the proposed use shall be developed:** No specific conditions deemed necessary.
- 12. A limit on total duration of use:** No specific conditions deemed necessary.
- 13. More stringent dimensional requirements,** such as lot area or dimensions, setbacks, and building height limitations. Dimensional requirements may be made more lenient by conditional use permit only when such relaxation is authorized by other provisions of the zoning code. Dimensional requirements may not be altered by conditional use permit when and to the extent other provisions of the zoning code expressly prohibit such alterations by conditional use permit.
- 14. Other conditions necessary** to protect the interests of the community and surrounding area, or to protect the health, safety, or welfare of persons residing or working in the vicinity of the subject lot.

**PUBLIC WORKS COMMENTS:** No comments.

**FIRE DEPARTMENT COMMENTS:** No objections.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS/RECOMMENDATIONS:**

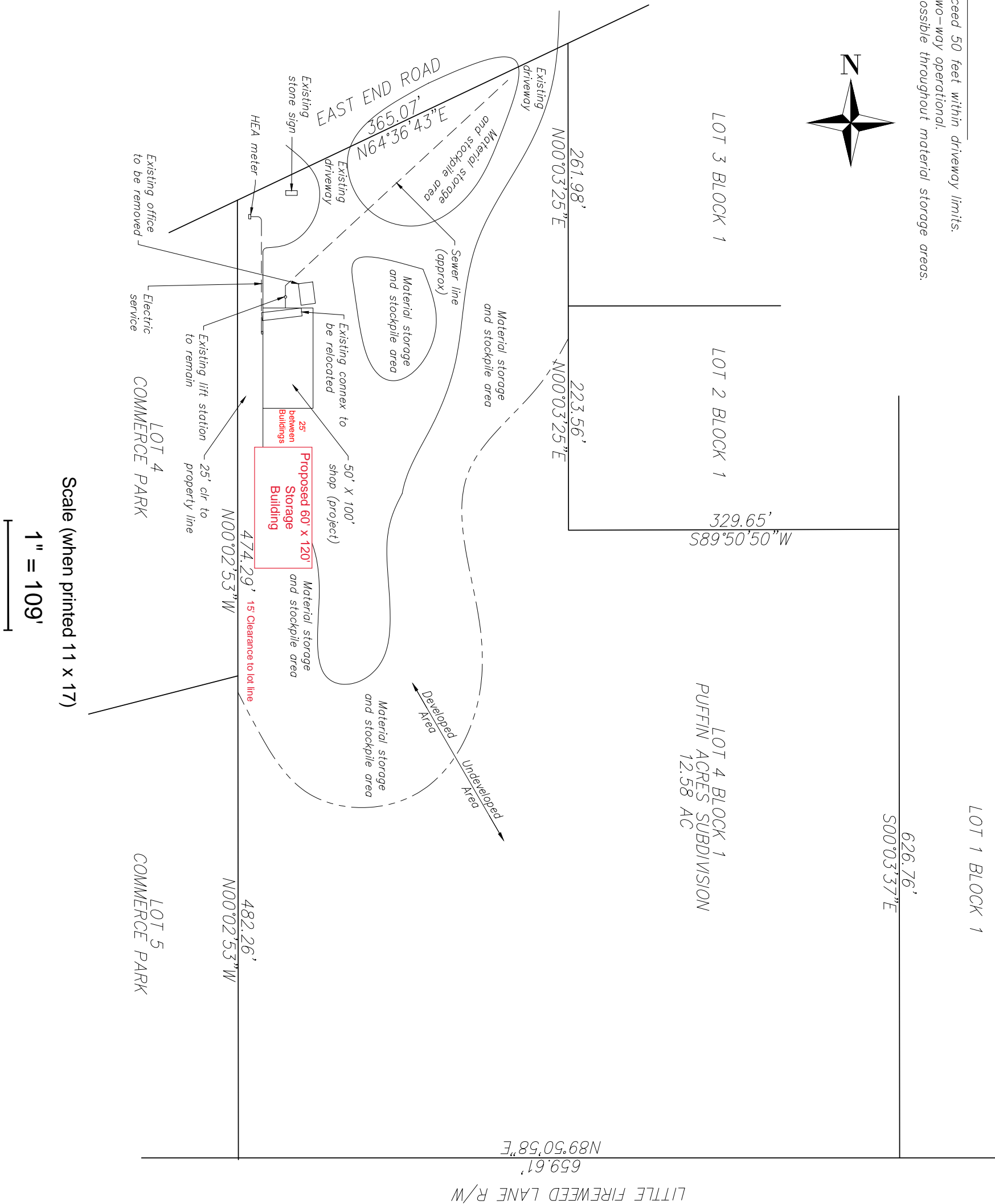
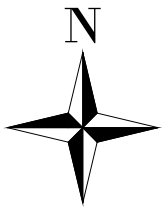
Planning Commission approve CUP 19-06 with findings 1-10 and the following condition.

**Condition 1:** Screening shall be required on existing green areas of the lot adjacent to East End Road, per HCC 21.27.040(f), screening may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.

**Attachments**

Application  
Public Notice  
2016 Aerial Imagery

- NOTES:
1. Turning radii exceed 50 feet within driveway limits.
  2. Driveways are two-way operational.
  3. Snow storage possible throughout material storage areas.



Scale (when printed 11 x 17)

1" = 109'



EAST ROAD SERVICES BUILDING  
3385 EAST END ROAD, HOMER, ALASKA  
CONSTRUCTION DOCUMENTS

Site Plan Prepared by Buck Jones  
V.P. East Road Services Inc.  
907-299-1857  
eastrdsv@hotmail.com

Revisions:

Date: 3/1-10-2020  
Drawn:  
Checked:  
Project:  
File Name:

Sheet Title:  
SITE PLAN

Sheet:

S1.1



# City of Homer

www.cityofhomer-ak.gov

**Planning**  
 491 East Pioneer Avenue  
 Homer, Alaska 99603  
 Planning@ci.homer.ak.us  
 (p) 907-235-3106  
 (f) 907-235-3118

## Applicant

Name: Buck Jones Telephone No.: 907-299-1857

Address: Po. Box 1723, Homer, AK. 99603 Email: eastrdsv@hotmail.com

## Property Owner (if different than the applicant):

Name: East Road Services Inc. Telephone No.: 907-235-6574

Address: 33740 Jones Dr., Homer, AK. 99603 Email: office@eastroadservices.com

## PROPERTY INFORMATION:

Address: 3385 East End Road Lot Size: 12.55 acres KPB Tax ID # 17419201

Legal Description of Property: T 6S R 13W SEC 11 SEWARD MERIDIAN HM 0850122  
PUFFIN ACRES SUB LOT 4 BLK 1

For staff use:

Date: 1/15/19 Fee submittal: Amount \$1500

Received by: TPB Date application accepted as complete \_\_\_\_\_

Planning Commission Public Hearing Date: 2/5/20

## Conditional Use Permit Application Requirements:

- ✓1. A Site Plan
- ✓2. Right of Way Access Plan
- ✓3. Parking Plan
- ✓4. A map showing neighboring lots and a narrative description of the existing uses of all neighboring lots. (Planning can provide a blank map for you to fill in).
- ✓5. Completed Application Form
- ✓6. Payment of application fee (nonrefundable)
7. Any other information required by code or staff, to review your project

## Circle Your Zoning District

	RR	UR	RO	CBD	TCD	GBD	GC1	GC2	MC	MI	EEMU	BCWPD
Level 1 Site Plan	x	x	x			x			x			x
Level 1 ROW Access Plan	x	x							x			
Level 1 Site Development Standards	x	x										
Level 1 Lighting			x	x	x	x	x	x	x	x	x	
Level 2 Site Plan			x	x	x		x	x		x	x	
Level 2 ROW Access Plan			x	x	x		x	x		x	x	
Level 2 Site Development Standards			x*	x	x	x	x	x			x	
Level 3 Site Development Standards									x	x		
Level 3 ROW Access Plan						x						
DAP/SWP questionnaire				32	x	x	x	x			x	



**Circle applicable permits. Planning staff will be glad to assist with these questions.**

- Y/N Are you building or remodeling a commercial structure, or multifamily building with more than 3 apartments? If yes, Fire Marshal Certification is required. Status: \_\_\_\_\_
- Y/N Will your development trigger a Development Activity Plan?  
Application Status: \_\_\_\_\_
- Y/N Will your development trigger a Storm water Plan?  
Application Status: \_\_\_\_\_
- Y/N Does your site contain wetlands? If yes, Army Corps of Engineers Wetlands Permit is required. Application Status: \_\_\_\_\_
- Y/N Is your development in a floodplain? If yes, a Flood Development Permit is required.
- Y/N Does your project trigger a Community Design Manual review?  
If yes, complete the design review application form. The Community Design Manual is online at: <http://www.ci.homer.ak.us/documentsandforms>
- Y/N Do you need a traffic impact analysis?
- Y/N Are there any nonconforming uses or structures on the property?
- Y/N Have they been formally accepted by the Homer Advisory Planning Commission?
- Y/N Do you have a state or city driveway permit? Status: Active \_\_\_\_\_
- Y/N Do you have active City water and sewer permits? Status: Active \_\_\_\_\_

1. Currently, how is the property used? Are there buildings on the property? How many square feet? Uses within the building(s)?

Our main shop and office building is located here. The current use of the property is equipment storage and maintenance. Our main building is 5000 sf. and is our office in the front and equipment maintenance shop in the back.

2. What is the proposed use of the property? How do you intend to develop the property? (Attach additional sheet if needed. Provide as much information as possible).

We need additional storage space out of the elements for our equipment and materials. The proposed building is intended to be un-heated storage space for parking equipment and storing materials that need to be covered.

**CONDITIONAL USE INFORMATION:** Please use additional sheets if necessary. HCC21.71.030

- a. What code citation authorizes each proposed use and structure by conditional use permit? 21.27.020 section ee. authorizes the principal use as equipment storage, contractors establishment. A C.U.P. is needed because the proposed building will cause us to exceed the allowable 8000 sf.
- b. Describe how the proposed uses(s) and structures(s) are compatible with the purpose of the zoning district.  
The pupose of the EEMU zoning district is to provide a place for businesses that require direct vehicle access and a larger land are.
- c. How will your proposed project affect adjoining property values?  
It will have no effect. The adjoining properties already have similar uses, including Coastal Freight, Bay Welding, Tire Town etc.
- d. How is your proposal compatible with existing uses of the surrounding land?  
It is very similar.
- e. Are/will public services adequate to serve the proposed uses and structures?  
No additional public services will be required.
- f. How will the development affect the harmony in scale, bulk, coverage and density upon the desirable neighborhood character, and will the generation of traffic and the capacity of surrounding streets and roads be negatively affected?  
It will improve the aesthetics of our yard by having the construction materials more organized and shielded from view. It will not change the traffic load.
- g. Will your proposal be detrimental to the health, safety or welfare of the surrounding area or the city as a whole? No.
- h. How does your project relate to the goals of the Comprehensive Plan?  
The Comprehensive Plan are online,
- i. The Planning Commission may require you to make some special improvements. Are you planning on doing any of the following, or do you have suggestions on special improvements you would be willing to make? (**circle each answer**)
1. Y/N Special yards and spaces.
  2. Y/N Fences, walls and screening.
  3. Y/N Surfacing of parking areas.
  4. Y/N Street and road dedications and improvements (or bonds).
  5. Y/N Control of points of vehicular ingress & egress.
  6. Y/N Special provisions on signs.
  7. Y/N Landscaping.
  8. **Y**/N Maintenance of the grounds, buildings, or structures.



9. Y/N Control of noise, vibration, odors, lighting, heat, glare, water and solid waste pollution, dangerous materials, material and equipment storage, or other similar nuisances.
10. Y/N Time for certain activities.
11. Y/N A time period within which the proposed use shall be developed.
12. Y/N A limit on total duration of use.
13. Y/N Special dimensional requirements such as lot area, setbacks, building height.
14. Y/N Other conditions deemed necessary to protect the interest of the community.

### PARKING

1. How many parking spaces are required for your development? Current parking is sufficient  
If more than 24 spaces are required see HCC 21.50.030(f)(1)(b). \_\_\_\_\_
2. How many spaces are shown on your parking plan? \_\_\_\_\_
3. Are you requesting any reductions? \_\_\_\_\_

Include a site plan, drawn to a scale of not less than 1" = 20' which shows existing and proposed structures, clearing, fill, vegetation and drainage.

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge, and that I, as applicant, have the following legal interest in the property:

**CIRCLE ONE:**

Owner of record

Lessee

Contract purchaser

Applicant signature: Buck Jones Date: 1-13-2020

Property Owner's signature: Buck Jones Date: 1-13-2020





2017 Photo

## Area Land Use Map

0 50 100 200 36 400 500 Feet





DEPARTMENT OF THE ARMY  
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
REGULATORY DIVISION  
44669 STERLING HIGHWAY, SUITE B  
SOLDOTNA, ALASKA 99669

January 20, 2015

Regulatory Division  
POA-1991-074

Mr. Troy Jones  
East End Road Services, Inc.  
33740 Jones Drive  
Homer, Alaska 99603

Dear Mr. Jones:

This letter is in response to your January 7, 2016 request for a Department of the Army (DA) jurisdictional determination for your proposed site development. It has been assigned number POA-1991-074, Kachemak Bay, which should be referred to in all correspondence with us. The project site is located within Section 11, T. 6 S., R. 13 W., Seward Meridian; USGS Quad Map Seldovia C-4; Latitude 59.6651 ° N., Longitude - 151.4498 ° W.; Kenai Peninsula Borough; Puffin Acres Subdivision, Block 4, Lot 1; KPB Parcel # 17419201, in Homer, Alaska.

Based on our review of the information you provided, we have determined the **subject property does not contain waters of the United States (U.S.) under Corps jurisdiction.** Therefore, a DA permit is not required. A copy of the Approved Jurisdictional Determination form is available at: [www.poa.usace.army.mil/Missions/Regulatory/JurisdictionalDeterminations.aspx](http://www.poa.usace.army.mil/Missions/Regulatory/JurisdictionalDeterminations.aspx) under the above file number. Please contact us if you decide to alter the method, scope, or location of your proposed activity.

✓ This approved jurisdictional determination is valid for a period of five (5) years from the date of this letter, unless new information supporting a revision is provided to us before the expiration date.

Enclosed is a Notification of Administrative Appeal Options and Process and Request for Appeal form regarding this approved jurisdictional determination (see section labeled "Approved Jurisdictional Determination").

Section 404 of the Clean Water Act requires that a DA permit be obtained for the placement or discharge of dredged and/or fill material into waters of the U.S., including jurisdictional wetlands (33 U.S.C. 1344). The Corps defines wetlands as those areas that are inundated or saturated by surface or groundwater at a frequency and duration

sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Section 10 of the Rivers and Harbors Act of 1899 requires that a DA permit be obtained for structures or work in or affecting navigable waters of the U.S. (33 U.S.C. 403). Section 10 waters are those waters subject to the ebb and flow of the tide shoreward to the mean high water mark, and/or other waters identified by the Alaska District.

Nothing in this letter excuses you from compliance with other Federal, State, or local statutes, ordinances, or regulations.

Please contact me via email at [andy.mitzel@usace.army.mil](mailto:andy.mitzel@usace.army.mil), by mail at the address above, by phone at (907) 753-2689, if you have questions. For more information about the Regulatory Program, please visit our website at <http://www.poa.usace.army.mil/Missions/Regulatory.aspx>.

Sincerely,



John A. Mitzel  
Project Manager

Enclosures

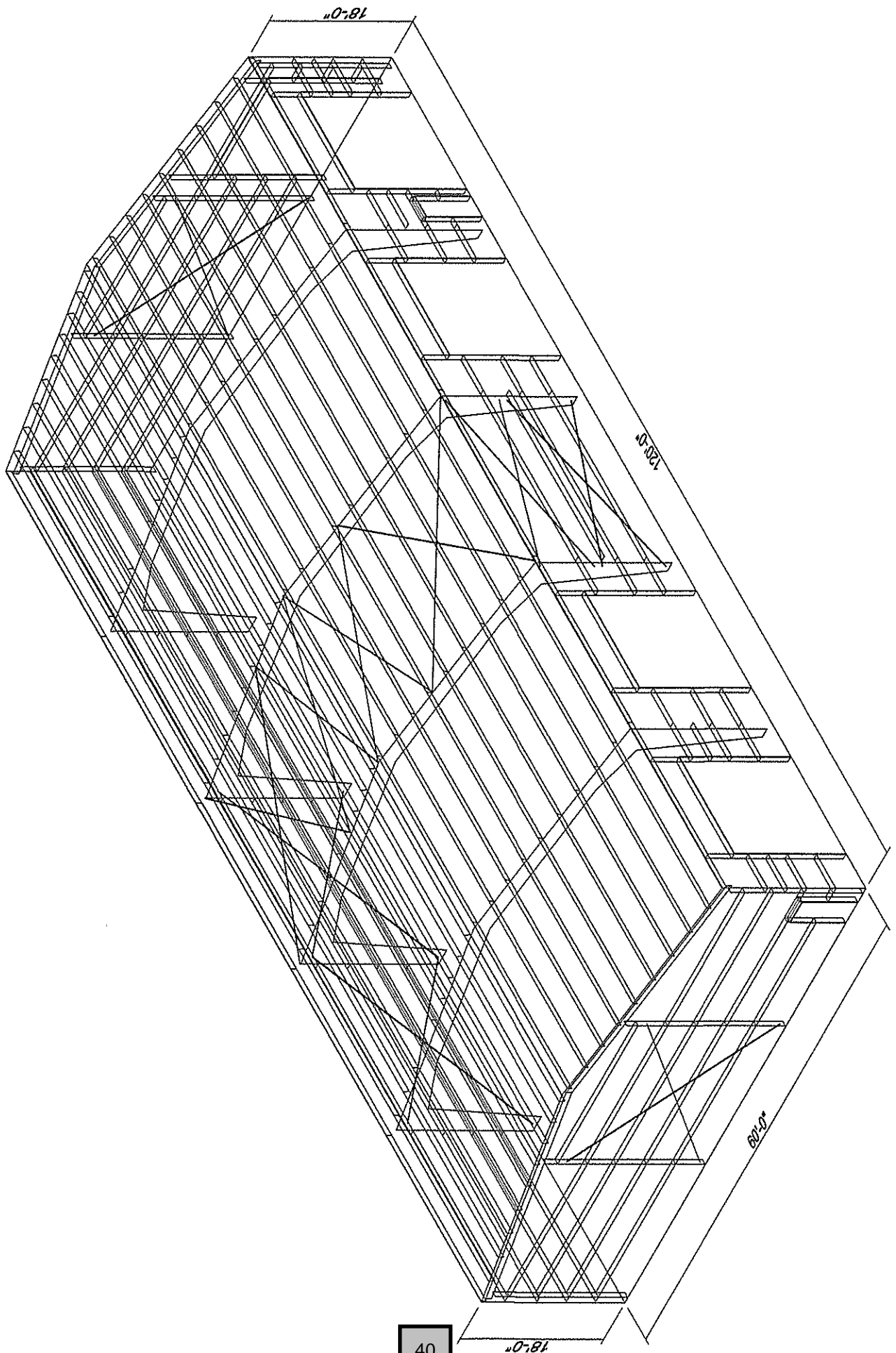
CF/BCF:

ADEC  
ADEC  
ADF&G-DH (Kenai R. Center)  
ADNR-DMLW  
ADNR-DMLW  
ADNR-DMLW  
SHPO-ADNR OHA  
EPA  
NMFS, Anchorage  
USFWS, Kenai  
Kenai Peninsula Borough

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[HCD.Anchorage@noaa.gov](mailto:HCD.Anchorage@noaa.gov)  
[R7\\_Kenai\\_Fish\\_Comment@fws.gov](mailto:R7_Kenai_Fish_Comment@fws.gov)  
[KenaiRivCenter@borough.kenai.ak.us](mailto:KenaiRivCenter@borough.kenai.ak.us)





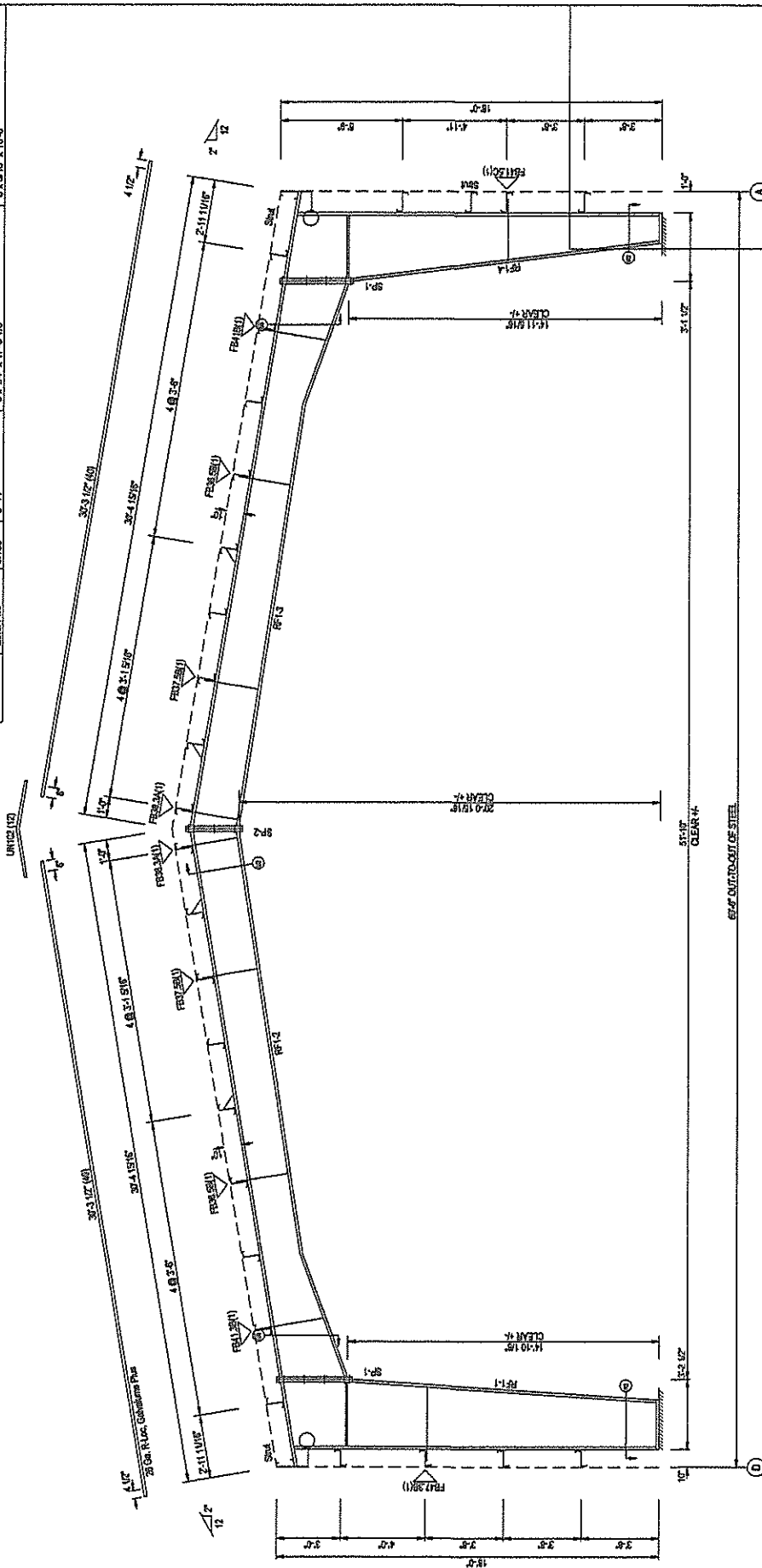




SPRUE-BOLT TABLE						
Mark	Qty	Top	Bot	Int	Type	Length
SP-1	4	4	4	4	A325	1.000
SP-2	4	4	4	2	A325	0.855

FLANGE BRACES: FBx (1 or 2)  
 xx=longitudinal  
 (1) One Side (2) Two Sides  
 B-8314  
 A-8316  
 C-125X253

MEMBER TABLE				Web Flange		Outsides Flange		Insides Flange	
Mark	Web Depth	Web Thickness	Web Length	Web Flange	Web Flange	Outsides Flange	Outsides Flange	Insides Flange	Insides Flange
RF-1	25.003.9	0.188	8'-11"	7'-10 1/8"	8'-11"	8' x 14" x 1/2" x 3/8"	8' x 14" x 1/2" x 3/8"	8' x 14" x 1/2" x 3/8"	8' x 14" x 1/2" x 3/8"
RF-2	33.928.0	0.250	6'-7 1/16"	6'-7 1/16"	6'-7 1/16"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"
RF-3	21.022.5	0.188	9'-5"	10'-7 7/16"	10'-7 7/16"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"
RF-4	24.022.5	0.188	6'-8 1/2"	7'-10 5/16"	7'-10 5/16"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"
RF-5	21.024.0	0.250	7'-10 5/16"	8'-11"	8'-11"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"
RF-6	37.029.6	0.188	8'-11"	8'-11"	8'-11"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"
RF-7	28.614.0	0.188	8'-11"	8'-11"	8'-11"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"	8' x 14" x 20'-2 3/8"



RIGID FRAME ELEVATION: FRAME LINE 2 3 4 5

NOTE:  
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 SIZES, AND SPECIFICATIONS ARE SUBJECT TO BE  
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 PERMIT DRAWINGS.



ISSUE	DESCRIPTION	DATE	DRN.	CHK.	DES.
P	PERMIT	1/25/12	1/25/12	1/25/12	1/25/12

CUSTOMER	BUCK JONES AND ASSOCIATES, INC.
END USER	BUCK JONES AND ASSOCIATES, INC.
SCALE	NOT TO SCALE
PROJECT	56324
DATE	1/25/12
BY	OC
CHK	P





TRIM TABLE			
QTY	QTY	PART	LENGTH
1	1	BECH	20'-4"
2	1	Q184102	18'-2"
3	1	Q184102	18'-2"
4	1	Q184102	18'-2"
5	1	Q184102	18'-2"
6	1	Q184102	18'-2"
7	1	Q184102	18'-2"
8	1	Q184102	18'-2"
9	1	Q184102	18'-2"
10	1	Q184102	18'-2"
11	1	Q184102	18'-2"
12	1	Q184102	18'-2"

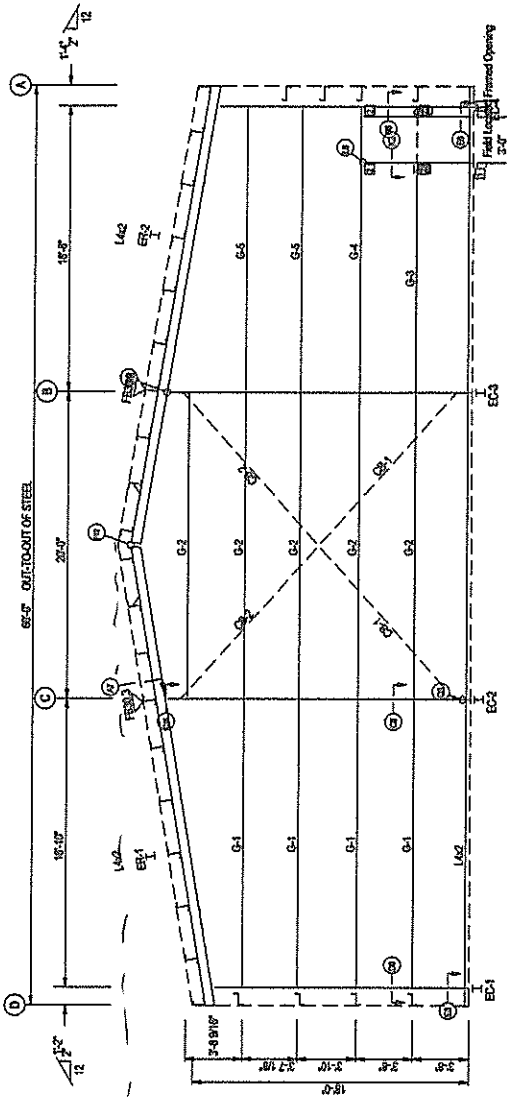
BOLT TABLE			
QTY	QTY	TYPE	LENGTH
1	1	A307	1 1/2"
2	1	A307	1 1/2"
3	1	A307	1 1/2"
4	1	A307	1 1/2"

MEMBER TABLE			
QTY	QTY	TYPE	LENGTH
1	1	A307	1 1/2"
2	1	A307	1 1/2"
3	1	A307	1 1/2"
4	1	A307	1 1/2"

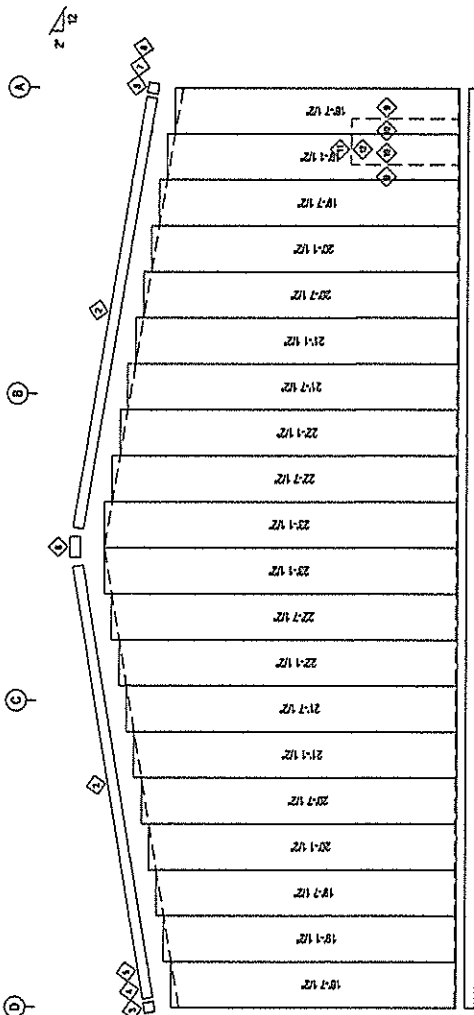
FRAMING TABLE			
QTY	QTY	TYPE	LENGTH
1	1	A307	1 1/2"
2	1	A307	1 1/2"
3	1	A307	1 1/2"
4	1	A307	1 1/2"

FRAMING TABLE			
QTY	QTY	TYPE	LENGTH
1	1	A307	1 1/2"
2	1	A307	1 1/2"
3	1	A307	1 1/2"
4	1	A307	1 1/2"

CONNECTION PLATES			
QTY	QTY	TYPE	LENGTH
1	1	A307	1 1/2"
2	1	A307	1 1/2"
3	1	A307	1 1/2"
4	1	A307	1 1/2"



ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

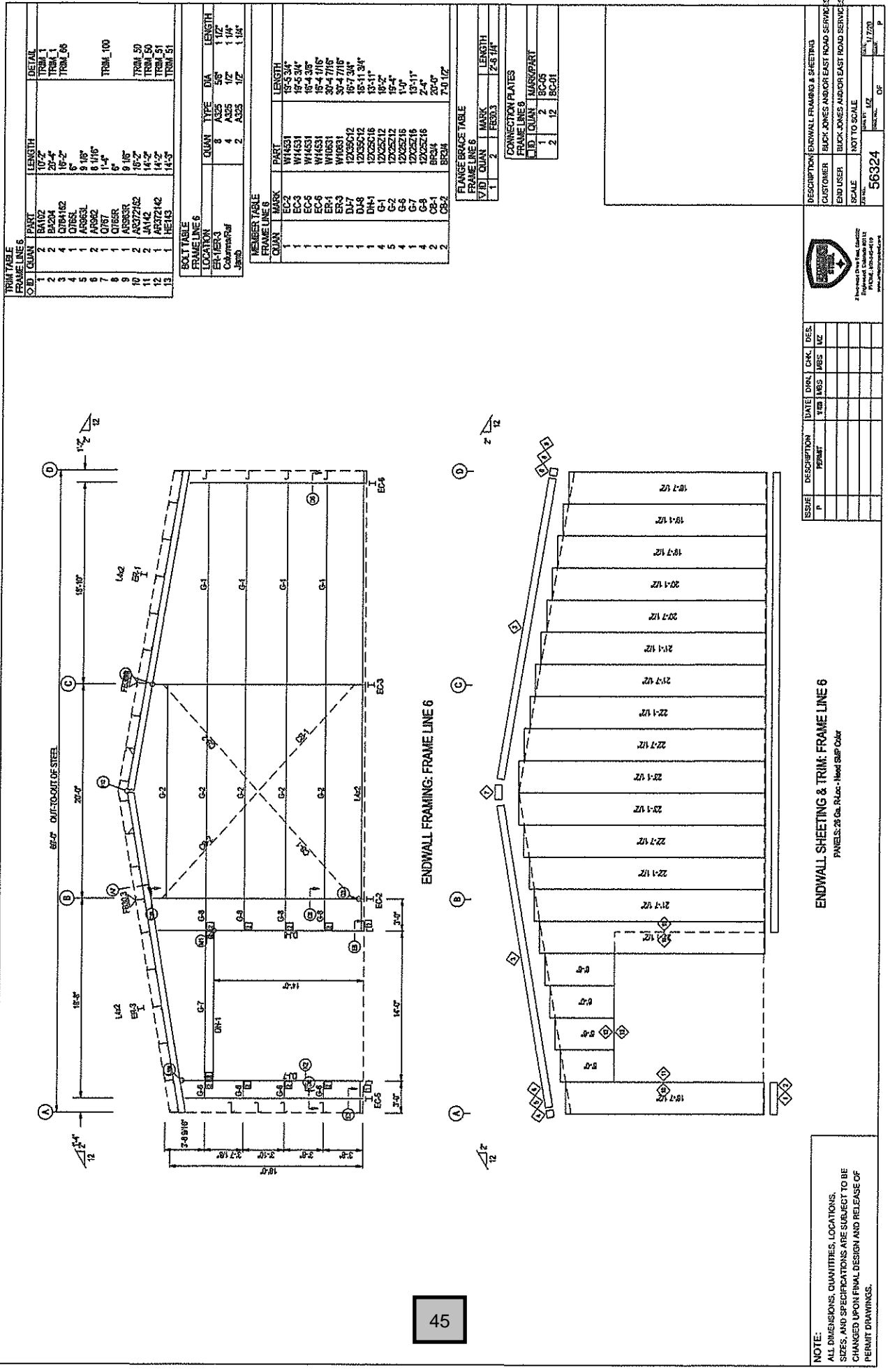
PANELS: 28 Gs. R/Lg. - Need S&P Color

NOTE:  
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SIZES, AND SPECIFICATIONS ARE SUBJECT TO BE  
CHANGED UPON FINAL DESIGN AND RELEASE OF  
PERMIT DRAWINGS.

ISSUE	DESCRIPTION	DATE	DRN	CHK	DES.
1	PERMIT	1/28/12	1/28/12	1/28/12	1/28/12

DESCRIPTION: ENDWALL FRAMING & SHEETING			
CUSTOMER	BUCK JONES AND/OR EAST ROAD SERVICES INC	SCALE	1/2" = 1'-0"
END USER	BUCK JONES AND/OR EAST ROAD SERVICES INC	SCALE	1/2" = 1'-0"
SCALE	1/2" = 1'-0"	SCALE	1/2" = 1'-0"
SCALE	1/2" = 1'-0"	SCALE	1/2" = 1'-0"

56324	1/28/12	1/28/12	1/28/12	1/28/12	1/28/12
-------	---------	---------	---------	---------	---------



TRIM TABLE				DETAIL			
FRAME LINE 6				TRIM L1			
QID	QUAN	PART	LENGTH	TRIM L6			
1	2	BA102	10'-2"	TRIM L100			
2	2	BA204	20'-2"	TRIM L50			
3	4	Q104162	18'-2"	TRIM L51			
4	1	Q1051	6"				
5	1	AS051	9'-10"				
6	2	AS052	14'-6"				
7	1	Q1071	6"				
8	1	AS053	9'-10"				
9	2	AS272162	18'-2"				
10	2	JA142	14'-2"				
11	1	AS272142	14'-2"				
12	1	HE143	14'-3"				
13	1	HE143	14'-3"				

BOLT TABLE			
FRAME LINE 6			
QID	QUAN	TYPE	LENGTH
1	8	A305	5/8"
2	1	A305	1/2"
3	2	A305	1/2"

MEMBER TABLE			
FRAME LINE 6			
QID	QUAN	PART	LENGTH
1	1	W14531	19'-3 3/4"
2	1	W14531	19'-3 3/4"
3	1	W14531	19'-3 3/4"
4	1	W14531	19'-3 3/4"
5	1	W14531	19'-3 3/4"
6	1	W14531	19'-3 3/4"
7	1	W14531	19'-3 3/4"
8	1	W14531	19'-3 3/4"
9	1	W14531	19'-3 3/4"
10	1	W14531	19'-3 3/4"
11	1	W14531	19'-3 3/4"
12	1	W14531	19'-3 3/4"
13	1	W14531	19'-3 3/4"
14	1	W14531	19'-3 3/4"
15	1	W14531	19'-3 3/4"
16	1	W14531	19'-3 3/4"
17	1	W14531	19'-3 3/4"
18	1	W14531	19'-3 3/4"
19	1	W14531	19'-3 3/4"
20	1	W14531	19'-3 3/4"
21	1	W14531	19'-3 3/4"
22	1	W14531	19'-3 3/4"
23	1	W14531	19'-3 3/4"
24	1	W14531	19'-3 3/4"
25	1	W14531	19'-3 3/4"
26	1	W14531	19'-3 3/4"
27	1	W14531	19'-3 3/4"
28	1	W14531	19'-3 3/4"
29	1	W14531	19'-3 3/4"
30	1	W14531	19'-3 3/4"
31	1	W14531	19'-3 3/4"
32	1	W14531	19'-3 3/4"
33	1	W14531	19'-3 3/4"
34	1	W14531	19'-3 3/4"
35	1	W14531	19'-3 3/4"
36	1	W14531	19'-3 3/4"
37	1	W14531	19'-3 3/4"
38	1	W14531	19'-3 3/4"
39	1	W14531	19'-3 3/4"
40	1	W14531	19'-3 3/4"
41	1	W14531	19'-3 3/4"
42	1	W14531	19'-3 3/4"
43	1	W14531	19'-3 3/4"
44	1	W14531	19'-3 3/4"
45	1	W14531	19'-3 3/4"
46	1	W14531	19'-3 3/4"
47	1	W14531	19'-3 3/4"
48	1	W14531	19'-3 3/4"
49	1	W14531	19'-3 3/4"
50	1	W14531	19'-3 3/4"
51	1	W14531	19'-3 3/4"
52	1	W14531	19'-3 3/4"
53	1	W14531	19'-3 3/4"
54	1	W14531	19'-3 3/4"
55	1	W14531	19'-3 3/4"
56	1	W14531	19'-3 3/4"
57	1	W14531	19'-3 3/4"
58	1	W14531	19'-3 3/4"
59	1	W14531	19'-3 3/4"
60	1	W14531	19'-3 3/4"
61	1	W14531	19'-3 3/4"
62	1	W14531	19'-3 3/4"
63	1	W14531	19'-3 3/4"
64	1	W14531	19'-3 3/4"
65	1	W14531	19'-3 3/4"
66	1	W14531	19'-3 3/4"
67	1	W14531	19'-3 3/4"
68	1	W14531	19'-3 3/4"
69	1	W14531	19'-3 3/4"
70	1	W14531	19'-3 3/4"
71	1	W14531	19'-3 3/4"
72	1	W14531	19'-3 3/4"
73	1	W14531	19'-3 3/4"
74	1	W14531	19'-3 3/4"
75	1	W14531	19'-3 3/4"
76	1	W14531	19'-3 3/4"
77	1	W14531	19'-3 3/4"
78	1	W14531	19'-3 3/4"
79	1	W14531	19'-3 3/4"
80	1	W14531	19'-3 3/4"
81	1	W14531	19'-3 3/4"
82	1	W14531	19'-3 3/4"
83	1	W14531	19'-3 3/4"
84	1	W14531	19'-3 3/4"
85	1	W14531	19'-3 3/4"
86	1	W14531	19'-3 3/4"
87	1	W14531	19'-3 3/4"
88	1	W14531	19'-3 3/4"
89	1	W14531	19'-3 3/4"
90	1	W14531	19'-3 3/4"
91	1	W14531	19'-3 3/4"
92	1	W14531	19'-3 3/4"
93	1	W14531	19'-3 3/4"
94	1	W14531	19'-3 3/4"
95	1	W14531	19'-3 3/4"
96	1	W14531	19'-3 3/4"
97	1	W14531	19'-3 3/4"
98	1	W14531	19'-3 3/4"
99	1	W14531	19'-3 3/4"
100	1	W14531	19'-3 3/4"

FLANGE BRACE TABLE			
FRAME LINE 6			
QID	QUAN	MARK	LENGTH
1	2	FB033	2'-6 1/4"

CONNECTION PLATES			
FRAME LINE 8			
QID	QUAN	MARK/PART	
1	2	SC-05	
2	12	SC-01	



BUCK JONES AND ASSOCIATES, INC.  
 2000 West 10th Street, Suite 100  
 Phoenix, Arizona 85001  
 Phone: (602) 441-1111  
 Fax: (602) 441-1112  
 www.buckjones.com

ISSUE	DESCRIPTION	DATE	DRAWN	CHECKED	DESIGNED
P	PERMIT				

ENDWALL SHEETING & TRIM: FRAME LINE 6  
 PANELS: 25 Gs. R.Loc. - Head S&P Order

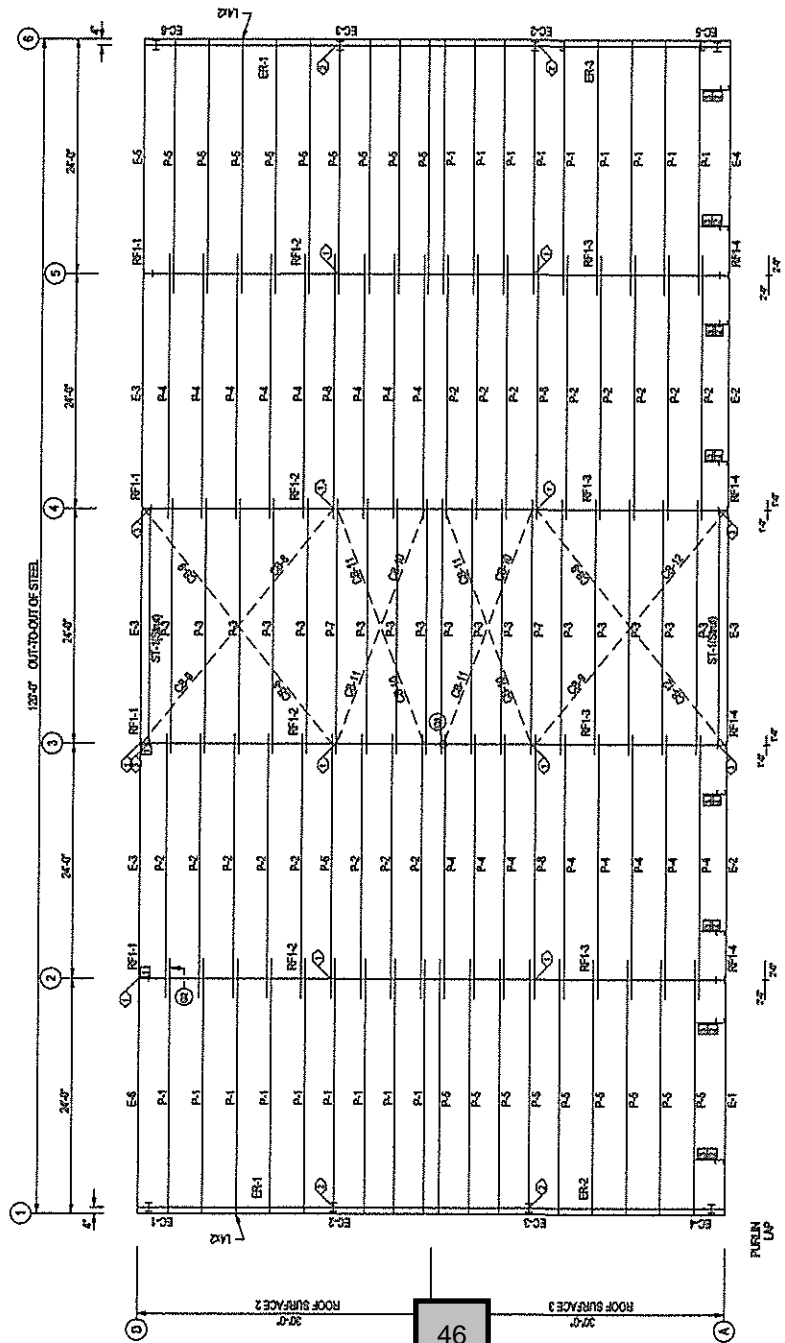
NOTE:  
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 SIZES, AND SPECIFICATIONS ARE SUBJECT TO BE  
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 PERMIT DRAWINGS.

TRIM TABLE			
ROOF PLAN		DETAIL	
QID	QUAN	PART	LENGTH
1	12	UNIT02	10'-2"
1	12	UNIT02	10'-2"

MEMBER TABLE			
ROOF PLAN		DETAIL	
QID	QUAN	PART	LENGTH
1	12	UNIT02	10'-2"
1	12	UNIT02	10'-2"

SPECIAL BOLTS			
QID	QUAN	TYPE	LENGTH
1	12	UNIT02	10'-2"
1	12	UNIT02	10'-2"

CONNECTION PLATES			
QID	QUAN	TYPE	LENGTH
1	12	UNIT02	10'-2"
1	12	UNIT02	10'-2"



ROOF FRAMING PLAN

ROOF SHEETING  
PANELS: 28' GUTTER  
Gabletime Plus

NOTE:  
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SIZES, AND SPECIFICATIONS ARE SUBJECT TO BE  
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PERMIT DRAWINGS.

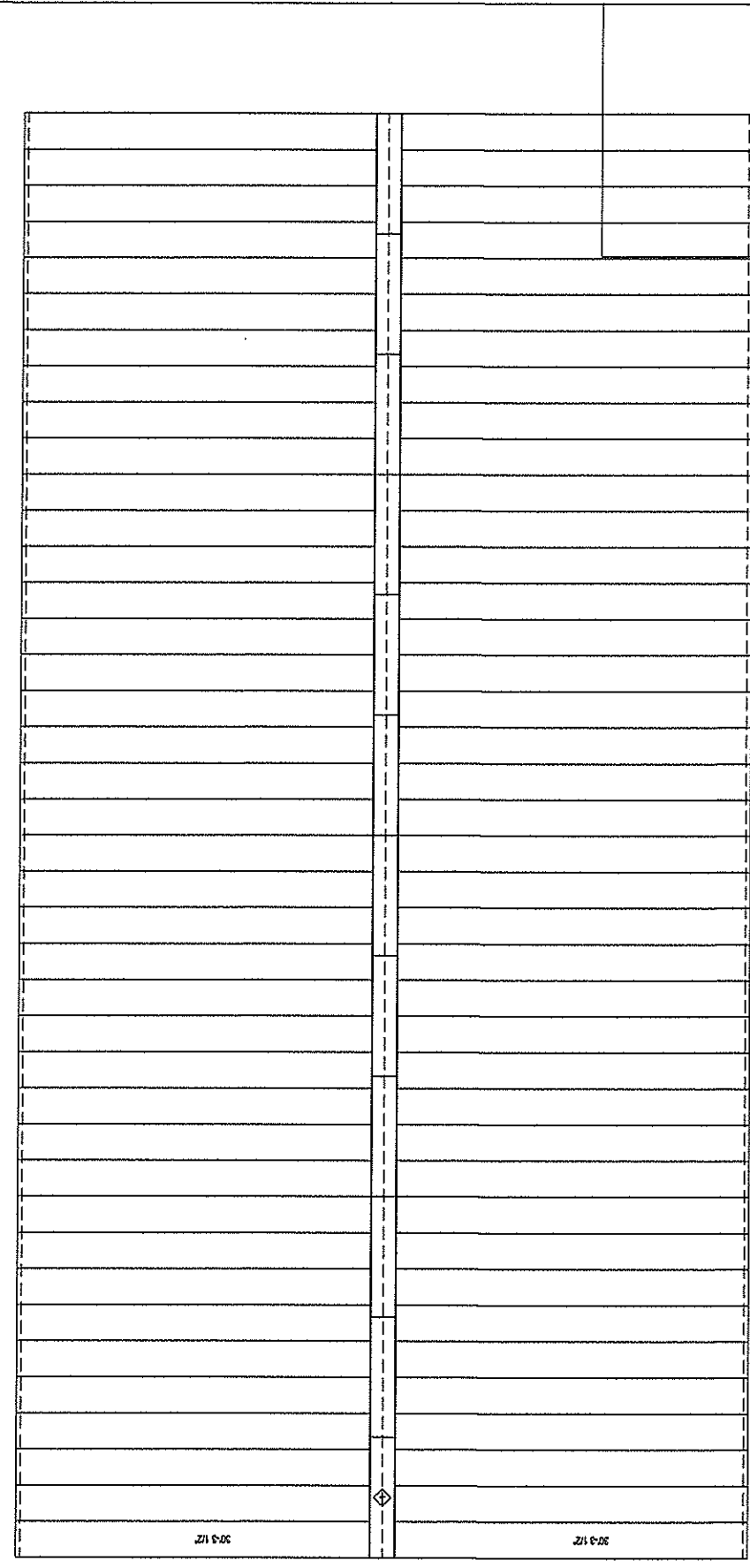
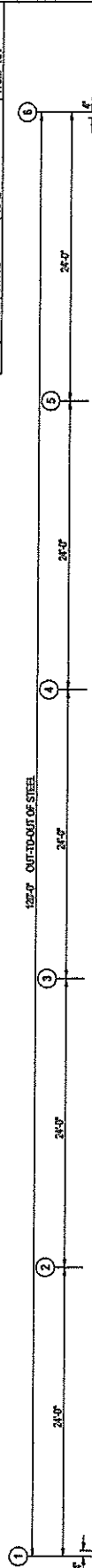


ISSUE	DESCRIPTION	DATE	BY	CHK	DES.
P	PERMIT				

DESCRIPTION: ROOF FRAMING & SHEETING			
CUSTOMER	BUCK JONES ANDOR EAST ROAD SERVICES INC		
DESIGNER	BUCK JONES ANDOR EAST ROAD SERVICES INC		
SCALE	NOT TO SCALE		
DATE	1/2/20		

56324	OF	P
-------	----	---

TRIM TABLE		
NO.	DESCRIPTION	LENGTH
1	12" OUT-OF-STEEL	10'-2"
2	12" OUT-OF-STEEL	10'-2"



# ROOF SHEETING PLAN

ISSUE	DESCRIPTION	DATE	DRN.	CHK.	DES.
1	PERMIT	1/10/10	1/10/10	1/10/10	1/10/10



DESCRIPTION	ROOF FRAMING & SHEETING
CUSTOMER	BUCK JONES ANDOR EAST ROAD SERVICES INC.
END USER	BUCK JONES ANDOR EAST ROAD SERVICES INC.
SCALE	NOT TO SCALE
DATE	1/10/10
PROJECT	56324
OF	P

NOTE:  
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PERMIT DRAWINGS.

## **PUBLIC HEARING NOTICE**

Public notice is hereby given that the City of Homer will hold a public hearing by the Homer Advisory Planning Commission on Wednesday, February 05, 2020 at 6:30 p.m. at Homer City Hall, 491 East Pioneer Avenue, Homer, Alaska, on the following matter:

**A REQUEST FOR CONDITIONAL USE PERMIT (CUP) 20-04 TO ALLOW A 7,200 SQUARE FOOT EQUIPMENT STORAGE BUILDING AT 3385 EAST END ROAD IN ADDITION TO AN EXISTING 5,000 SQUARE FOOT BUILDING. A CUP IS REQUIRED FOR MORE THAN 8,000 SQUARE FEET OF TOTAL BUILDING AREA, PER HOMER CITY CODE 21.27.040(D). THE SUBJECT PROPERTY IS LOT 4, BLOCK 1, PUFFIN ACRES SUBDIVISION, T. 6S., R. 13W., SEC. 11, S.M. HM 0850122.**

Anyone wishing to present testimony concerning this matter may do so at the meeting or by submitting a written statement to the Homer Advisory Planning Commission, 491 East Pioneer Avenue, Homer, Alaska 99603, by 4:00 p.m. on the day of the meeting.

The complete proposal is available for review at the City of Homer Planning and Zoning Office located at Homer City Hall. For additional information, please contact Rick Abboud at the Planning and Zoning Office, 235-3106.

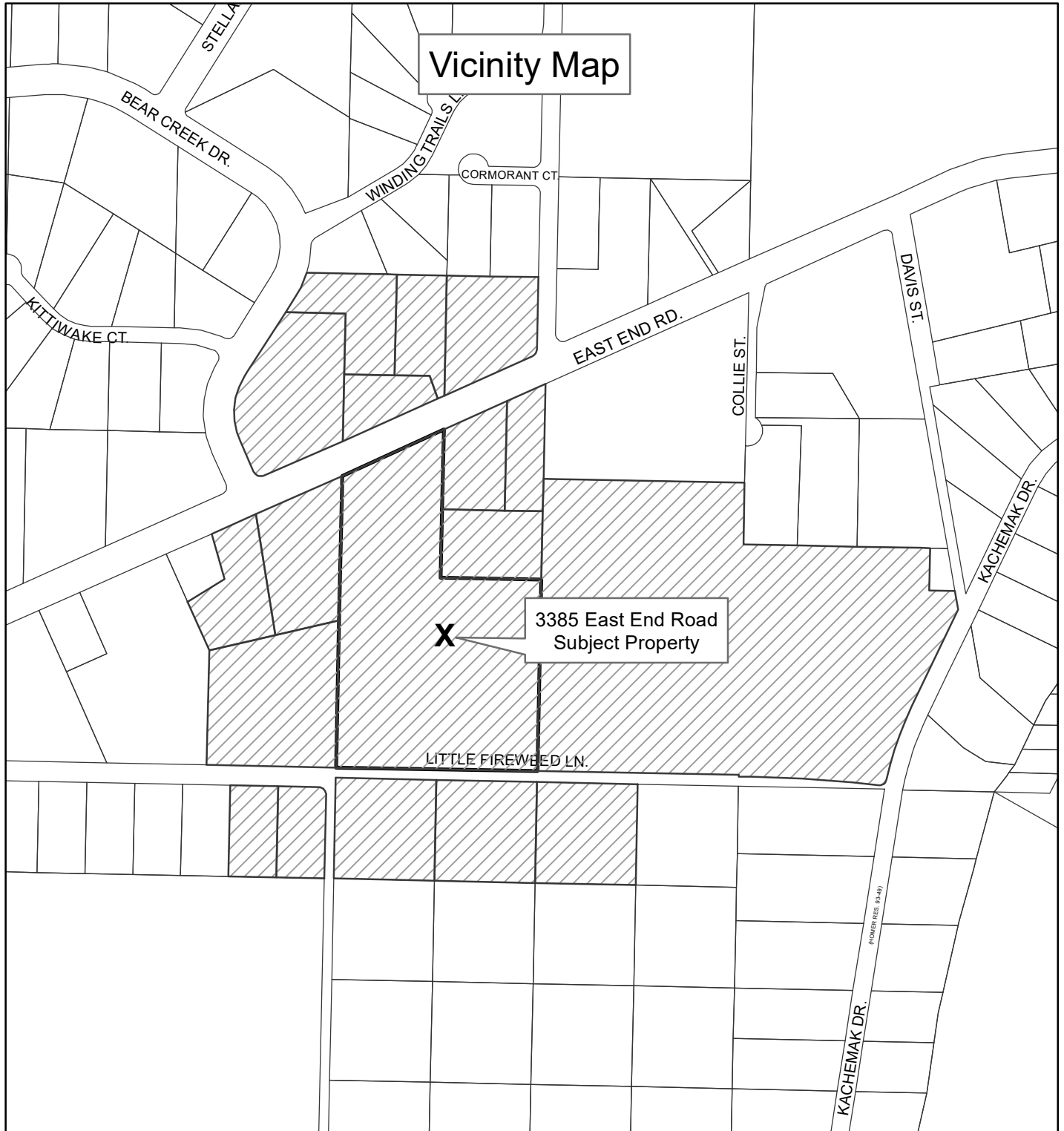
**NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 300 FEET OF PROPERTY**

.....

**VICINITY MAP ON REVERSE**



# Vicinity Map

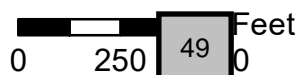


**City of Homer**  
Planning and Zoning Department

January 23, 2020

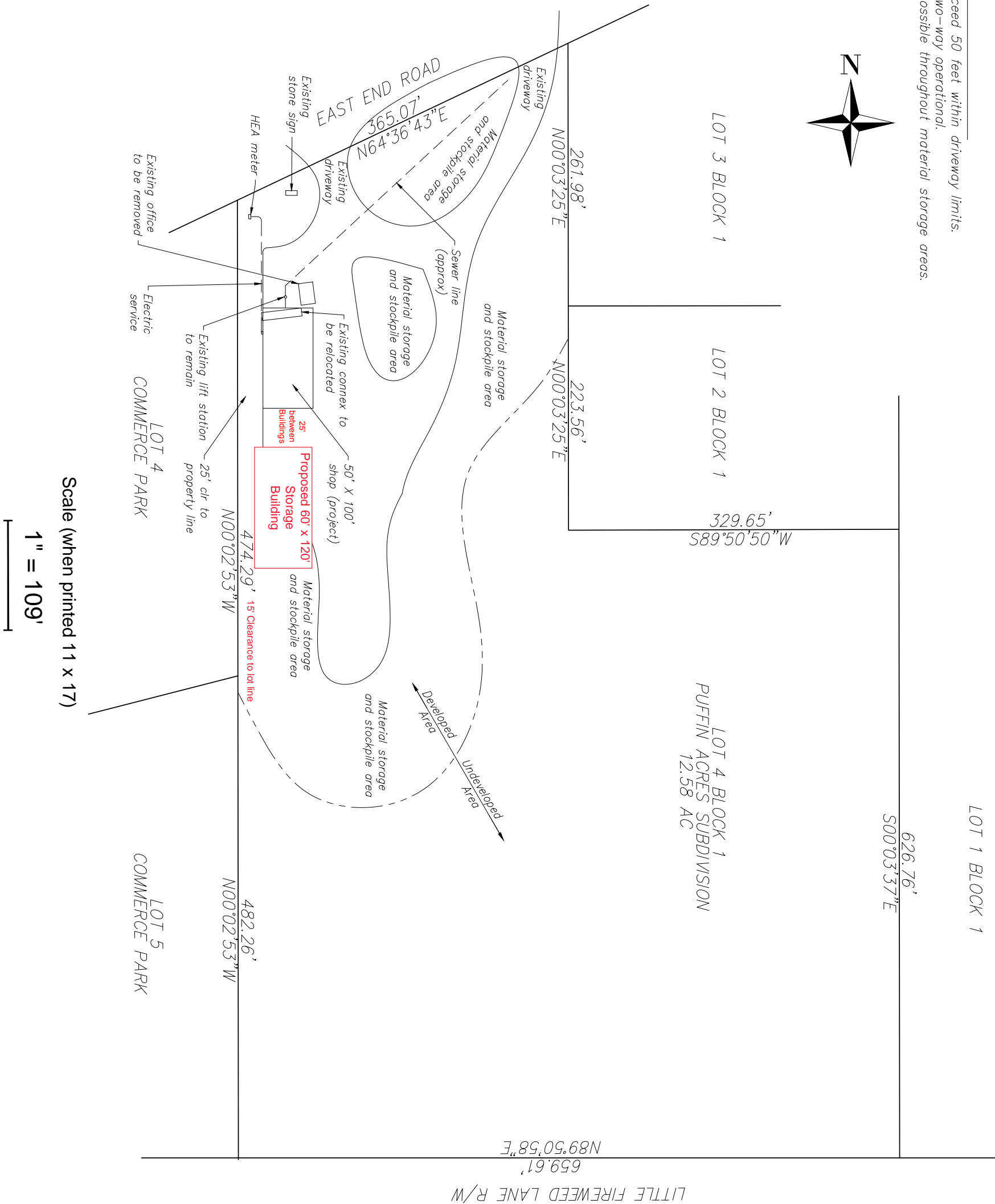
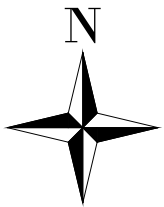
**Request for CUP 20-04  
to allow a 7,200 sq. ft.  
equipment storage building**

Marked Lots are w/in 300 feet  
and property owners notified.



**Disclaimer:**  
It is expressly understood the City of  
Homer, its council, board,  
departments, employees and agents are  
not responsible for any errors or omissions  
contained herein, or deductions, interpretations  
or conclusions drawn therefrom.

- NOTES:
1. Turning radii exceed 50 feet within driveway limits.
  2. Driveways are two-way operational.
  3. Snow storage possible throughout material storage areas.



Scale (when printed 11 x 17)

1" = 109'



EAST ROAD SERVICES BUILDING  
3385 EAST END ROAD, HOMER, ALASKA  
CONSTRUCTION DOCUMENTS

Site Plan Prepared by Buck Jones  
V.P. East Road Services Inc.  
907-299-1857  
eastrdsv@hotmail.com

Revisions:

--

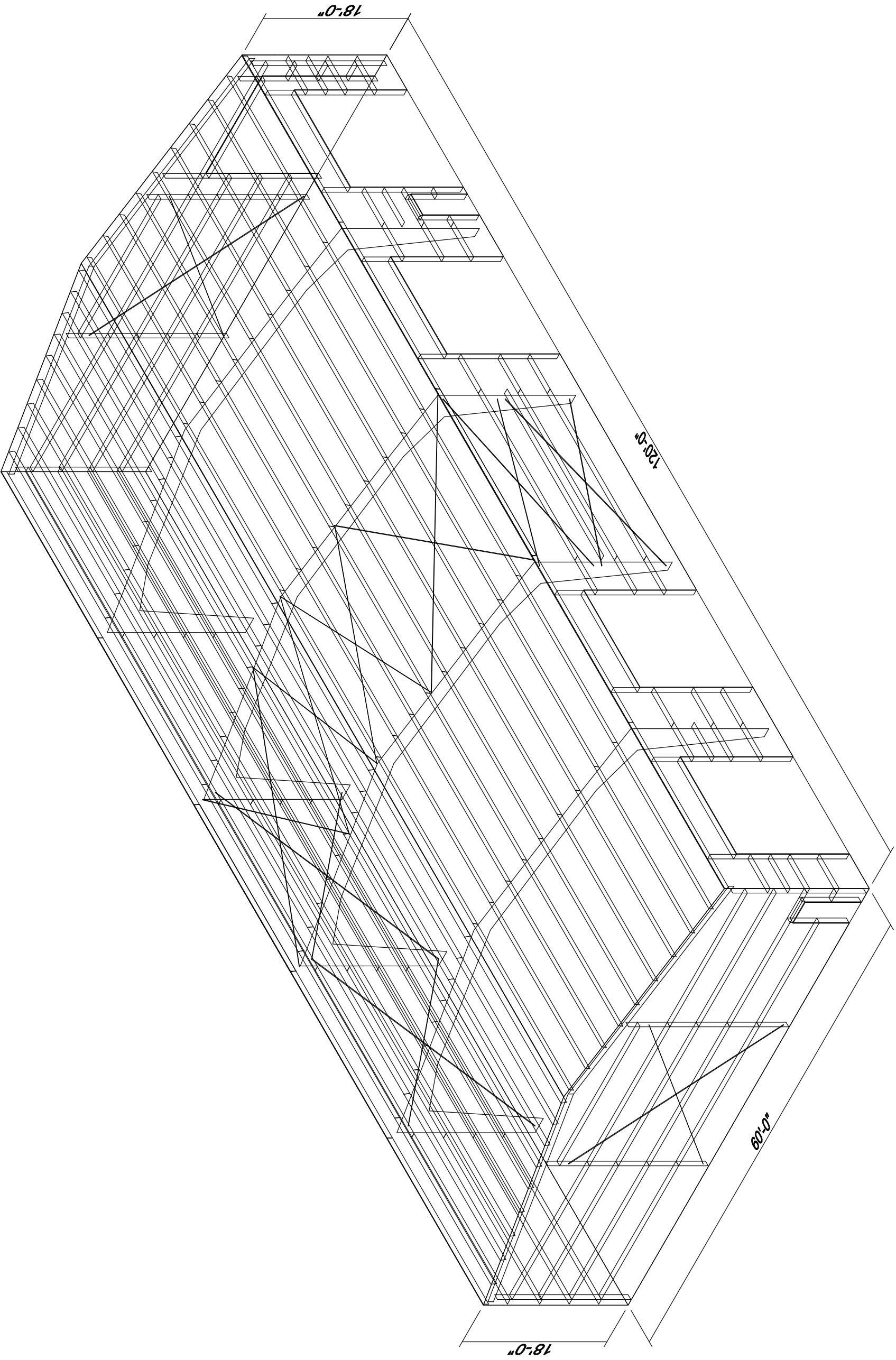
Date: 3/1-10-2020  
Drawn:  
Checked:  
Project:  
File Name:

Sheet Title:  
SITE PLAN

Sheet:

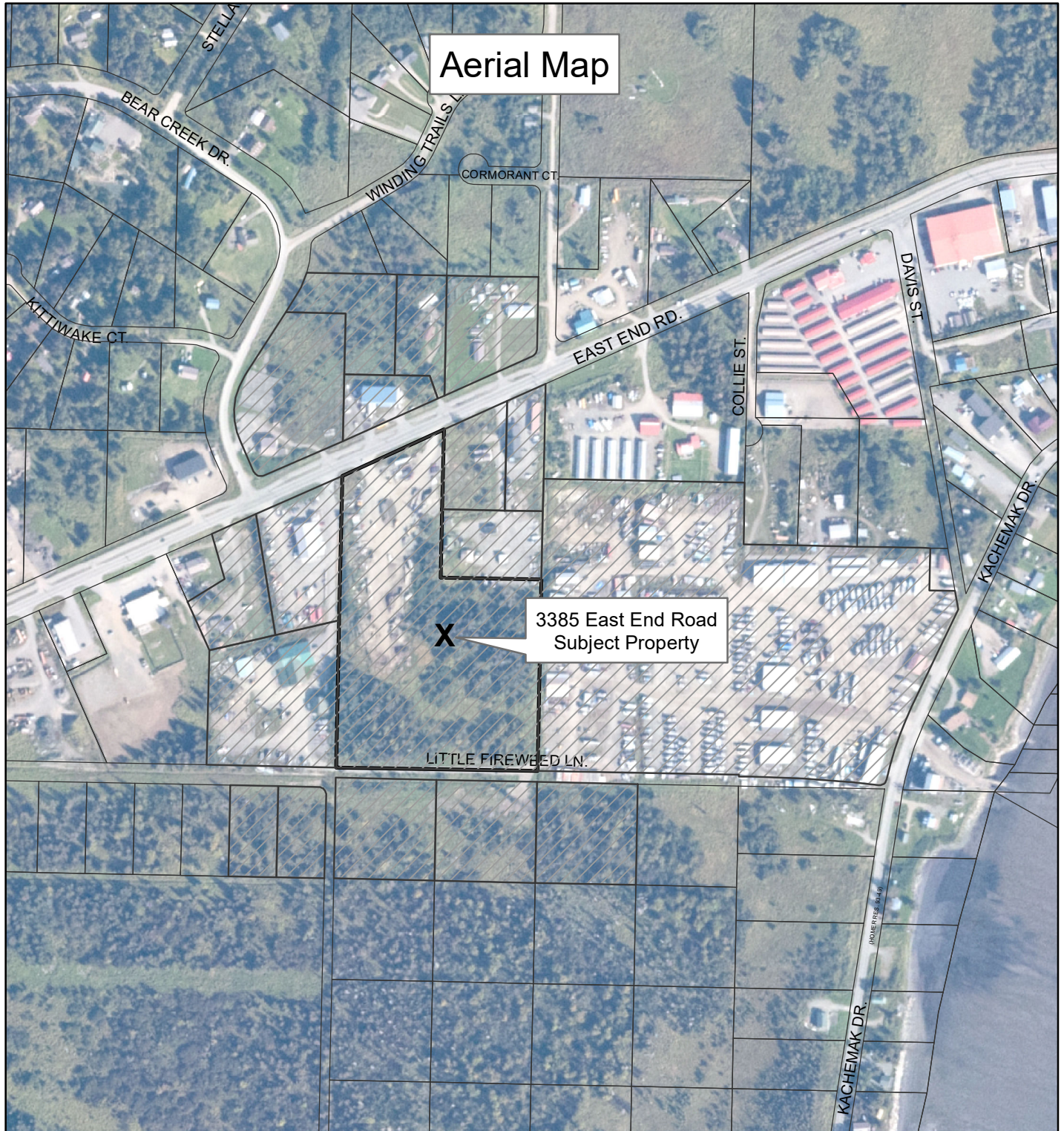
S1.1

Sheet 1 of 9





# Aerial Map



City of Homer  
Planning and Zoning Department

January 30, 2020

Request for CUP 20-04  
to allow a 7,200 sq. ft.  
equipment storage building

Marked Lots are w/in 300 feet  
and property owners notified.

0 250 52 0 Feet



Disclaimer:  
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contained herein, or deductions, interpretations  
or conclusions drawn therefrom.

photography from 2016



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

### Staff Report PL 20-12

TO: Homer Planning Commission  
THROUGH: Rick Abboud, City Planner  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: February 5, 2020  
SUBJECT: Amending the Planning Commission Policies & Procedures Manual

---

#### Introduction

Amendments to policies and procedures manual were introduced at the January 15<sup>th</sup> meeting. Amendments are introduced at one meeting, and acted upon at a following meeting.

**Action Requested:** Approval of the Policies and Procedures manual as amended.

Staff will forward the amended document to Council for adoption by resolution.

#### Attachments

Draft Policies and Procedures Manual





# Policies and Procedures

## Homer ~~Advisory~~ Planning Commission



~~2014~~2020

### QUALIFICATION STATEMENT

Nothing in this chapter should be considered in lieu of any applicable laws and procedures found in the Alaska State Statutes, the Kenai Peninsula Borough Code of Ordinances, where applicable, or the Homer City Code.

### INDEX

	Page
<i>Introduction</i>	<u>2</u>
<i>Public Testimony and Comment</i>	<u>2</u>
<i>Deliberations</i>	<u>3</u>
<i>Appeals</i>	<u>3</u>
<i>Bridge Creek Watershed</i>	<u>4</u>
<i>Conditional Use Permits</i>	<u>45</u>
<i>Nonconformity</i>	<u>6</u>
<i>Preliminary Plats</i>	<u>7</u>
<i>Zoning Ordinance Amendments</i>	<u>8</u>
<i>Variance</i>	<u>9</u>

## 34 INTRODUCTION

35 The purpose of this policy manual is to clarify the role of the Homer ~~Advisory~~ Planning  
 36 Commission (“Commission”) in administration of the Homer Zoning Ordinance, Title 21, and  
 37 Subdivisions, Title 22. Further, this manual describes policies for the Commission that are  
 38 supplementary or explanatory to the requirements of Homer City Code.

39  
 40 This manual is divided into sections, which explain the policies for administering and  
 41 implementing the land use permitting ordinances and the zoning ordinance.

42  
 43 The policy and procedure manual will be endorsed by resolution of the City Council and may  
 44 be amended at any meeting of the Commission by a majority plus one of the members,  
 45 provided that notice of the proposed amendment is given to each member in writing.  
 46 Proposed amendments to the procedure manual shall be introduced at one meeting and  
 47 action shall be taken at a subsequent Commission meeting.

48

49

## 50 PUBLIC TESTIMONY AND COMMENT

51

52 The Commission invites citizen participation regarding matters brought before it for  
 53 consideration.

54

55 For any public participation before the Commission, the citizen should walk to the microphone  
 56 located at the rostrum directly in front of the Commission podium, sign in, and after receiving  
 57 recognition from the Chair, state his/her name and address and purpose for appearing.  
 58 Comments are limited to three minutes. In special circumstances, this time limit may be  
 59 extended by two minutes by the Chair with concurrence of the body. Items that generate a  
 60 large amount of citizen interest may be taken out of their regular position on the agenda at the  
 61 discretion of the Commission as an accommodation to the public. Moving these items on a  
 62 published agenda will be done at the beginning of the meeting, during the adoption of the  
 63 agenda.

64

### 65 **Comment time limits**

66 Comments and testimony are limited to three minutes. In special circumstances, this time  
 67 limit may be adjusted by two minutes up or down by the Chair with concurrence of the body.

68

### 69 **Public Comment**

70 Any citizen desiring to speak on any matter other than public hearing items or preliminary plats  
 71 on the agenda may do so under “Public Comments.” After the public comment period is



introduced, the Chair may recognize any member of the public who wishes to address the Commission. No official action will be taken by the Commission under this item.

### Public Hearings and Plats

The public may comment on public hearing items and preliminary plats when those agenda items are addressed by the commission. ~~These are generally items eight and nine on the regular agenda.~~

### Comments on topics not on the agenda

Any citizen desiring to speak on a matter not on the agenda may do so under "Comments of the Audience;" ~~item number thirteen on the regular agenda.~~

## DELIBERATION of QUASI-JUDICIAL DECISIONS

When making a quasi-judicial decision, the Commission may choose to deliberate at an open meeting, or may choose to meet at a time, date and location set by the Commission. Such a meeting for deliberations only is not subject to the Open Meetings Act and is not required to be open to the public. When a decision is reached, the Commission will provide staff with findings to support the decision, and number of Commissioners that were in support or against the action. Staff will draft a decision and findings document for Commission approval on the next available consent agenda.

## APPEALS (Quasi-judicial)

### PURPOSE

The purpose of review of appeals before the Commission is to ascertain that errors of fact or interpretation have not been made pertaining to zoning matters. Generally, appeals to the Commission will be appeals of a determination, decision, or permitting matter decided upon by the City Planner.

Appeals of Planning Commission decisions can be considered by The the City Council, sitting as the Board of Adjustment, or a hearing officer. hears appeals of decisions made by the Commission. Some examples of Commission decisions subject to appeal include For example, conditional use permits, variance, etc, can be appealed to the Board of Adjustment, or a matter that was appealed to the Commission can be further appealed, to the Board of Adjustment. HCC 21.91 addresses appeal procedures.

### Public Hearing

Appeals before the Commission require a public hearing. Notice of the public hearing will be in accordance with HCC 21.93 and HCC 21.94.

### **Review Standards**

In reviewing an appeal request, the Commission will consider:

1. Documentation of evidence;
2. The Record of Appeal; and
3. Controlling sections of Chapter 21 Homer City Code;
4. Any new evidence or testimony presented during the public hearing.

Once the public hearing is closed, the Commission cannot hear additional comments on the topic.

### **Determination**

All decisions will be in writing. The officially adopted minutes shall be made part of the decision. A specific statement of findings and reasons supporting the decision shall be made. Copies of the decision will be promptly mailed to the persons participating in the appeal.

An appeal from an action or determination of the Commission is to be filed with the city clerk within thirty days of the distribution of the decision document.

## **REVIEW OF BRIDGE CREEK WATERSHED PROTECTION DISTRICT**

### **PURPOSE**

The Commission may approve development within the Bridge Creek Watershed Protection District (BCWPD) subject to the standards provided in the zoning ordinance and in compliance with the Comprehensive Plan, for those uses or structures specified within the Bridge Creek Watershed Protection District ordinance. The purpose is to prevent the degradation of the water quality and protect the Bridge Creek Watershed to ensure its continuing suitability as a water supply source for the City's public water utility. These provisions benefit the public health, safety, and welfare of the residents of the City of Homer and other customers of the city's water system by restricting land use activities that would impair the water quality, or increase the cost for treatment.

### **Conditional Use**

A conditional use permit may be issued in accordance with Chapter 21.61 and subject to the requirements of the Bridge Creek Watershed Protection District Chapter 21.40.060 Conditional uses and structures, and/or Chapter 21.40.080 Erosion sediment control, Chapter 21.40.090 Agricultural activity, Chapter 21.40.100 Timber growing and harvesting operations, Chapter 21.40.110 Stream buffers, and Chapter 21.40.130 Exceptions to buffers.

## **Preliminary Plats**

The Commission will review and comment on all subdivision proposals within the Bridge Creek Watershed Protection District.

# **REVIEW POLICIES FOR CONDITIONAL USE PERMITS (Quasi -judicial)**

## **PURPOSE**

It is recognized that there are certain uses which are generally considered appropriate in a district, provided that controls and safeguards are applied to ensure their compatibility with permitted principal uses. The conditional use permit procedure is intended to allow Commission consideration of the impact of the proposed conditional use on surrounding property and the application of controls and safeguards. This procedure assures that the conditional use will be compatible with the surrounding area and in keeping with the character and integrity of the neighborhood.

## **Public Hearing**

A public hearing before the Commission is required before a conditional use permit may be granted. Notice of the public hearing will be in accordance with HCC 21.94.

## **Review Standards**

The Commission has 45 days from the close of the public hearing to make a decision on a conditional use permit application. The applicant may agree, in writing, to the extension of the 45 day time period for Commission action.

The Commission may approve, approve with conditions, or disapprove an application. The Commission must prepare written findings and reasons supporting its decision. If a conditional use permit is denied, the written findings and reasons for that decision will be approved by those who voted against the permit, even if the number against is less than a majority of the Commission.

**Specific conditions may be required.** Such conditions will be part of the terms under which the conditional use permit is granted and violations of such terms shall be deemed a violation of this ordinance. Failure to meet any time limitations imposed by the conditional use permit ~~shall void the permit~~ is grounds for revocation of the conditional use permit per HCC 21.71.070. An extension may be granted following a public hearing on the matter. ~~Extensions will be granted for good cause only., for any cause deemed sufficient by the Commission.~~

The development of the conditional use project or site, following issuance of the permit, will be in accordance with the conditions of the permit, standards of the zoning regulations and/or

the approved site plan. Failure to observe any conditions or standards will be deemed a violation.

### **Determination**

The Commission must make findings of fact sufficient to support its decision. Upon determination the Commission will document the decision and the basis for decision. The petitioner will be notified by mail by a copy of the meeting minutes and the decision documentation.

### **Appeals**

The Commission Chair will alert the petitioner and other interested parties in attendance that an appeal of the Commission's decision is possible and that the appeal must be filed within thirty days of the distribution of the decision document.

## **NONCONFORMITY REVIEW POLICIES (Quasi -judicial)**

### **PURPOSE**

The Commission shall review and determine the nonconformity of certain structures and uses. The purpose of review is to establish the commencement date of use, establish the effective date of applicable regulations, and formally accept the nonconformity.

City code states which nonconformities are reviewed by the City Planner and which are reviewed by the Commission. Generally, the Commission will be reviewing nonconforming uses within the city, excluding the areas annexed on March 20, 2002.

### **Public Hearing**

The Commission shall conduct a public hearing per HCC 21.94.

### **Review Standards**

It shall be the responsibility of the owner to show proof of continuing nonconformity of any property, use or structure.

Prior to determining the nonconformity of a use or structure, the Commission will determine:

1. The commencement date of use;
2. The effective date of applicable regulations.

There may exist uses, or structures which were legal before the effective date of the controlling regulation, but which are now prohibited under the terms of the existing ordinance. See HCC 21.61.040.

To avoid undue hardships, actual construction lawfully begun prior to the effective date of the zoning ordinance will be allowed to continue provided the work will be carried on diligently. Actual construction is defined as the placement of materials in a permanent position and fastened to produce a product.

### **Nonconforming Uses of Land/Structures**

When a lawful structure exists prior to September 28, 1982, or March 20, 2002 for annexed areas, but does not meet the district or ordinance requirements, it shall be considered nonconforming. Nonconforming structures may be continued and/or expanded only if the nonconformity of the structure does not increase.

Legally existing structures are those that:

1. Exist prior to effective date of Ordinance 4-300-2 (Interim Zoning Ordinance) dated June 13, 1966.
2. Exist prior to effective date of Ordinance No. 33 (Kenai Peninsula Borough) dated May 2, 1967 and are in compliance with Ordinance 4-300-2.
3. Exist prior to effective date of Ordinance 78-13 (Kenai Peninsula Borough) dated May 16, 1978 and are in compliance with Kenai Peninsula Borough Ordinance No. 33 and Homer Ordinance 4-300-2.
4. Exist prior to effective date of Ordinance 82-15 (Homer Zoning Ordinance) dated September 28, 1982 and are in compliance with previous zoning ordinance requirements.

Once a structure made nonconforming by this title is abandoned or brought into conformity with this title, the structure shall thereafter conform to the regulations of the zone in which it is located, and the nonconformity shall not be allowed to continue.

A lawful nonconforming use may continue so long as it remains lawful. No nonconforming use may be enlarged to occupy a greater area of land than was occupied as of the date it became nonconforming, or August 12, 2008, whichever is later. Once a use made nonconforming by this title is abandoned, changed, discontinued, or ceases to be the primary use of a lot, the use of that lot shall thereafter conform to the regulations of the zone which the lot is located, and the nonconformity shall not thereafter be resumed or allowed to continue.

## Determination

Upon presentation of such proof that establishes the continuing nonconformity of any use or structure, the Commission shall formally accept the nonconformity, as a valid use or structure until such time as the use ceases. Upon determination by the ~~Planning~~ Commission, staff will document the decision and basis for decision. The petitioner will be notified by mail by a copy of the relevant meeting minutes and the decision documentation.

## Appeals

The Commission Chair will alert the petitioner and other interested parties that an appeal of the Commission's decision is possible. The appeal must be filed within thirty days of the distribution of the decision document. The City Clerk will process all appeals.

# PRELIMINARY PLAT REVIEW POLICIES

## PURPOSE

The purpose of this policy statement is to clarify the position of the Commission with regard to their recommendations of acceptance or denial of preliminary plats. This review provides the opportunity for the City to make comments and recommendations to the Kenai Peninsula Borough Planning Commission. The Kenai Peninsula Borough holds platting powers for the entire borough, both inside and outside the city limits. The Homer ~~Advisory~~ Planning Commission acts as an advisory body to the Borough Planning Commission on plat matters inside city limits and within the Bridge Creek Watershed Protection District.

The preliminary plat process allows an exchange of information between the subdivider, the Planning and Zoning Office, and the Commission. Proper utilization of the preliminary process should result in a recommendation of approval for the majority of the plats.

## Procedures

**General.** Kenai Peninsula Borough Code 20.~~1225~~.050 governs subdivisions in first class cities. A surveyor will submit one full size copy and a 11" x 17" reduced copy of the preliminary plat to the Planning Director when subdividing land in the City of Homer or the Bridge Creek Watershed Protection District. The Commission shall review the plat and take action within forty-nine days of the date of receipt unless the applicant agrees to an extension. Recommendations of the Commission based upon lawful ordinances shall be incorporated in the final plat.

The Commission will consider plats and make recommendations. The staff report and minutes are then forwarded to the borough planning department.

The borough planning commission makes the final determination. Once the preliminary plat has been accepted, the final plat is submitted to the borough for either administrative approval or approval by the borough planning commission.

## **ZONING ORDINANCE AMENDMENTS**

### **PURPOSE**

The Commission will review all proposals to amend the zoning ordinance or zoning map and make recommendations to the City Council per HCC 21.95. Neither the Commission nor City Council may consider a zoning ordinance request which is substantially the same as any other amendment submitted within the previous nine months and which was rejected.

### **Initiation/Application**

Amendments to the zoning ordinance will be made in accordance with HCC 21.95. When the amendment request is accepted as complete by the Planning Department, the matter will be presented within 30 days to the ~~Planning~~ Commission, according to the Commission meeting schedule and due dates.

### **Public Hearing**

A public hearing before the Commission is required. Notice of the public hearing will be in accordance with HCC 21.94. In the case of a zoning ordinance amendment or major district boundary change, no notification of neighboring property will be required, but notices will be posted in at least three public places.

### **Review Standards**

Zoning text and zoning map amendments shall be reviewed according to HCC 21.95.

### **Determination**

The Planning Commission shall submit to the City Council its written recommendations per 21.95.060(d) regarding the amendment proposal along with the Planning Department's report on the proposal, all written comments on the proposal, and an excerpt from its minutes showing its consideration of the proposal and all public testimony on the proposal. Such recommendations of the Commission shall be advisory only and shall not be binding on the City Council.

## **POLICY FOR REVIEW OF ZONING VARIANCES (Quasi-judicial)**

### **PURPOSE**

The Commission may grant a variance to provide relief when a literal enforcement of the regulations and standards of the zoning ordinance, Chapter 21, would deprive a property owner of the reasonable use of his real property.

The purpose of review is to ascertain that those conditions specified as necessary to granting a variance shall be satisfied; that the variance will be the minimum necessary to permit the reasonable use of land or structure, and that the variance will not be granted which will permit a land use in a district in which that use is otherwise prohibited.

### **Public Hearing**

A public hearing before the Commission is required before a variance may be granted. Notice of the public hearing will be in accordance with HCC 21.94.

### **Review Standards**

In reviewing a variance request and prior to granting a variance, the Commission must consider the standards of review as established in HCC 21.72. All of the conditions must exist before a variance can be granted.

### **Determination**

The Commission must prepare written findings and reasons supporting its decision. If a variance is denied, the written findings and reasons for that decision will be approved by those who voted against the permit, even if the number against is less than a majority of the Commission. Upon determination, staff will document the decision and the basis for decision. The petitioner will be notified by mail with a copy of the meeting minutes (those portions that apply to the petition) and the decision documentation. The Commission Chair will alert the petitioner and other interested parties that an appeal of the Commission's decision is possible. The appeal must be filed within thirty days of the distribution of the decision document. The City Clerk will process all appeals.





# City of Homer

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## Planning

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### Staff Report PL 20-13

TO: Homer Planning Commission  
THROUGH: Rick Abboud, City Planner  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: February 5, 2020  
SUBJECT: Medical District

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#### Introduction

At the last meeting, the Commission provided direction on proposed district boundaries and land uses. A new district map and first draft of the district are attached to this report.

Staff is working diligently to try to have a neighborhood meeting at the next planning commission work session on February 19<sup>th</sup>. To accomplish this timeframe, staff needs a few things from the Commission during this meeting (5<sup>th</sup>). At minimum to be prepared for neighborhood meeting, staff would like consensus from the Commission on the draft ordinance text and the boundaries.

**Next topics:** Residential screening, parking lot standards, landscaping, and building height. We may not get all the way through these topics at this meeting but some further direction for staff would be appreciated.

#### Discussion

**Map –** Please look at the draft map. Are we ready to ask the neighborhood what they think about the boundaries?

**Draft District** Please see the attached district language. Please make any amendments by motion. Are we ready to ask the neighborhood for feedback on this document?

#### Landscaping and parking lots

Please see line 105 of the draft zoning district attachment. This section sets the development requirements, topics such as landscaping, drainage, storm water plans etc – see also 21.50.020 and 21.50.030 (attached). Staff is looking for flexibility on landscaping in parking lots specifically. Under current code, parking spaces with 24 or more spaces must have a 10 foot landscaped buffer adjacent to rights of way. Staff supports this pattern of development, but in

an already developed site, it may be difficult to accommodate this specific metric. If a proposed development can't fit this buffer on a lot, or an existing parking area can't accommodate a 10 foot buffer, then additional lands must be purchased and turned into a parking lot. Staff thinks redevelopment in this area will be more successful if there is design flexibility on where the parking lot landscaping can be. Flexibility on the 10 foot buffer does not negate the requirement for a three foot landscaped buffer, where setbacks permit, HCC 21.50.030(f)(1)(a), nor does it eliminate the requirement that 10% of the parking area be landscaped. The draft code would simply allow more flexibility to accommodate the required landscaping. Please discuss minimum parking lot buffers and provide direction on any changes.

### **Residential Screening**

Please see line 111 of the draft district. This section would require new nonresidential construction to screen parking lots and loading areas from adjacent, existing single family or duplex dwellings. Screening could be accomplished by a fence or landscaping. Please discuss and provide direction on any changes.

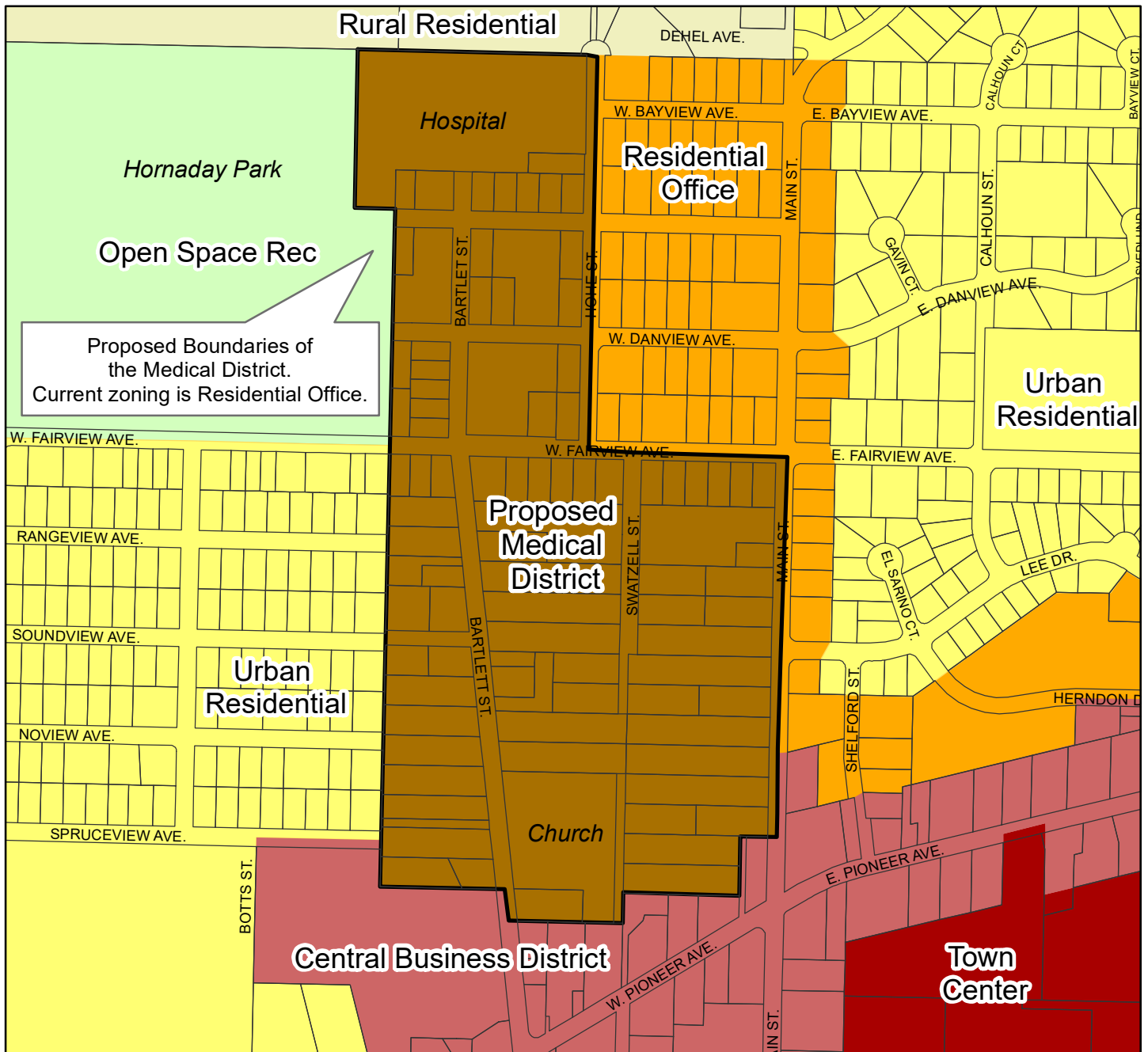
### **Building Height**

Staff met with South Peninsula Hospital Administration to get a better idea of what the long term plans are. The current building height limitation of 35 feet was raised as a potential issue for future development. With the Commissions recent work in the East End Mixed Use district and increased building height allowance, this is a topic that deserves consideration from the Commission. Building height over 35 feet has been included as a conditional use in the draft district.

### **Attachments**

1. Draft Area Map
2. Draft Zoning District Text
3. 21.50.030 Site Development Requirements

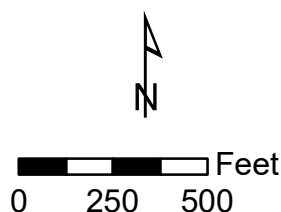
# Proposed Medical District Boundaries and Current Zoning



## Legend

### Current Zones

- Central Business District
- Town Center
- Rural Residential
- Urban Residential
- Residential Office
- Open Space Rec
- Medical District Draft Boundary



City of Homer  
Planning and Zoning Department

1/29/2020

*Disclaimer:*  
It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.



**Chapter 21.XX**

**M MEDICAL DISTRICT**

**Sections:**

- 21.XX.010 Purpose.
- 21.XX.020 Permitted uses and structures.
- 21.XX.030 Conditional uses and structures.
- 21.XX.040 Dimensional requirements.
- 21.XX.050 Site and access.
- 21.XX.060 Traffic requirements.
- 21.XX.070 Site development standards.
- 21.XX.080 Nuisance standards.
- 21.XX.090 Lighting standards.

**21.XX.010 Purpose.**

The purpose of the medical district is to provide an area near the hospital to support allied industries and other professional office and limited commercial uses. The district is meant to accommodate a mixture of residential and nonresidential uses with conflicts being resolved in favor of nonresidential uses. Pedestrian-friendly designs and amenities are encouraged.

**21.XX.020 Permitted uses and structures.**

The following uses are permitted outright in the Medical District:

- a. Single-family and duplex dwelling, excluding mobile homes;
- b. (reserved)
- c. Multiple-family dwelling, provided the structure conforms to HCC 21.14.040(a)(2) and excluding mobile homes;
- d. Public parks and playgrounds;
- e. Rooming house, bed and breakfast and hostel;
- f. Townhouses; (compliant w 21.53.010 (g) and (h))
- g. Home occupations; provided they conform to the requirements of HCC 21.51.010;
- h. Professional offices and general business offices;
- i Medical clinics
- j. Day care facilities
- k. Day care homes

- l. Personal services;
- m. Museums, libraries and similar institutions;
- n. Nursing facilities, convalescent homes, homes for the aged, assisted living homes;
- o. Religious, cultural and fraternal assembly;
- p. Storage of the occupant's personal commercial fishing gear in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;
- q. Private exterior storage of the occupant's personal noncommercial equipment, including noncommercial trucks, boats, campers and not more than one recreational vehicle in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;
- r. Other customary accessory uses to any of the permitted uses listed in the Residential Office District; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;
- s. The outdoor harboring or keeping of dogs, small animals and fowl as an accessory use in a manner consistent with the requirements of the Homer City Code and as long as such animals are kept as pets and their numbers are such as not to unreasonably annoy or disturb occupants of neighboring property;
- t. Recreational vehicles, subject to the standards set out in HCC 21.54.320;
- u. As an accessory use, one small wind energy system per lot having a rated capacity not exceeding 10 kilowatts;
- v. Mobile food services
- w. Retail as an accessory use to a permitted principle use
- x. Sale of durable and non-durable medical supplies and equipment
- y. More than one building containing a permitted principal use on a lot;
- z. Parking lots
- ~~x. Apartment units located in buildings primarily devoted to business or commercial uses;~~

**21.XX.030 Conditional uses and structures.**

The following uses may be permitted in the Residential Office District when authorized by conditional use permit issued in accordance with Chapter 21.71 HCC:

- a. Planned unit developments, excluding all industrial uses;
- b. Public or private schools;

- 64 c. Hospitals;
- 65 d. Public utility facilities and structures;
- 66 e. Mortuaries;
- 67 f. Group care homes;
- 68 g. Helipads, but only as an accessory use incidental to a hospital conditional use;
- 69 h. One small wind energy system having a rated capacity exceeding 10 kilowatts; provided, that
- 70 it is the only wind energy system of any capacity on the lot;
- 71 i. Other uses approved pursuant to HCC 21.04.020.
- 72 j. Shelter for the homeless
- 73 k. Building height over 35 feet

74 **21.XX.040 Dimensional requirements.**

75 The following dimensional requirements shall apply to all structures and uses in the Residential  
76 Office District:

- 77 a. The minimum lot size is 7,500 square feet.
- 78 b. Building Setbacks.
- 79 1. Buildings shall be set back 20 feet from all dedicated rights-of-way.
- 80 2. All buildings shall be set back from all other lot boundary lines according to the number
- 81 of stories as follows:

Number of Stories	Setback (in feet)
1 story	5 feet
1 1/2 stories	6 feet
2 stories	7 feet
2 1/2 stories	8 feet

- 82
- 83 c. The maximum building height shall be 35 feet.
- 84 d. No lot shall contain more than 8,000 square feet of building area (all buildings combined),
- 85 nor shall any lot contain building area in excess of 30 percent of the lot area, without an
- 86 approved conditional use permit.

**21.XX.050 Site and access.**

a. A zoning permit for any nonresidential use or structure shall not be issued by the City without an approved site plan and an approved level two right-of-way access plan that conform to the standards of Chapter 21.73 HCC.

b. All access points to rights-of-way shall conform to the standards of a level two right-of-way access plan stated in Chapter 21.73 HCC. This applies to all uses and structures.

**21.XX.060 Traffic requirements.**

A conditional use permit is required for every use that:

a. Is estimated to generate more than 100 vehicle trips during any hour of the day calculated utilizing the Trip Generation Handbook, Institute of Transportation Engineers, 9th Edition;

b. Is estimated to generate more than 500 vehicle trips per day calculated utilizing the Trip Generation Handbook, Institute of Transportation Engineers, 9th Edition;

c. Is estimated to generate an increase in the traffic to more than 100 vehicle trips during any hour of the day due to a change in land use or intensity of use; or

d. Is expected to generate traffic that will detract from the safety of, or degrade by one level of service, the highway, road, street, alley or intersection.

**21.XX.070 Site development standards.**

a. All single-family and duplex residential development in the Residential Office District shall comply with the level one site development standards contained in HCC 21.50.020.

b. All residential development of three units or more and all nonresidential on lands in this district shall conform to the level two site development standards set forth in HCC 21.50.030 subsections (a) through (e), and HCC 21.50.030(f)(1)(a) and HCC 21.50.030(f)(2). Parking lots with a minimum of 24 spaces or more shall provide a minimum of 10% landscaped area in dividers, islands or buffers or any combination thereof, adjacent or within the parking area.

c. New non-residential construction shall be screened from existing single family or duplex dwellings by a fence or landscaping so as to obscure the view of the parking lot and loading areas from the adjacent dwelling.

**21.XX.080 Nuisance standards.**

The nuisance standards of HCC 21.59.010 apply to all development, uses, and structures in this zoning district.

**21.XX.090 Lighting standards.**

The level one lighting standards of HCC 21.59.030 apply to all development, uses, and structures in this zoning district.



**21.50.020 Site development standards – Level one.**

This section establishes level one site development standards.

- a. Slopes. All development on a site affected by a slope of 15 percent or more, bluff, coastal bluff or ravine, as described in HCC 21.44.020, shall be subject to the requirements of Chapter 21.44 HCC in addition to the requirements of this section.
- b. Drainage. All development activity on lands shall conform to the following:
  1. Development shall provide a drainage system that is designed to deposit all runoff into either an engineered drainage system or into a natural drainage.
  2. Where open-ditch construction is used to handle drainage within the development, a minimum of 15 feet shall be provided between any structures and the top of the bank of the defined channel of the drainage ditch.
  3. When a closed system is used to handle drainage within the development, all structures shall be a minimum of 10 feet from the closed system.
- c. Landscaping Requirements. All development activity on lands shall conform to the following:
  1. Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, siltation, intentional or inadvertent fill or root damage to neighboring trees, or other damaging physical impacts. The property owner and developer shall take such steps, including installation of culverts or buffers, or other methods, as necessary to comply with this requirement.
  2. Upon completion of earthwork, all exposed slopes and all cleared, filled, and disturbed soils shall be protected against subsequent erosion by methods such as, but not limited to, landscaping, maintenance of native vegetative cover, or plantings to minimize invasive species.
  3. All exposed, cleared, filled and disturbed soils shall be revegetated within nine months following the initiation of earthwork, or reseeded by the next August 31st. Native revegetation is acceptable if the site naturally revegetates within that nine-month period. If native revegetation is not successful within that nine-month period, the property owner and developer shall revegetate by other means no later than the end of that nine-month period.
  4. Drainage can be stabilized by other means than vegetation, if approved in writing by the City Engineer.
- d. A stormwater plan approved under Chapter 21.75 HCC is required for development that:
  1. Creates more than 25,000 square feet of new impervious surface area on a lot;
  2. Increases the total impervious surface area of a lot beyond one acre;
  3. Includes grading, excavation or filling that cumulatively moves 1,000 cubic yards or more of material; or

4. Includes grading, excavation or filling that creates a permanent slope of 3:1 or more, and that has a total height, measured vertically from toe of slope to top of slope, exceeding 10 feet. [Ord. 15-08(S)(A) § 1, 2015; Ord. 13-27 § 13, 2013; Ord. 10-56 § 3, 2011; Ord. 10-54 § 1, 2011; Ord. 08-29, 2008].

#### **21.50.030 Site development standards – Level two.**

This section establishes level two site development standards.

##### **a. Site Development.**

1. Development shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, siltation, or root damage to neighboring trees, or other adverse effects.
2. Upon completion of earthwork, all exposed slopes and all cleared, filled, and disturbed soils shall be protected against subsequent erosion by methods such as, but not limited to, landscaping, planting, and maintenance of vegetative cover.
3. All exposed, cleared, filled and disturbed soils shall be revegetated within nine months following the initiation of earthwork.

b. Slopes. All development on a site affected by a slope of 15 percent or more, bluff, coastal bluff or ravine, as described in HCC 21.44.020, shall be subject to the requirements of Chapter 21.44 HCC in addition to the requirements of this section.

##### **c. Drainage.**

1. Development shall provide a drainage system, as approved by the City, that is designed to deposit all runoff into either an engineered drainage system or into a natural drainage.
2. Where open-ditch construction is used to handle drainage within the development, a minimum of 15 feet shall be provided between any structures and the top of the bank of the defined channel of the drainage ditch.
3. When a closed system is used to handle drainage within the development, all structures shall be a minimum of 10 feet horizontally from the closed system.
4. Drainage can be stabilized by methods other than vegetation, if approved in writing by the City Engineer.

d. A development activity plan (DAP) approved by the City under Chapter 21.74 HCC is required if the project includes:

1. Land clearing or grading of 10,000 square feet or greater surface area;
2. The cumulative addition of 5,000 square feet or greater of impervious surface area from pre-development conditions;
3. Grading involving the movement of 1,000 cubic yards or more of material;

4. Grading that will result in a temporary or permanent slope having a steepness of 3:1 or greater and having a total slope height, measured vertically from toe of slope to top of slope, exceeding five feet;
  5. Grading that will result in the diversion of an existing drainage course, either natural or human-made, from its existing point of entry to or exit from the grading site; or
  6. Any land clearing or grading on a slope steeper than 20 percent, or within 20 feet of any wetland, watercourse, or water body.
- e. A stormwater plan (SWP) approved under Chapter 21.75 HCC is required if the project includes:
1. An impervious surface coverage that is greater than 60 percent of the lot area (existing and proposed development combined);
  2. The cumulative addition of 25,000 square feet or greater of impervious surface area from the pre-development conditions;
  3. Land grading of one acre or greater surface area;
  4. Grading involving the movement of 10,000 cubic yards or more of material;
  5. Grading that will result in a temporary or permanent slope having a steepness of 3:1 or greater and having a total slope height, measured vertically from toe of slope to top of slope, exceeding 10 feet; or
  6. Any land clearing or grading on a slope steeper than 25 percent, or within 10 feet of any wetland, watercourse, or water body.

**f. Landscaping Requirements.** All development shall conform to the following landscaping requirements:

**1. Landscaping shall include the retention of native vegetation to the maximum extent possible and shall include, but is not limited to, the following:**

**a. Buffers.**

**i. A buffer of three feet minimum width along all lot lines where setbacks permit; except where a single use is contiguous across common lot lines, such as, but not limited to, shared driveways and parking areas. Whenever such contiguous uses cease the required buffers shall be installed.**

**ii. A buffer of 15 feet minimum width from the top of the bank of any defined drainage channel or stream.**

**b. Parking Lots.**

**i. A minimum of 10 percent of the area of parking lots with 24 spaces or more shall be landscaped in islands, dividers, or a combination of the two;**

- ii. Parking lots with 24 spaces or more must have a minimum 10-foot landscaped buffer adjacent to road rights-of-way;**
  - iii. Parking lots with only one single-loaded or one double-loaded aisle that have a 15-foot minimum landscaped buffer adjacent to road rights-of-way are exempt from the requirement of subsection (f)(1)(b)(i) of this section.**
2. Topsoil addition, final grading, seeding, and all plantings of flora must be completed within nine months of substantial completion of the project, or within the first full growing season after substantial completion of the project, whichever comes first. Required landscaping will be maintained thereafter, with all shrubs, trees, and ground cover being replaced as needed. [Ord. 15-08(S)(A) § 2, 2015; Ord. 13-27 § 14, 2013; Ord. 10-56 § 4, 2011; Ord. 08-29, 2008].



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

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Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: January 22, 2020  
SUBJECT: City Manager Report for Jan. 27<sup>th</sup>, 2020 City Council Meeting

---

#### Assistant EMS Chief Hired

I am pleased to announce that the Homer Volunteer Fire Department has selected Lillian Hottmann for the position of Assistant Chief of EMS. Lillian brings over eight years of experience to the position and began her career right here in Homer. Lillian was an EMT for Homer and a graduate of the 2011 firefighter-I class. She then moved to Colorado to pursue her career as a paramedic and for the past three years she has been supervising a very fast paced ambulance service in the Dallas, Texas area. She has been instrumental in teaching new paramedics and mentoring them through their probationary periods. Lillian still has family in Homer and an obvious deep seated love for the area. We eagerly await her arrival and the leadership and mentoring that she will bring to the department. Her expected start date is March 1<sup>st</sup>.

#### Hiring Update for Public Works Director Position

The Public Works Director position closes on January 24<sup>th</sup>. Application review will be conducted the week of January 27<sup>th</sup>, with telephonic and in-person interviews to follow. We are aiming for telephonic interviews the week of February 10<sup>th</sup>, and in-person interviews to be conducted the week of February 24<sup>th</sup>. I am currently putting together an interview committee to offer their expertise in the hiring of this very key position, including recruiting expertise in Public Works from a neighboring community to help with technical questions.

#### Next Steps on Seawall

City Attorney Gatti and his colleague, Bond Attorney Cindy Cartledge, are scheduled to come to Homer the first week of March to spend a day with staff reviewing files, responding to the legal opinion passed by Council at the last meeting, and brainstorming potential solutions that would provide long term maintenance to the Seawall that is fair to all City residents.

#### Meeting With Chamber on Contract Amendments

Councilmember Aderhold and I met with Chamber Director Brad Anderson regarding the proposed amendments to the Chamber contract discussed during the January 13<sup>th</sup> Council meeting, including their proposed \$14,000 increase to staff the 'derby shack' during the summer and the Mayor's request to look at providing special event insurance. I shared hesitancy on the part of City Council to fund a service that would have otherwise been covered through the Halibut D 77 without more explanation and justification. T 196

Chamber was very open to the idea of facilitating special event insurance for the many grassroots events that color our town. One suggestion was that, in exchange for a fee, the Chamber provide the insurance for a predetermined list of community wide events and provide assistance to other community groups who want to hold an event by helping them either navigate the event insurance landscape or facilitate a one day policy through the Chamber. I will be working with Brad on details to bring to the Council once he has had a chance to get numbers from their insurance company.

### **PARCAC's Recommendation concerning Tesiho Art Display**

On September 20<sup>th</sup>, 2018, PARCAC recommended Council allocate funds to install signage on the front of City Hall and UV film protection for the windows in order to make the conference room suitable to host the gifts the City has received from our sister cities over the years. This was the last action taken by PARCAC on the subject, and I have included their September 13<sup>th</sup> and 20<sup>th</sup>, 2018 meeting minutes; the August 2018 proposal provided by the Pratt Museum; and the resolution that originally tasked PARCAC with finding a suitable venue to display the Sister City art collection. I have met with Library Director Berry regarding the potential for the library to host the art and asked him to get back to me with suggestions on how their space could accomodate either a special exhibit, rotating display, or some other way to give these unique pieces more public promenance in our community.

### **Evaluation of Land Listed for Sale**

Two private parcels currently listed for sale (outlined in red) may be of interest to Council given their proximity to City parklands (outlined in green); descriptions of each parcel are provided below. Land acquisition procedures are outlined in HCC 18.06 and the City contracts with Angie Newby of Homer Real Estate to provide her expertise on these matters. As of January 22<sup>nd</sup>, the Land special reserve account (150) has a balance of roughly \$200,000.



#### Parcel between Early Spring Street and Jack Gist Park

14.84 acres. List price is \$285,000.

This property is an attractive location for new housing, and may sell quickly.

During the planning phase of Jack Gist Park, this lot was considered for future soccer fields and equestrian areas. In recent years a smaller 2.33 lot adjacent to the park was for sale. PARCAC recommended against purchasing it because that lot was too small to add much utility to the park, and this 14.84 acres parcel is much more desirable, if it ever came up for sale.

As Jack Gist Park stands now, additional parking areas are needed as well as a buffer from any potential new residential development. The western ball field hugs the property line. If Council is interested in exploring the purchase of this land, a sponsor is needed and I would suggest getting input from PARCAC.



### Parcel Directly West of Hornaday Park

39.5 acres. List price is \$929,000.

A portion of the City campground and road may encroach on this property. Council may want to consider purchasing a portion of the land, so the park facilities are all on city property, as well as gaining access to the city property above Hornaday Park. A new buyer may or may not be concerned with the encroachment issue, but it's something that is likely to come up during the property transaction and may require council action. Staff is working to both quantify the potential encroachment and determine recommendations for how to remedy this land issue and will report back to Council.

## **Police Station Change Order Report**

I have asked Project Manager McNary to provide a verbal update to accompany the attached memo during the Committee of the Whole on the police station budget, including the use of contingency funds, as there have been many questions in regards to the contingency and change orders. While the City of Homer Procurement Manual gives the City Manager the authority to approve change orders, there are important limitations on that authority and reporting requirements to Council. While change orders are not routine, monthly reporting has not been common practice for many years. I will be better at flagging this in the future and look forward to working with Council and the Mayor on proposed improvements to this section of the Procurement Manual.

*3.16.100 Change orders – Manager Authority. The City Manager or his designee is authorized, without Council approval. To enter into change orders where the amount of additional expenditure occasioned by the change order or orders does not, in the aggregate, exceed any contingency fund previously established with respect to the particular project or change the scope of work. The Manager or his designee shall report monthly to the Council the nature and amount of such change orders. Change orders exceeding in the aggregate the foregoing limitation or which change the scope of work are not binding without prior approval of the Council.*

Enc:

September 13<sup>th</sup>, 2018 PARCAC meeting minutes and August 2018 Pratt Museum proposal

September 20<sup>th</sup>, 2018 PARCAC meeting minutes

Resolution 16-129

Memo RE: Homer Police Station Budget/ Contingency Status



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

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# Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: SEPTEMBER 13, 2018

SUBJECT: SISTER CITY ART CURATION PROJECT PROPOSAL AND RECOMMENDATION TO CITY COUNCIL

---

At the August 16, 2018 regular meeting the Commission reviewed the proposal submitted on the Teshio Art Collection. The Commission determined a brief worksession prior to the regular meeting was needed to familiarize themselves with the collection.

Motion before the Commission:

*ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR WINDOWS.*

Following page is the excerpt from the meeting minutes related to the discussion and motion before the commission.

Recommendation

Take action on the motion before the commission.

Make any additional motions the commission feels are appropriate to address the direction of the City Council.



## NEW BUSINESS

### E. Pratt Proposal for Teshio Sister City Art Collection

Chair Lowney asked if anyone would like to propose a motion.

Commissioner Sharp did not want to propose a motion at this time as he believed they really needed to discuss what they are going to do and where they are going to put the collection. The proposal was very thorough and he appreciated all the details. He related the various ideas of locating pieces of the collection in various city buildings around the city, he liked the idea of a teaser collection placed on the spit for cruise ship visitors and the like to see. Commissioner Sharp did not see how reasonable it would be to get one of those cabinets at this time.

Chair Lowney was questioning if there would an option to place the collection in various public buildings such as Land's End.

Deputy City Planner Engebretsen explained that security is a concern as there is very limited staff that would be able to care and track this collection. It would also take staff to move and relocate the collection each time.

Commissioner Lewis suggested that they should get the information on the pieces, details on how big the collection is, care needed and value if any before they figure out where to put it. He related that Teshio has installed a large monument that honors the sister city relationship with Homer.

Deputy City Clerk Krause explained that the collection is 37 pieces and security is a major concern and then the issues with staffing. If they split the collection up that increases the burden of tracking the collection, care, and security. It would also lose the effect as a whole collection it would just be pieces of art then.

Commissioner Roedl commented that one of the reasons they were given this project was to make it more accessible to the public. The biggest deterrent is that the public doesn't know where it is. That is why they spoke about signage on the front of City Hall with a small teaser collection out at the Harbor so cruise ship passengers and visitors would be aware of the collection and where it was displayed.

Commissioner Archibald commented that he felt a photographic Library of the collection would be a good way to go. He stated getting one of those cabinets may not be possible now but placing a small collection out at the Harbor would let the public know.

Commissioner Fair responded that they do have one, that was professionally done and exhibit quality, it is kept in the City Clerk's Office.

Deputy City Clerk Krause stated that she is in the process of making it accessible on the website but it is a tedious process and time constraints have delayed the completion of the project.

ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR WINDOWS.

Discussion followed on using photo collages placed at various points around town; the staff recommendation to postpone for further discussion at the September meeting; viewing the collection prior to the developing the recommendation so that they present clear direction on the best care for the collection; supporting the motion to fund the signage and UV film on the windows; taking the time to make sure they are concise in what they want to do.

LEWIS/FAIR MOVED TO POSTPONE THE RECOMMENDATION FOR FURTHER DISCUSSION AT THE SEPTEMBER MEETING THEN PRESENT THEIR RECOMMENDATION AFTER THE NEW COUNCIL IS SEATED IN OCTOBER.

There was a brief clarification from Deputy City Clerk Krause on the motion to postpone while a motion is pending in response to questions from the commission.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **Pratt Museum:**

### **Recommendations for City of Homer's Teshio Art Collection**

**August 8, 2018**

---



This proposal was created in response to a discussion on May 31, 2018 that included Peter Roedel (PARCAC), Renee Krause (City of Homer), Laurie Stuart (Pratt Executive Director), Scott Bartlett (Pratt Exhibits Curator), and Savanna Bradley (Pratt Collections Manager).

From this conversation, it is understood that PARCAC's priorities for an exhibit about our sister-city relationship with the city of Teshio, Japan include:

- That the exhibit be secure
- That the artifacts are appropriately preserved for posterity
- That the exhibit be free to the public
- A high visitation rate: that the exhibit be in a highly visible/accessible site, where visitors to Homer can easily engage with it
- That Homer's exhibit about the sister-city relationship is as visible as the exhibit at Teshio's city museum, so that it is a destination for delegation visits.
- That there is interpretation and ongoing collaboration beyond the artifacts. [In this case, "interpretation" is the mission-based communication process that forges emotional and intellectual connections between the audience and a resource.]
- Preference for the collection (~35 pieces) to stay together at the same site for security reasons.

The group discussed PARCAC's preference for the exhibit to be a high-traffic, high-visibility site. However, no city-owned site other than City Hall was identified as a possibility. We also discussed creating a small "teaser" exhibit of 1-2 objects in a high visibility area that would draw visitors to City Hall to view the rest of the collection. This idea raised concerns about security for the objects at the satellite location. Therefore, this proposal assumes that the conference room on the northeast side of the City Hall building, where the artifacts are currently stored and on display, is still the most appropriate site for the exhibit.

### **Caring for the Collection**

The Museum recommends the following activities to best protect and provide longevity for the collection art/artifacts:

- Move fragile objects (especially textiles, featherwork, paper) away from light sources.
- Cover windows with UV reduction filters.
- Plan to rotate artworks on display at least once per year.

- Relocate non-display items to an interior storage space with improved environmental stability (temperature and humidity).
- Ensure glass cases for any items on display (to reduce inherent vice and incidental damage from contact).
- Acquire acid-free, inert packing material and create custom storage as necessary for all collections items in storage (including items that rotate out on an annual basis).
- Fabricate inert passive display mounts for object on exhibit (as necessary)
- Acquire more robust display cases which will help to stabilize the internal microclimate (possibly with built-in LED lighting, dessicant storage, etc.).
- Develop and implement simple Integrated Pest Management (IPM) program and a basic “housekeeping” schedule.

### **Curating the Exhibit**

The Museum recommends the following activities to create a public exhibition from the Teshio artifact collection:

- Solicit from Teshio representative (museum or government) the significance of the existing gifts. What do they represent? (i.e. is Teshio famous in Japan for making golf clubs? Was any of the artwork created by a venerated master artist seen as a city/national treasure? \*\*This information is critical metadata to keep associated with the collection, and may also be used/extracted for interpretive labels. This data should be catalogued with an inventory of the entire collection. [Have we provided this information to Teshio on the gifts that we have given? Do we have an inventory of the gifts that are in Teshio’s exhibit?]
- Identify suites of objects for exhibit which can provide a focused storyline for interpretation, i.e. “leisure and sport in Teshio,” “Two Fishing Villages on the Pacific”, “Discovering the history of Japan through an exchange of gifts.”
- Create interpretive text outlining the history and nature of the Homer/Teshio sister-city relationship.
- Create signage on an exterior door (on Pioneer Street) identifying access to the “City of Homer Art Collection” (actual title to be determined). PARCAC has identified the goal of drawing general tourist visitation to the exhibit, which will require clear signage and inclusion on tourist maps.
- Consider creating a satellite exhibit or a poster in a higher traffic site (e.g. at the harbor) to market access to the exhibit at City Hall.
- Make access to the exhibit space available on cruise ship/high traffic days (with a docent, when possible).

## Budget Considerations

The following activities would need budgeted to meet the priorities set by PARCAC for this exhibit:

### SUPPLIES

Acid free storage boxes/tissue for collection	\$300
1-2 display cases with gasket seals, tempered glass, UV protection, LED lights	\$16,185 /ea
UV film for conference room windows	\$200
Exterior signage for City Hall	\$50-500
Satellite Poster/Signage	\$100-500
Gloves, desiccant, basic supplies	\$100
Fabrication of exhibit signs for each exhibit	\$300

### PERSONNEL/CONTRACT

Collection of metadata/information on Teshio artifacts	40 hours
Inventory of collection with metadata, storage creation	40 hours
Creating exhibit signage (text, graphics)	40 hours
(Note: This would increase if new stories are included)	
Installing exhibit and signage	40 hours

To create the Teshio exhibit, the Museum recommends that the City of Homer consider applying for a grant through the Rasmuson/Museums Alaska Collection Management. Governmental entities holding objects in the public trust are eligible for this collection management grant, which could provide for assistance with UV protection, display cases, storage, and storage supplies. The Pratt Museum would commit to partnering on the writing of such a grant, and would help to select appropriate casework and materials to suit the City's decisions on this exhibit.

## Additional Programming/Partnerships

There are many ways to keep the sister-city relationship active, which would give a Teshio art exhibit deeper context and make it more relevant to the community and our visitors. The Museum and the school district could be partners on a program that connected students from Homer and Teshio by videoconference, for example. Other community exchanges and partnerships potential exists. Funders for these exchanges could include (and are not limited to) the Homer Foundation, Rotary, and the Rasmuson Foundation. To initiate these partnerships, it is recommended that the benefits of the sister-city relationship be clearly outlined in a whitepaper that could be shared with potential partners and funders.

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### Related Products



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### Gaylord Archival® Curator™ Gallery Museum Case with LED Light Hood



\$14,115.00

Reference the color swatches sheet for all color and finish selections below.

[VIEW SWATCHES](#)

Selected Options [Clear](#)

Overall Dimensions : 78H x 48W x 16"D

Base Colors:

RAL Beige Grey 7006

Linen Colors:

Ultra IV Natural 406

Ship By Date:

Quantity:

1

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UV-Filtering Vitrine	Yes
Silica Gel Tile Compartment	No
Security Lock	Yes
Lighting	Yes
Number of Shelves	2
Adjustable Shelves	2
Interior Height (in.)	68
Overall Height (in.)	78
Overall Depth (in.)	16
Brand	Gaylord Archival®

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B. Sister City Art Collection Proposal and Recommendation to City Council

Chair Lowney inquired if there was a motion.

Deputy City Clerk Krause stated that there is a motion on the floor from the August meeting.

Chair Lowney read the motion from the memorandum:

*ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR THE WINDOWS.*

Discussion on relocating the art collection to the main upstairs lobby would address the request by Council to make the collection accessible, has a minimal impact to the budget and does not add additional strain to the city staff to be able to maintain and track. The commission also discussed including a photo collage of the collection at various city facilities to advertise the collection and bring people to City Hall.

There was a brief consideration of amending to motion to remove the inclusion of the UV protection but it was noted that all recommendations besides the specialty cabinets were minimal costs and application of the UV protection would still allow art to be placed in the conference room.

Chair Lowney called for a roll call vote.

VOTE. YES. ASHMUN, ROEDL, HARRALD, LOWNEY, SHARP, FAIR, LEWIS, SALZMANN

Motion carried.

**NEW BUSINESS**

A. Sidewalk Maintenance – Carey Meyer, Public Works Director

This item was postponed to the October meeting.

B. Ordinance 18-37, Karen Hornaday Park Traffic Calming and Safety Improvements

Chair Lowney explained that City Council remanded this back to the Commission based on concerns expressed by Commissioner Archibald and herself when they gathered some additional information after the commission had submitted their recommendations. Also some frustration with procedures on solving some of the issues with the parks in their community, and piece-mealing their way through and not considering the Master Plan in their considerations. So they decided to bring this back to the commission for discussion and to gather more information to consider some other options.

Commissioner Archibald contacted a landscape Architect in Anchorage who approved of the direction they were going with putting some curves in the road but recommended creating more of an “S” curve which may be more appealing and narrow in the pedestrian crossings.

Deputy City Clerk Krause stated that the Commission submitted their recommendation to City Council and the Commission must make the motion as recommended in the memorandum before further discussion or action can be taken, the motion must be made, seconded and approved by a majority vote.



**CITY OF HOMER  
HOMER, ALASKA**

Lewis

**RESOLUTION 16-129**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
REQUESTING THAT THE PARKS, ART, RECREATION AND  
CULTURE ADVISORY COMMISSION EXPLORE A SUITABLE VENUE  
TO DISPLAY THE SISTER CITY ART COLLECTION.

WHEREAS, The City of Homer and the City of Teshio, Hokkaido, Japan have been sister  
cities since taking an Oath to Establish the Sistership on April 17, 1984; and

WHEREAS, Teshio and Homer have enjoyed a profound camaraderie, sharing of  
families, student exchanges, ideals and memorabilia for more than thirty years; and

WHEREAS, Teshio has established a section within their local museum that is  
dedicated to the display of the memorabilia and gifts sent to them from Homer; and

WHEREAS, The Sister City Art Collection is currently displayed in the Upstairs  
Conference Room at City Hall, and not readily viewable by the general public; and

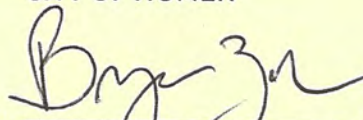
WHEREAS, The Sister City Art Collection should be in a venue that is accessible by the  
general public.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby requests that the  
Parks, Art, Recreation and Culture Advisory Commission explore a suitable venue to display  
the Sister City Art Collection.

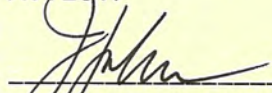
PASSED AND ADOPTED by the Homer City Council this 5<sup>th</sup> day of December, 2016.



CITY OF HOMER

  
BRYAN ZAK, MAYOR

ATTEST:

  
JO JOHNSON, MMC, CITY CLERK

Fiscal Impact: To be determined.





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

### Public Works

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## Memorandum

TO: Katie Koester, City Manager  
FROM: Pat McNary, Project Manager  
DATE: January 21, 2020  
SUBJECT: NEW HOMER POLICE STATION – CONTINGENCY STATUS

The purpose of this memo is to update the City Manager on current construction contingency status on the police station project. Typical changes to the work necessitate use of the contingency. City requested changes and unforeseen site conditions come from the City contingency. Design and execution changes come from the Cornerstone contingency. Any remaining Cornerstone contingency is shared equally with the City of Homer and Cornerstone General Contractors at the end of the project. This project is approximately 51% complete as of December 31, 2019.

### **Original Cornerstone GC/CM Contract Amount - \$6,064,758**

#### **Changes/Contract Modifications to date:**

Mod #1 – this modification supplements the initial civil portion to arrive at the total GC/CM contract amount above.

Mod #2 - \$16,467.00. For over excavation required due subsurface condition encountered. No betterments.

Mod #3 - \$5,154.00. Add toilet/sink on cell #6 – not captured in design review. No betterments.

Mod #4 – (-1,552.00) Deductive change/credit for simplification of generator placement.

### **Current Cornerstone GC/CM Contract Amount - \$6,084,827**

#### **Contingency Amounts at GMP Contract:**

City of Homer - \$85,000

Cornerstone - \$147,921

#### **Contingency Status:**

City of Homer - \$64,931 remains – 24% of this contingency used to date

Cornerstone - \$90,921 remains – 39% of this contingency used to date.

Prepared by: Pat McNary  
Project Manager



3959 Ben Walters Lane • Homer, AK 99603

907.235.3436 • Fax 907.235.8346

info@kbfpc.org • www.kbfpc.org



City of Homer  
491 East Pioneer Avenue  
Homer, Alaska 99603

20 January 2019

Dear Mayor Castner, Council Members and City of Homer,

On behalf of Kachemak Bay Family Planning Clinic (KBFPCL) and the R.E.C. Room (a Youth Resource & Enrichment Co-op), I want to thank the City of Homer for its support of area non-profits. In 2019 KBFPCL received a Homer Foundation – City of Homer grant for \$2,989 which provided valuable general operating support. In addition, I thank the Homer Foundation for administering this important program.

The City of Homer grant brings more money into our community by providing important “match” funds that help our organization leverage resources from other funders. As part of our operating expenses, this grant supports good, year-round local jobs at the Clinic and the R.E.C. Room. It also helps us keep our promise to provide accessible reproductive health services all people in our community, regardless of their ability to pay.

Thanks to this grant and other generous support from our community, we provided screenings for breast and cervical cancer, birth control consultation and supplies, infertility and preconception counseling, pregnancy testing, and STD/STI testing and treatment for over 800 men and women in 2019. Each year we provide over 15,000 free condoms to the greater Homer community through our Clinic, outreach events, and the baskets we maintain at community hubs like the Fritz Creek General Store. These services empower people of all genders and sexualities to make informed choices about their health and their relationships.

Teens in Homer know the R.E.C. Room as a safe and welcoming place to meet with friends after school and get connected with other local resources. Over 900 young people participated in our youth education programs and positive afterschool activities, including school-based, peer-led health education, in 10 area schools (three schools in the City).

Community commitment and support make our work possible. Our thanks, again, to the City of Homer, the Homer Foundation, and all our community partners who support KBFPCL to serve as a trusted source of up-to-date, accurate and affordable reproductive health care and education since 1983.

Thank you,  
Yours sincerely,

A handwritten signature in black ink that reads "Amy Woodruff". The signature is fluid and cursive.

Amy Woodruff  
KBFPCL Board President



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

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### Memorandum 20-020

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: January 22, 2020  
SUBJECT: Next Steps for City Manager Search

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The purpose of this memo is to update the Council on the City Manager hiring process and discuss next steps.

At the January 13<sup>th</sup> Council meeting, at the recommendation of staff, City Council scheduled an executive session for January 31<sup>st</sup> for initial review of City Manager candidates. Since that time, the City Attorney has recommended the applicant review be held in open session. As you recall, the original schedule was for the review to occur on February 3<sup>rd</sup>; however because it was in executive session there was a request to hold the meeting on the 31<sup>st</sup> so everyone could attend (per the Council Operating Manual, members cannot participate telephonically in executive session). However, because the position closes the 30<sup>th</sup> of January; the earliest Human Resources (HR) could get you materials to review and score would be noon on the 31<sup>st</sup>. I believe it would be far more productive for members to have the weekend to review and score candidate.

The packet you will be provided on the 31<sup>st</sup> will only include candidates that meet the minimum qualifications. If there is any question as to whether or not they meet them, the application will be include for review by the body. I have attached a scoring rubric that was used for the initial review of candidates during the last round of City Manager hiring. Council could use this rubric to facilitate individual initial review. Please provide feedback and any changes recommended to the scoring rubric to HR Director Browning.

Another item that needs to be addressed is interview questions. I have attached the excerpt from the International City Manager Guidelines for Selecting a Local Government Administrator to give you an idea of potential questions. If Council would like the questions to remain private, I would recommend each member send HR Director Browning the questions they would like to see asked of the candidate by Tuesday, February 4<sup>th</sup> so she can combine similar questions and prepare a list of question for telephonic interviews the week of February 10. If Council would like the questions to be public, I would request a similar approach. However I will include questions for Council approval in the February 10<sup>th</sup> Council meeting packet. Keep in mind, each member has latitude during the interview process to ask follow up questions of each candidate.

#### Recommendation:

- Reschedule the initial candidate review for a public Special Meeting for 4pm on February 3<sup>rd</sup>
- Determine if Council would like to approve the final list of telephonic interview questions, and thereby make them public before the interview process. Having HR collate questions is adequate.

-Determine if Council wants to use the scoring rubric. If so, provide any feedback and suggested changes

**Follow-up Needed**

-Review City Manager candidates (utilizing scoring rubric if Council determines the desire to use this tool for initial applicant review).

-Provide interview questions to Human Resources no later than Tuesday, February 4<sup>th</sup>.

-Please reserve the afternoons of February 12<sup>th</sup> and 13<sup>th</sup> for telephonic interviews. Council can schedule these at the end of your special meeting on the 3<sup>rd</sup>.

Enc:

Draft Scoring Rubric for CM Hiring

Appendix E: Potential Interview Questions, an excerpt from the International City Manager Guidelines for Selecting a Local Government Administrator

Draft Timeline for CM Hiring

## Appendix E:

# Potential Interview Questions<sup>3</sup>

It is suggested that each member of the governing body ask the same question(s) of each candidate.

### Candidate Traits/Experience/Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with
  - a. Land use planning
  - b. Economic development/redevelopment
  - c. Tax increment financing
  - d. Business attraction and retention programs
  - e. Beautification programs
  - f. Business assistance programs—e.g., façade improvement, code compliance
  - g. Annexation
  - h. Subdivision policies and regulations, particularly as they relate to storm-water management
  - i. Zoning
  - j. Building code administration
  - k. Municipal facilities expansion—in particular, water and wastewater utility expansions
3. How would you describe your leadership and management styles?

### Interaction with Governing Body

1. What do you perceive to be the chief administrator's role in working with the governing body, local government attorney, and clerk?
2. What are your expectations of the governing body in relation to
  - a. Yourself
  - b. Other staff
3. How and when do you communicate with the governing body?

### Candidate Thoughts on Role of Administrator

1. In your opinion, what role should the administrator have in the community?
2. Do you believe the administrator should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special-interest or single-interest groups?
5. What is the best way for an administrator to deal with an angry constituent?

### Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?
3. Have you taken part in mediation, fact finding, or arbitration? Which ones? Please explain your experience in such process(es) including your role/level of involvement and your thoughts regarding the outcomes of these experiences.
4. Have you ever had to discipline, demote, or fire an employee? Please elaborate.
5. How do you educate, encourage, and motivate your staff?
6. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities, and equal opportunity?
7. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your city? Please explain.
8. What experience have you had in the preparation and implementation of personnel rules, regulations, procedures, and compensation plans? Please describe.

9. What is your experience with employee benefits administration, group health insurance, and risk management?
10. What in your opinion is the most serious issue today in local government personnel management?
11. How and when should private sector resources (e.g., contractors) be used to provide village services?

## Financial Management Experience

1. Is there a difference between a financial plan and a budget? If so, please explain how they differ.
2. Are/were you the designated budget officer for your local government? Did you prepare and present the budget to the council, and upon adoption, were you responsible for implementation? Please explain the outcomes of various budget processes and any challenges you encountered through budget development through council adoption.
3. What is your experience with debt financing? Please give an example.
4. Have you secured and administered any type of loans or grants? Please give an example.
5. Describe the most successful capital improvement project you were responsible for and what made it successful?
6. Have you reviewed our annual budget and/or annual report? If yes, what is your impression of our financial condition?
7. What is your opinion of “pay as you go” financing of maintenance and capital projects? Special assessments? Special taxing districts?

8. What type of financial reports do you provide the elected body and with what frequency?
9. Have you read our comprehensive or general plan? What are your impressions or thoughts?

## Intergovernmental Relations Experience

1. What experience have you had in dealing with
  - a. Councils of government/intergovernmental agencies?
  - b. County government?
  - c. Other local governments (schools, parks, etc.)?
  - d. State agencies?
  - e. Federal agencies?
  - f. State legislature?
  - g. Congress?
2. Do you feel comfortable “lobbying”?

## External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a statewide municipal league, statewide city or county management association, the International City/County Management Association (ICMA) or other professional organizations devoted to local government? Please give examples of your activities.
2. Are you an ICMA Credentialed Manager? If so, how do you fulfill your annual professional development requirement?

## Relations with Applicants—Do's and Don'ts

### Do:

- Keep all candidates informed of their status at all times.
- Identify one point of contact through which everything flows, including contacts with candidates, reference checks, etc., in order to ensure that the information, messages, and details are consistent and that the process is fair and equitable.
- Keep all information strictly confidential throughout the entire recruitment and selection process unless state law requires otherwise.
- Create an outreach strategy that will ensure a diverse candidate pool.
- After carefully reviewing all applicant submittals, select a short list of the most promising candidates.
- While maintaining the confidentiality, carefully check educational credentials and references on those candidates judged best qualified.
- Invite those candidates judged best qualified for initial interviews at the local government's expense.
- Send the candidates under consideration an information packet that may include the outreach brochure and copies of your government's budget, charter, annual report, and other pertinent documents; or provide the information on where to find this material on the agency's website.
- Pay expenses of the candidates invited to a second interview (and of their spouses/partners, if applicable).
- Perform detailed background checks on the final candidate(s).
- Visit, if possible, the local governments in which the most promising candidates work.
- Be prepared to enter into a formal written employment agreement with the successful candidate.
- Promptly notify all other candidates once the selection has been made and the position has been accepted. However, it is best to wait until the selected finalist has accepted the position and the agency and candidate have mutually agreed to the provisions of the employment contract.

### Don't:

- Let the selection process last too long.
- Expect to get all the necessary information about the candidates from written material.
- Forget that you are seeking overall management ability, not technical competence in one specialized field.
- Forget to consider candidates who are assistant managers as well as current managers
- Overlook the need for candidates to possess municipal administrative experience and the advantages or value of college or university training, post degree training, and continued professional development.
- Release for publication any names or local governments of candidates unless state law requires it.

## Draft Timeline for CM Hiring (from December 10<sup>th</sup> HR memo on City Manager Hiring Process)

Advertisement/ Position Open: December 19, 2019 – January 30, 2020

February 3, 2020	Applicant Review
February 4, 2020	Background Authorizations sent to finalists
Week of February 10, 2020	Telephonic Interviews (February 10 <sup>th</sup> is a Council Meeting date)
Week of February 24, 2020	In Person Interviews (The 24 <sup>th</sup> is a Council Meeting date)
February 28, 2020	Selection made
Week of March 1 <sup>st</sup>	Negotiations

### If Negotiations are successful

April 6, 2020	Estimated start date (will depend on applicant's notice requirements, provides for 39 days between selection and start date)
April 10, 2020	City Manager Koester's last day. Provides for 1 week of overlap
April 13, 2020	New Manager Sworn in (This is a Council Meeting date)

### If Negotiations/hiring process is not successful

March 1- March 18	Solicit interested candidates (City Manager reaches out to interested candidates and provides Council with resumes)
March 23rd Council meeting	Review candidates (Council could schedule an executive session to discuss). Make selection and provide notice to candidate.
March 13 <sup>th</sup> Council meeting	Resolution to appoint interim manager
April 3 <sup>th</sup>	City Manager Koester's last day. Provides for one meeting cycle (3 weeks) of overlap. CM search would occur under direction of interim manager.