



Agenda

Planning Commission Regular Meeting

Wednesday, April 15, 2026 at 6:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 205 093 973 Password: 610853

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

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.](#) Unapproved regular Meeting Minutes of April 1, 2026

PRESENTATIONS / VISITORS

REPORTS

- [A.](#) City Planners Report, Staff Report 26-006

PUBLIC HEARINGS

PLAT CONSIDERATION

PENDING BUSINESS

NEW BUSINESS

- [A.](#) Memorandum 2026-05, Title 21: How to Navigate the Public Review Draft of the Code
- [B.](#) Memorandum 2026-06, HART Policy Review
- [C.](#) Memorandum 2026-07, Proposed Amendments to the Planning Commission Bylaws

INFORMATIONAL MATERIALS

[A.](#) 20262 Planning Commission Meeting Calendar

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

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is Wednesday May 6, 2026, at 6:30 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission

CALL TO ORDER

Session 26-01, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:30 p.m. on April 1, 2026 in the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska, and via Zoom Webinar.

PRESENT: COMMISSIONERS SCHNEIDER, H. SMITH, HARNESS, S. SMITH, VENUTI, WALKER

ABSENT: COMMISSIONERS WALKER, BARNWELL

STAFF: CITY PLANNER FOSTER, DEPUTY CITY CLERK LYNN

AGENDA APPROVAL

Chair S. Smith requested a motion and second to approve the agenda.

HARNESS/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

A. Unapproved Regular Meeting Minutes of December 3, 2025

B. Decisions and Findings CUP 25-04, 3145 Lampert Lane

HARNESS/BARNWELL MOVED TO ADOPT THE CONSENT AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS/VISITORS

REPORTS

- A. City Planner’s Report, Staff Report 26-001
 - o Putting together a work session on the 18th

Discussion of talking over bylaws for the commission so that the commission is all on the same page

PUBLIC HEARINGS

A request for Conditional Use Permit (CUP) CUP 26-01 per HCC 21.16.030 (b), Public or private schools; and per HCC 21.16.30 (g), More than one building containing a permitted principal use on a lot. The applicant proposes a private school on the same property as the Glacier View Baptist Church at 960 East End Road, Staff Report 26-002

Chair S. Smith introduced the item by reading of the title and deferred to City Planner Foster, who provided a summary review of his staff report included in the packet.

Chair S. Smith opened the floor for the Applicant.

Todd martin Chairmen of the deacon board for the Glacier View Baptist church speaks on behalf of the church.

Trent Mullins registered architect speaks in favor of the CUP. The project will be a 2 phase project with no modifications to the existing structure.

Commissioner H. Smith appreciates the thoroughness of which the applicant submitted their information. He is concerned however that there will be an impact on traffic on East End Road.

Commissioner Harness has questions on drainage the proposal is close to the 60% threshold of impervious coverage.

H. SMITH/ VENUTI MOVED TO ADOPT STAFF REPORT 26-002 AND RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT 26-01 AS READ BY PLANNING DIRECTOR RYAN FOSTER PER HCC 21.24.040 WITH FINDING 1 THRU 10 AND CONDITIONS 1 AND 2 OF STAFF REPORT 26-02.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

HARNESS/H. SMITH MOVE THAT THE APPLICANT VERIFY IMPERVIOUS SURFACE CALCULATIONS. THESE CALCULATIONS SHOULD ADHERE TO THE CITYS DEFINITION OF IMPERVIOUS COVERAGE AS OUTLINED IN DEFINITIONS HCC 21.03.040. IF THE IMPERVIOUS CALCULATION EXCEEDAS 60% A STORM WATER PERMIT (SWP) IS REQUIRED IN ACCORDANCE WITH HCC 21.050.020.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion Carried.

PLAT CONSIDERATION

A. Bayview Gardens 2025 Preliminary Plat, Staff Report 26-003

Chair S. Smith opened the floor for the Applicant.

Chair S. Smith then opened the public comment period. With no one wishing to speak, Chair S. Smith closed the public comment period and opened the floor to questions from the Commission.

Commissioner H. Smith has questions about the two easements in the plat.

Planning Director Foster answers the concerns for commissioner H. Smiths concerns on the easements.

H. Smith/HARNESS MOVED TO ADOPT STAFF REPORT 26-003 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

INFORMATIONAL MATERIALS

A. 2026 Planning Commission Meeting Calendar.

B. Public Comments.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

Planning Director Foster thanked the commission for a great meeting and a fantastic worksession.

Deputy Clerk Lynn thanked the commission for a solid meeting.

COMMENTS OF THE MAYOR/COUNCILMEMBER (If Present)

COMMENTS OF THE COMMISSION

Commissioner Harness says Great meeting

Commissioner Venuti congratulates Clerk Lynn on having a new baby.

Commissioner Schneider Thanks Commissioner H. Smith on bringing up drainage issues as there not brought to attention often enough.

Chair S. Smith asks what is next for the planning commission after title 21 and thanks the Planning Commission for a good meeting.

ADJOURN

There being no further business to come before the Commission, Chair S. Smith adjourned the meeting at 7:25 p.m. The next Regular Meeting is scheduled for **Wednesday, April 15, 2026 6:30 p.m.** A Worksession is scheduled for 4:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.



City of Homer

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Staff Report Pl 26-006

TO: Homer Planning Commission
FROM: Ryan Foster, City Planner
DATE: April 15, 2026
SUBJECT: City Planner's Report

Title 21 Zoning Code Re-write

The Public Review Draft of the Title 21 Zoning Code was released to the public on March 31 for a 45-day review and comment period. Please visit homert21codeupdate.com to review the draft code and provide comments by May 15, 2026.

USACE Permitting Process

Here is a link to the USACE website with detailed information on the permitting process:
<https://www.poa.usace.army.mil/Missions/Regulatory/How-to-Apply/>

Meeting Schedule

The next regular meeting date is May 6, 2026.

Commissioner Report to Council

4/27/26 _____



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Memorandum PL26 – 005

TO: Homer Advisory Planning Commission
FROM: Ryan Foster, City Planner
DATE: April 15, 2026
SUBJECT: Title 21: How to Navigate the Public Review Draft of the Code

Introduction:

Our consultants on the Title 21 Re-Write project, Shelly Wade, Agnew Beck, and Erin Perdu, Stantec, will be engaging with the Planning Commission to discuss how to navigate the Title 21 Public Review Draft process and the attached navigation document. Our consultant requested to provide the following message to the Commission in advance of the meeting:

Dear Homer Planning Commission –

Thank you for the brief opportunity to introduce the [Title 21 Code Revision Public Review Draft](#) Planning Commissioner Amendment Form at your April 1st meeting. Before my short presentation, I did have the opportunity to listen to Commissioner's comments and questions about the Title 21 Code Revision process, some of which we had covered in our deep dive sessions with the Commission, about:

1. How the draft was developed, including key inputs, like:
 - a. **12 meetings with the Planning Commission (4 of which were deep dives on priority topics) and 1-on-1 interviews with Commissioners.**
 - b. The last deep dive Commission meeting where Commissioners weighed in on the project schedule and what content would be included in the Public Review Draft, with an understanding the content may or may not align with individual or collective Commissioner perspectives. However, for most topics, the **consensus was – there had been a lot of discussion at the Commissioner level, and the timing is right to get public feedback on the draft code now.** That is where we are today.
2. The project schedule, process, and next steps, during the Public Review Draft Comment Period, Joint Planning Commission & City Council Work Session, and Public Hearing Draft Development and beyond.

As I shared on April 1st, like we did on the Valdez Code Revision effort, our team has developed a tool to support the public, and anyone else reviewing the Draft Revised Code, including the Planning Commission, City Council, and other community leaders – the [“How](#)

[to Navigate the Public Review Draft of the Revised Code”](#), a step-by-step guide that includes the following topics, each of which readers can jump to:

- Introduction to Project and Process
- Guide to the Code
- Summary of Major Changes
- What is Not in the Draft Code – and Recommendations to Address (Wetlands and Steep Slopes!)
- How to Share Comments
- What’s Next

At next week’s April 15th Planning Commission meeting, I will join you to walk through this tool and address any remaining questions you have about how the Public Review Draft of the Revised Code was developed and next steps in the process/timeline. I can also share a short update on community outreach and input since the March 31st launch of the Public Review Draft.

I look forward to meeting with you next week and working together to conduct a successful public review process through May 15th!

Respectfully,
Shelly

Requested Action:

Review the attached code navigation document and be prepared to have a discussion with any comments or questions you may have.

Attachments:

Title 21 Update: How to Navigate the Public Review Draft of the Code



Title 21 Update

How to Navigate the Public Review Draft of the Code

March 2026

Consultant Team: Agnew::Beck Consulting & Stantec

At-A-Glance Summary

WELCOME!

This document provides a project introduction, a guide for reviewing the code, and a summary of major changes.

Continue for more details, or use the hyperlinks on this page to go to your area of interest.



Public Comment Window

Public comments accepted from March 31 - May 15, 2026.
Find details at [HomerT21CodeUpdate.com](https://www.homerT21codeupdate.com)

Key Files (linked)

Description

Clean Public Review Draft	Proposed Title 21, no markups
Red-Lined Public Review Draft	Proposed Title 21, edits visible
Allowable Uses Table	Shows proposed allowed land uses for all zoning districts
Dimensional Standards Table	Shows proposed requirements (building heights, coverage, etc.) for all zoning districts
Zoning Map	Shows the proposed zoning districts across Homer, reflecting how the updated code would apply geographically.

Interested in a Specific Topic?

Conditional Use Permits: Slide 15	Zoning Districts: Slide 18
Zoning Map: Slide 17	Housing: Slide 20

Contents

(Click on a topic to jump to that topic)

Introduction to
Project and
Process

Guide to the Code

Summary of Major
Changes

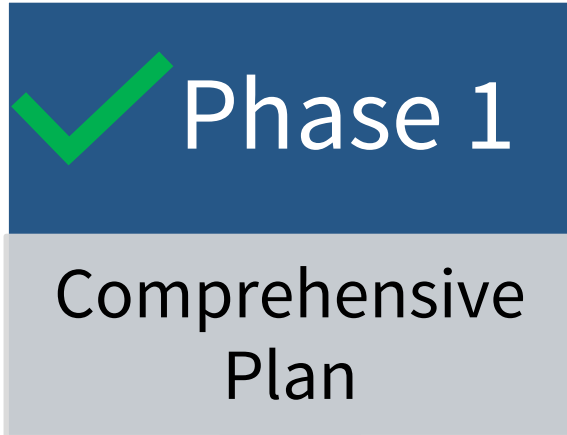
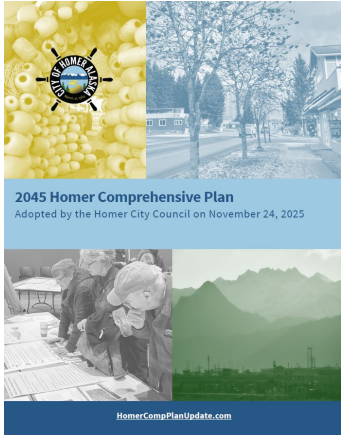
What is Not in the
Draft Code – and
Recommendations
to Address

How to Share Your
Comments

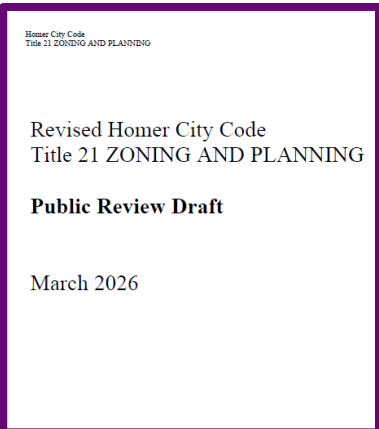
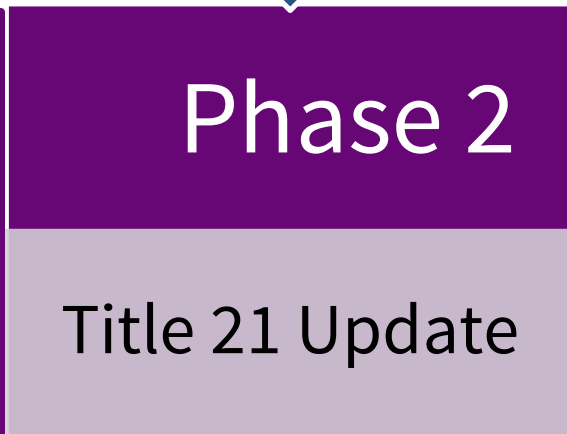
What's Next

Introduction to Project and Process

What is a Comprehensive Plan? What is Zoning?



- The Comprehensive Plan is a long-term guide and a tool for decision-making. It provides a basis for regulatory action, and forms the groundwork for the statutory basis upon which zoning and land use decisions are made.
- The Homer Comprehensive Plan was adopted by the Homer City Council on November 24, 2025, and by the Kenai Peninsula Borough Assembly on March 17, 2026.



- Zoning code is local law governing how land is used or developed, where and how buildings are sited, and other rules related to how a property functions. The “teeth” of development regulation.
- **Homer Zoning Code is known as Title 21.**

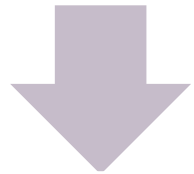
How the Comprehensive Plan Relates to Zoning: Housing Examples

Comp Plan Recommendation

Land Use & Environment

Strategy 2. Implement zoning reforms to support sustainable growth and attainable housing development.

- **Action a.** Prioritize zoning reforms that expand housing choice, including support for higher-density and mixed-use development, infill, and housing types such as ADUs, townhomes, and modular homes.



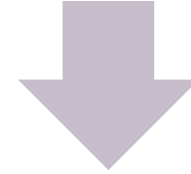
Proposed Title 21 Change

Allows more housing types in more districts and allow more units per lot.

Comp Plan Recommendation

Housing Strategy 2. Assess Homer's housing needs and maintain data collection.

- **Action d.** Monitor short-term rentals and their impact on the housing market and develop strategies to mitigate impacts of short-term rentals on year-round housing.

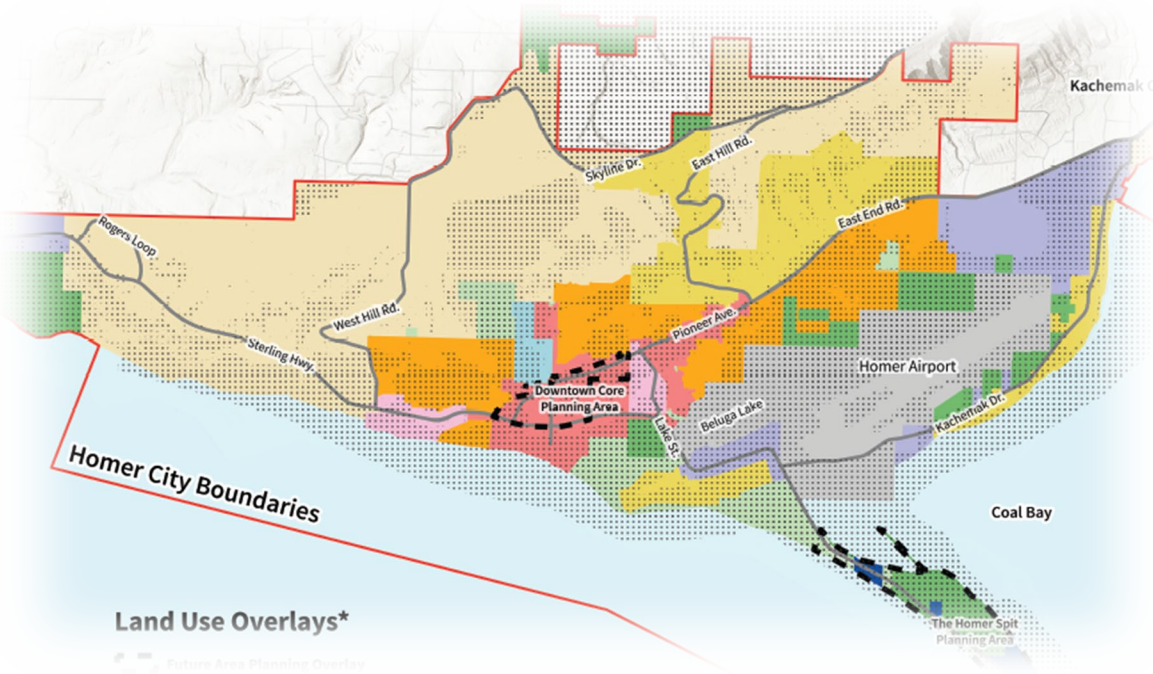


Proposed Title 21 Change

Adds short term rental registration requirement to better understand the short-term rental market in Homer and inform future policy changes.

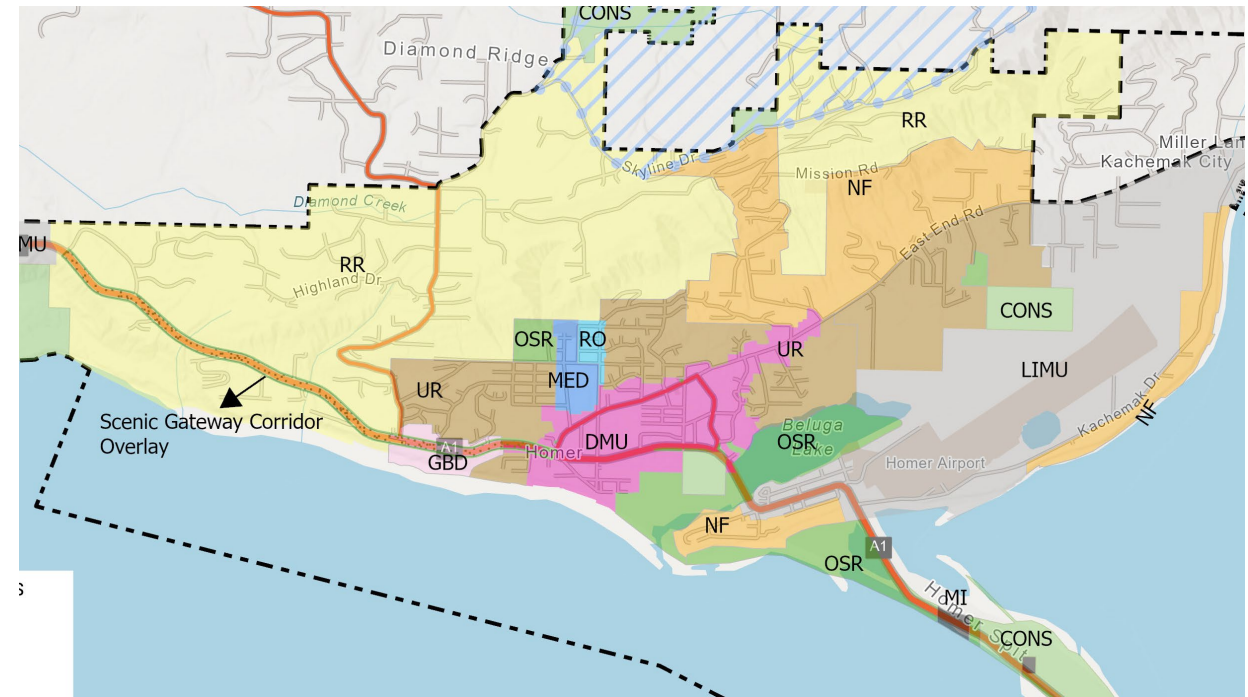
How the Comprehensive Plan Relates to Zoning: Land Use Example

Future Land Use Map



Provides broad, long-range **guidance** for the general types and patterns of development envisioned across the community.

Proposed Updated Zoning Map – March 2026

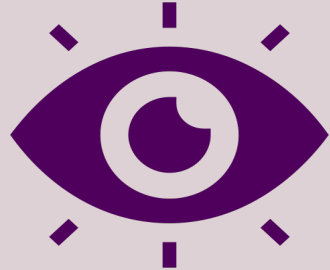


Regulates (it's law!) land use at the parcel level; defines what can be built and how land can be used.

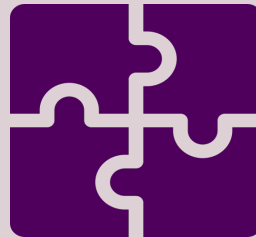
Title 21 Update: Code Revision Goals



Streamline development processes and increase predictability



Increase code clarity and flexibility



Better align the code with community plans



Consider natural hazards and preserve natural features



Simplify, reorganize, and add visuals to make the code more user friendly

January – March 2025

- Compile background and gather initial feedback.
- Review existing code and identify updates.

Other Homer Plans (e.g., Transportation Plan, Local Hazard Mitigation Plan, Community Design Manual)

Analysis of City of Homer Land Use Applications and Trends

Technical Code Audit

Small Group Discussions with Homer Groups that work with the Code (Builders, Developers, Guiding Growth/ Mobilizing for Action through Planning and Partnerships, Business Owners, Realtors)

*Monthly Meetings with **Planning Commission** on Code Topics and Potential Changes*

April – November 2025

- Staff, legal team, PC review of draft code.
- Gather stakeholder and public input on potential changes.

2045 Homer Comprehensive Plan

Community Input from Open House (in person & virtual)

Planning & Zoning Best Practices

Input from City Staff (ongoing)

*One-on-one interviews with **Planning Commission** and **City Council***

November 2025 – Spring 2026

- Conduct Planning Commission work sessions on key topics.
- Refine draft code for public review.

*Input from **Planning Commission** via Work Sessions: Housing and District Changes, Development Process, and Environmental Features*

Public Comments

*One-on-one interviews with **City Council***

Title 21 Inputs to Date

Guide to the Code

Title 21: How It's Organized

Division	Description
DIVISION I. GENERAL	Includes purpose and scope of the zoning code, definitions, and other general provisions that apply throughout the code.
DIVISION II. ADMINISTRATION, PROCEDURES, AND ENFORCEMENT	Descriptions of all types of land use permits (variance, CUP, and others) and review procedures.
DIVISION III ZONING DISTRICTS	Purpose, permitted and conditional uses, and development standards for all zoning and overlay districts.
DIVISION IV. SPECIFIC USE STANDARDS	Standards tied to specific uses, which may be allowed in multiple districts (i.e. outdoor storage, communication towers, etc.)
DIVISION V. SITE DEVELOPMENT STANDARDS	Standards related to development in any zoning district, such as drainage and erosion control, parking, and signs.

Summary of Major Changes

Summary of Changes Featured Here

(in order of appearance in the draft code)

1	Chapter structure
2	Conditional use permits
3	Variances and administrative adjustments
4	Zoning map
5	Zoning districts
6	Dimensional standards
7	Housing (types, and where they are allowed)
8	Other technical improvements <ul style="list-style-type: none">a) Reorganizationb) Graphicsc) Definitions

Note: this is not a comprehensive list of changes. This list covers some of the most significant changes and those of community greatest interest.

#1

Proposed Chapter Structure

2045 Homer Comprehensive Plan Land Use & Environment Goal C
 Modernize zoning and land use regulations to reflect the community's vision.

○ = new

▲ = renamed

Division	Chapters	
DIVISION I. GENERAL	Chapter 21.01 Title and Purpose Chapter 21.02. Definitions and Rules of Construction	Chapter 21.03. General Provisions Chapter 21.04. Measurements ○
DIVISION II. ADMINISTRATION, PROCEDURES, AND ENFORCEMENT ▲	Chapter 21.05 Decision Making Authorities ○ Chapter 21.06 Review Matrix ○ Chapter 21.07 Comprehensive Plan Chapter 21.08 Zoning Amendments Chapter 21.09 Conditional Use Permits Chapter 21.10. Variances and Administrative Adjustments ▲ Chapter 21.11 Site Plans	Chapter 21.12 Zoning Permits Chapter 21.13 Appeals Chapter 21.14 Public Hearings Chapter 21.15 Nonconformities Chapter 21.16 Nuisances Chapter 21.17 Violations and Enforcement
DIVISION III ZONING DISTRICTS ○	Chapter 21.18 Zoning Districts and Zoning Map Chapters 21.19 – 21.29 Individual Zoning Districts Chapter 21.30 Dimensional and Intensity Standards ○ Chapter 21.31 Scenic Gateway Corridor Overlay District Chapter 21.32 Small Boat Harbor Overlay District	Chapter 21.33 Bridge Creek Watershed District Chapter 21.34 Flood Prone Areas Chapter 21.35 Slopes and Coastal Development Chapter 21.36 Planned Unit Developments
DIVISION IV. SPECIFIC USE STANDARDS ○	Chapter 21.37 Accessory Dwelling Units ○ Chapter 21.38 Agricultural Activities ○ Chapter 21.39 Auto Repair and Auto Fueling Stations ○ Chapter 21.40 Drive-Through Establishments ○ Chapter 21.41 Home Occupations ▲ Chapter 21.42 Large Format Development ▲ Chapter 21.43 Marijuana Cultivation, Manufacturing, Retail and Testing	Chapter 21.44 Mobile Home Parks, Mobile Homes, and RV Parks Chapter 21.45 Outdoor Storage ○ Chapter 21.46 Snow Storage ○ Chapter 21.47 Small Wind Energy Systems ○ Chapter 21.48 Temporary Storage ○ Chapter 21.49 Worker Housing ○ Chapter 21.50 Short-Term Rentals ○ Chapter 21.51 Places of Assembly ▲ Chapter 21.52 Towers and Related Structures
DIVISION V. SITE DEVELOPMENT STANDARDS ○	Chapter 21.53 Drainage and Erosion Control ▲ Chapter 21.54 Stormwater Management ▲ Chapter 21.55 Parking and Loading ▲ Chapter 21.56 Landscaping ○ Chapter 21.57 Lighting ○	Chapter 21.58 Fences Chapter 21.59 Right-of-Way Access Chapter 21.60 Traffic Impact Chapter 21.61 Signs

#2 Changes to Conditional Use Permits

What is this?

Several triggers for Conditional Use Permits have been removed.

Why this change?

Streamlines the development process for the most common CUP requests that are nearly always approved.

Moves common conditions of approval to specific use standards.

Removes CUP requirement for items related to dimensional standards (that should be handled via a variance instead).

- The following triggers have been removed:
 - Multiple principal structures on a lot.
 - Buildings over 8,000 sf.
 - Auto, marine, and RV sales, rental, repair and storage.
 - Townhouses
- Specific use standards have been added for many uses so that they are still subject to additional review by staff, but without going through the CUP process.
- Requests to vary from impervious or building coverage requirements no longer require a variance.

2045 Homer Comprehensive Plan Land Use & Environment Goal A

Promote sustainable and moderate growth that preserves Homer's small-town character.

Goal B

Plan for responsible development that balances environmental impacts, community connections, and infrastructure capacity.

#3

Changes to Variances and Administrative Adjustments

What is this?

Added limited administrative adjustments, reviewed by staff but subject to the same approval criteria as variances.

Why this change?

Allows some very limited flexibility from code requirements based on common variance or CUP requests.

Relieves the burden on property owners when site conditions present unique challenges.

- Adds an administrative adjustment procedure.
- Allows administrative adjustments for up to two feet reduction of required setbacks.
- Requires staff review using the same approval criteria as a variance application.

2045 Homer Comprehensive Plan Land Use & Environment Goal A

Promote sustainable and moderate growth that preserves Homer's small-town character.

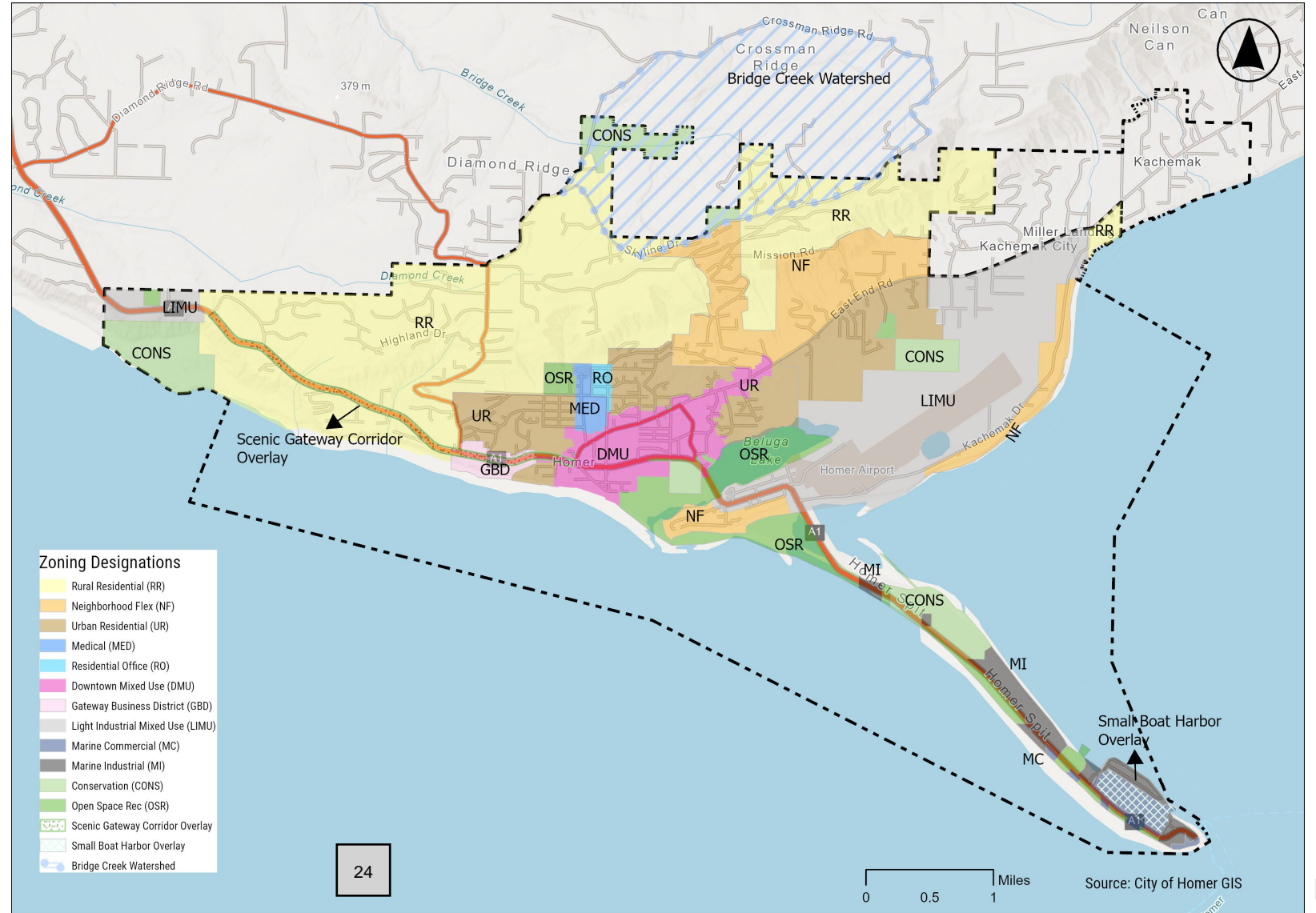
Goal B

Plan for responsible development that balances environmental impacts, community connections, and infrastructure capacity.

#4

Proposed Updated Zoning Map

The revised zoning map will be adopted concurrent with the revised code and is available for review at Homert21CodeUpdate.com.



#5

Changes to Zoning Districts

What is this?

District consolidations and new districts.

Why this change?

Simplify the district structure.

Consolidate districts that are very similar.

Create new district consistent with guidance in the Comprehensive Plan.

- Adds Neighborhood Flex District.
- Consolidates General Commercial 1, General Commercial 2, and East End Mixed use to new Light Industrial Mixed Use.
- Consolidates Central Business District and Town Center District to new Downtown Mixed Use; applies design guidance for Town Center throughout the downtown area.
- Removes Residential Office District.

2045 Homer Comprehensive Plan

Land Use & Environment Goal C

Modernize zoning and land use regulations to reflect the community's vision.

Economic Development Goal A

Enhance Homer's defined downtown to drive commerce, business, and resident and visitors' services.

See Division III Zoning Districts of the draft code

See also allowed uses table [here](#)

#6

Changes to Dimensional Standards

What is this?

Changes to setbacks, building height, and building/impervious coverage within certain zoning districts.

Why this change?

Balance the desire for infill development and more housing with community character.

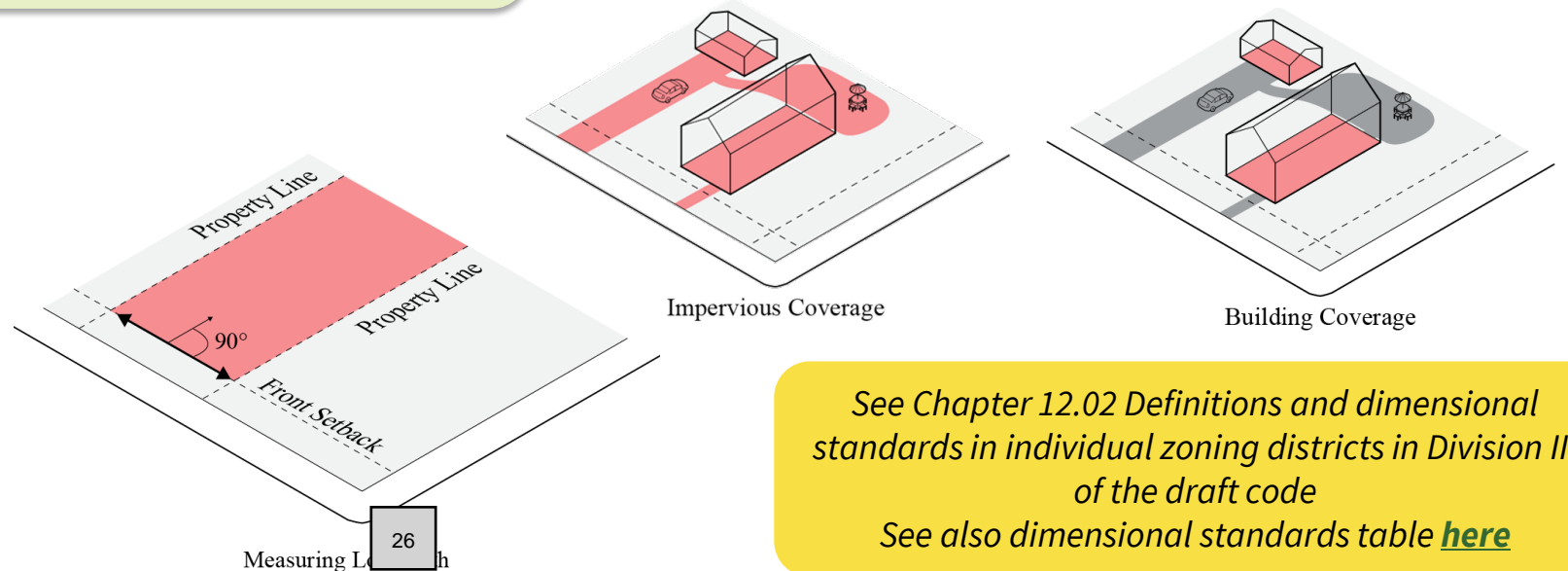
Require pedestrian friendly design in the downtown area.

- Defines and creates standards for building coverage and impervious coverage (replacing lot coverage)
- Reduces front setbacks and creates build-to lines in some commercial districts.
- Increases maximum building height in Downtown Mixed Use and Gateway Business districts.

**2045 Homer Comprehensive Plan
Land Use & Environment Goal C**
Modernize zoning and land use regulations to reflect the community's vision.

Housing Goal C
Align housing development with the City's preservation and sustainability goals, minimizing the environmental impact of new construction.

Economic Development Goal A
Enhance Homer's defined downtown to drive commerce, business, and resident and visitors' services.



See Chapter 12.02 Definitions and dimensional standards in individual zoning districts in Division III of the draft code
See also dimensional standards table [here](#)

#7

Changes to Housing

What is this?

Add housing types as permitted or accessory uses in several zoning districts.

Why this change?

Comprehensive Plan guidance and overall City desire to encourage more housing types in more places.

- Remove requirement for CUPs for Townhouses.
- Simplify minimum lot size/density calculations by specifying clear lot size requirements per dwelling unit.
- Allow multi-unit housing types (apartments, condos) and worker housing as accessory uses in commercial and industrial districts.
- Allow mixed use buildings by-right in commercial and industrial districts.
- Define and allow tiny homes in residential districts.
- Add short term rental registration requirement to better understand the short-term rental market in Homer and inform future policy change

2045 Homer Comprehensive Plan

Housing Goal A

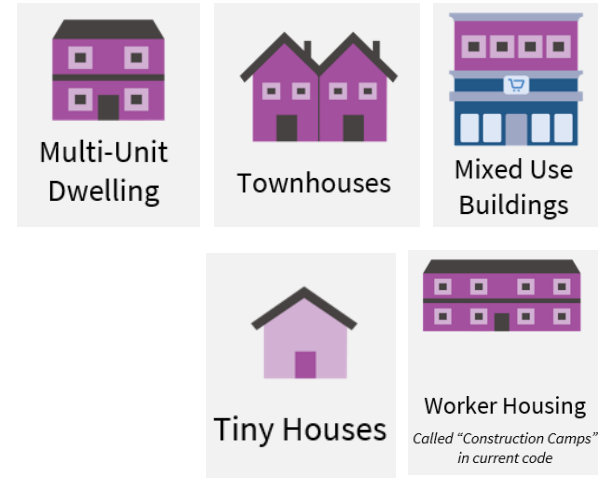
Preserve and produce a high-quality, healthy, safe, and energy efficient housing inventory that accommodates for projected population growth and is affordable, attainable, and safe for all Homer residents.

Housing Goal B

Develop Homer’s housing inventory to be compatible with the beloved existing community character while allowing for essential growth and density.

Housing Goal C

Align housing development with the City's preservation and sustainability goals, minimizing the environmental impact of new construction.



See lists of permitted and accessory uses in various zoning districts, Division III of the draft code

#8

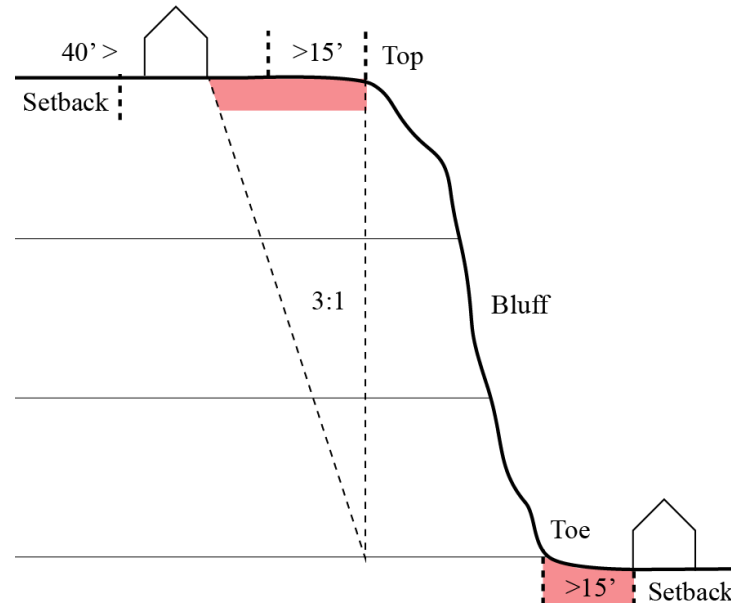
Technical Improvements

Why this change?

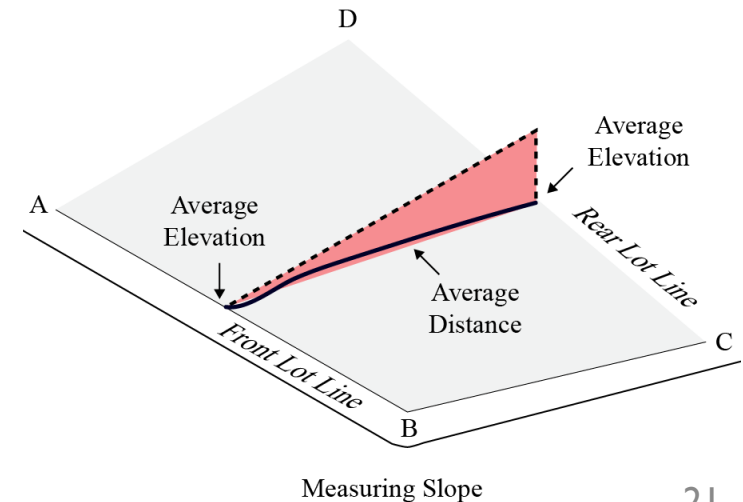
Make the code more user-friendly and easier to understand and enforce.

2045 Homer Comprehensive Plan
Land Use & Environment Goal C
Modernize zoning and land use regulations to reflect the community's vision.

- Reorganize sections to make information easier to find.
- Remove outdated definitions and terms/concepts not in used elsewhere in the code.
- Add definitions for newer terms, uses.
- Add graphics to help define key concepts and measurements.
- Update sign code for legal requirements on content neutrality.



28 Steep Slope Setback



21

See table of contents,
Chapter 21.02 Definitions,
and Chapter 21.61 Sign Code
of the draft code

Other Topics of Interest and Recommendations to Address

Wetlands

Current Status in Title 21: There is an overlay district that regulates development activity and structures in areas affected by *slopes, bluffs, ravines, and the coastal edge*. There are currently no City requirements for development setbacks/non-buildable area on or around wetlands except for Bridge Creek Watershed District, but proposed wetland development/fill requests are regulated via permit by the Army Corps of Engineers.

What We've Heard: The public and the Planning Commission would like to see greater municipal wetlands regulation in Homer. This is also identified as a recommendation in the 2045 Homer Comprehensive Plan.

Proposed Next Steps: Implementing additional wetland regulations will require additional staff time, more accurate mapping, and partnerships (e.g. , with Army Corps of Engineers). If added to the code today, the City would be unable to implement the policy.

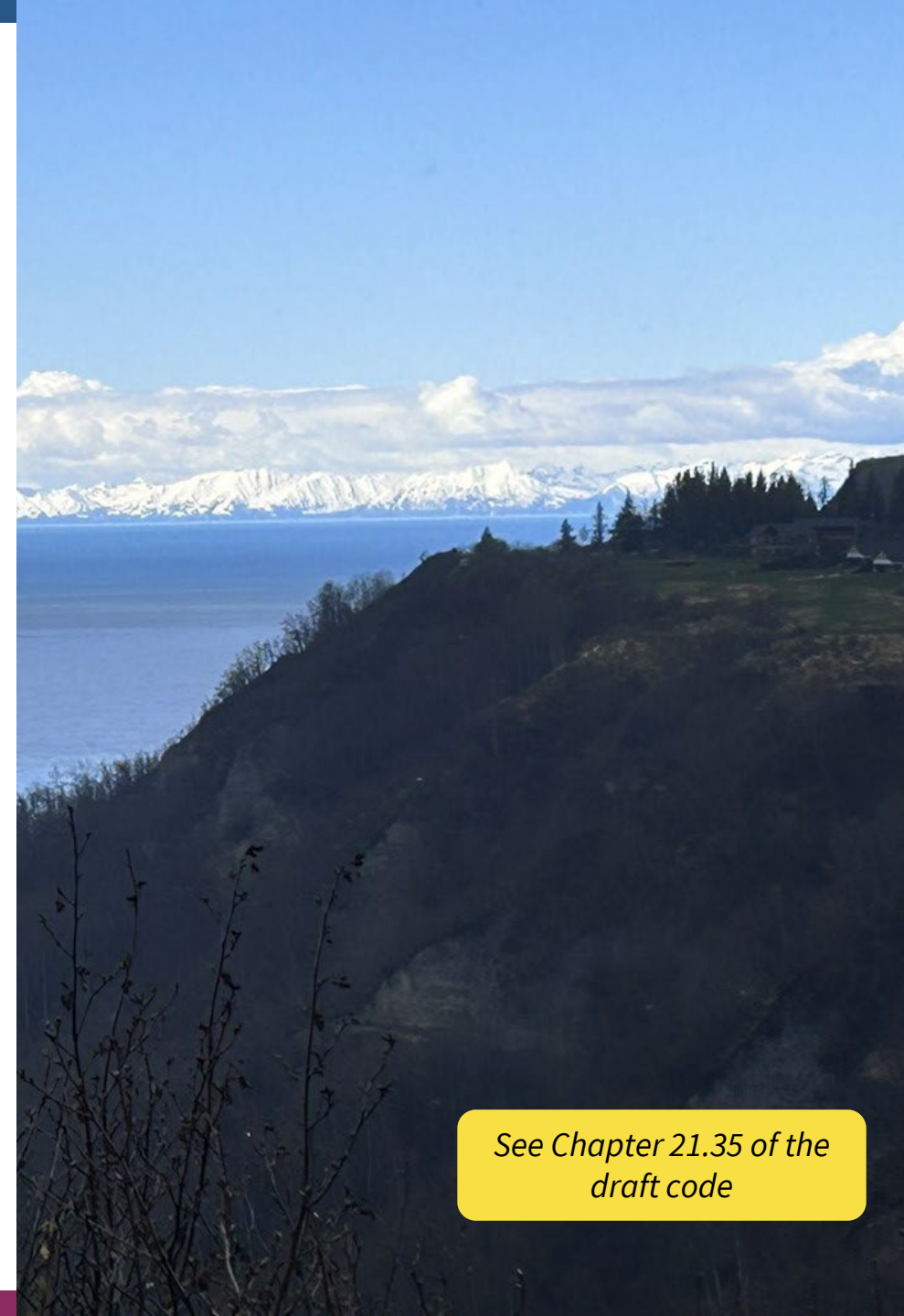


Steep Slopes

Status in Title 21: Homer already has some of the strongest slope development regulations in place relative to other communities in Alaska.

What We've Heard: Some members of the community and the Planning Commission would like to see stronger regulations in Homer to address concerns with steep slopes (stormwater management, instability/ landslide risk, etc.). This is also identified as a recommendation in the 2045 Homer Comprehensive Plan. Regulations could be customized for unique soil conditions and stormwater management infrastructure in Homer.

Proposed Next Steps: Consider lowering the threshold for required engineering from 45% to 30% grade. Implementing additional slope and soil regulations will require additional staff time and external engineering expertise.



How to Share Your Comments

How to Comment

- ✓ *Does the draft code do a good job of reflecting project goals?*
- ✓ *Are you someone who will need to reference the code in the future?*
- ✓ *Do you have questions about the process?*

We want to know!



NOW: Use the [comment form](#) to provide feedback on or before May 15.



NOW: Visit the project website - homert21codeupdate.com - to find updates, access the comment form, subscribe to e-news updates, and more!



NOW: Use email to contact us directly. **Email comments to** rfoster@ci.homer.ak.us and shelly@agnewbeck.com



NEXT: Provide **testimony** at upcoming Planning Commission and City Council meetings during the public hearings. Dates TBD in August and September.

What's Next

Next Steps

Spring 2026:

Public Review Draft released March 31

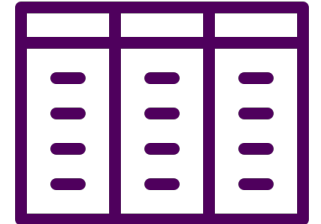
Public comment period closes May 15



Early Summer 2026:

Project team analyzes and responds to public comments

Joint Work Session with Planning Commission and City Council



Late Summer/Fall 2026:

Create Public Hearing Draft

Adoption Process
will include public hearings with opportunities for public testimony



Thank you! Questions, Comments?

Ryan Foster

City of Homer City Planner

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Shelly Wade

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Email: shelly@agnewbeck.com

Project Website:
Homert21CodeUpdate.com



MEMORANDUM

CC-26-052

HART Policy Manual Update

Item Type: Informational Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: March 2, 2026
From: Julie Engebretsen, Community Development Director
Through: Melissa Jacobsen, City Manager

Purpose of Work Session

The purpose of this work session is to review proposed updates to the Homer Accelerated Roads and Trails (HART) Policy. HART is a voter-approved sales tax used to support local roads and trails, renewed by voters every 20 years. As we prepare for the next reauthorization vote, it is timely to refine the policy to make it more effective, easier to use, and aligned with how the program is functioning today. Councilmembers Aderhold and Parsons worked with staff on the suggested revisions. Following full Council feedback, staff will prepare a resolution to adopt the revised policy.

Next steps:

1. Discuss changes to the HART policy and provide direction to staff.
2. When the draft document is acceptable, refer to the Planning Commission and Parks Art Recreation and Culture Advisory Commission for feedback (March/April)
3. Staff will bring back a Resolution and revised policy for Council adoption (likely in May).

Goals of the Policy Update

The primary goals of this revision are to:

1. Make the policy document clearer and more user-friendly for the public, new Council members, and staff.
2. Provide flexibility to use HART funds to leverage state and federal dollars, especially as match funding for grants.
3. Streamline and modernize the policy by removing outdated processes and references.

Summary of Key Proposed Changes

1. Purpose Section – Allowing Use of HART Funds for State Projects

The current policy prohibits use of HART funds for state projects. In practice, the City has successfully used HART funds as grant matches and leverage for state-related improvements, including:

- The HAAAP (supporting sidewalk improvements on Main Street), and
- Diamond Creek underpass project.

These examples demonstrate that having City match funds makes Homer more competitive for grant funding and enables projects the State would not otherwise pursue. The revised policy formally recognizes this practice.

2. Definitions Section – Removing Outdated Plan References

The update removes references to:

- The Planning Commission’s review role,
- The Homer Non-Motorized Transportation & Trail Plan, and
- The Homer 2005 Transportation Plan.

While these documents were previously incorporated into HART decision-making, they have not meaningfully influenced project selection in recent years (and have been superseded). Their removal simplifies the policy and reflects actual practice.

3. Roads Qualifying and Project Criteria (Section 3)

Proposed updates include:

- Replacing references to older planning documents with **the Roads Financial Plan, Trails Financial Plan, Capital Improvement Plan (CIP), or other adopted City planning documents.**
- This change acknowledges that the City’s more recently adopted Roads and Trails Financial Plans provide clearer, more flexible guidance than the older plans.
- Adding **Section F: Maintenance**, recognizing that HART funds are routinely used for road maintenance and should be acknowledged in policy.

4. Trails Qualifying and Project Selection Criteria (Section 4)

Proposed revisions include:

- Removing references to the non-motorized transportation plan and instead relying on the Roads and Trails Financial Plans, CIP, or other adopted City documents.
- **Deletion of Section B**, which previously required the Planning Commission and Parks, At Recreation and Culture Advisory Commission to participate in an annual trails prioritization process.
 - This process has not worked effectively and has not shaped trail funding decisions.
 - In practice, the Roads and Trails Financial Plans have provided more useful direction. These Plans are presented to Commissions for comment and feedback.
 - Removing this section increases clarity and allows Council to adjust process in the future if needed.

5. Financing (Section 5)

The updated language explicitly states that **Roads HART funds and Trails HART funds are accounted for separately.**

Although this is current practice, it is a frequent question from the public. Adding this clarification supports the goal of making the policy more accessible for citizens and new Council members.

6. Special Provisions (Section 7)

The current policy requires:

- Annual Planning Commission review of HART, and
- City Council review of the fund (not the policy document) during the third quarter.

Neither process has been followed for many years. These types of prescriptive procedural requirements have not proven effective. Instead, the City now reviews reserve funds more regularly under the broader financial policies practiced by Council.

The proposed revision removes the outdated procedural requirements to align the policy with actual budget and reserve review practices.

Conclusion

These revisions are intended to modernize the HART Policy, simplify its use, align it with real-world practice, and strengthen the City's ability to leverage HART funds for external grants. Staff seeks guidance from Council during this work session and will bring forward a resolution adopting the revised policy soon.

RECOMMENDATION:

1. Discuss changes to the HART policy and provide direction to staff.
2. When the draft document is acceptable, refer to the Planning Commission and Parks Art Recreation and Culture Advisory Commission for feedback. (March/April)
3. Staff will bring back a Resolution and revised policy for Council adoption (likely in May).

ATTACHMENT:

Draft HART Policy Revisions

H.A.R.T. POLICY MANUAL

(HOMER ACCELERATED ROADS AND TRAILS PROGRAM)

Adopted by Resolution 19-067

TABLE OF CONTENTS

- I. Purpose
- II. Definitions
- III. Road Qualifying and Project Criteria
- IV. Trails Qualifying and Project Criteria
- V. Financing and Assessments
- VI. Utilities
- VII. Special Provisions
- VIII. History

I. PURPOSE

The purpose of the HART program is to pay for reconstructing substandard city roads, upgrading existing roads, constructing new streets and non-motorized trails and paying for maintenance. The intent of the program is to proactively maintain city roads in good condition, manage long term maintenance costs, improve access, fund emergency road repairs, increase property values and improve the quality of life. State maintained roads are generally not part of this program, but HART funds may be used to leverage State projects. The program is funded by a voter approved dedicated sales tax, and assessments levied on adjacent benefited properties.

II. DEFINITIONS

- A. Sidewalk - a pedestrian facility associated with a road and generally within a street right of way.
- B. Trail – a pedestrian facility detached from a road, or not within a street right of way.
- C. Fund Balance - is the net position, or difference between assets and liabilities, of the fund.
- ~~D. HPC – Homer Planning Commission.~~

III. ROAD QUALIFYING AND PROJECT CRITERIA

To be eligible for HART funds, roads and projects must meet the qualifying criteria below.

- A. Qualifying Criteria for Existing Roads. HART fund may be used on existing roads that meet one or more of the following criteria:
 - 1. Road has been accepted for city maintenance.
 - 2. Right of way was dedicated prior to March 14, 1987 (Ord.87-6(s)).
 - 3. Right of way was dedicated prior to being annexed into the City.

- B. Qualifying Criteria for New Roads. HART funds may be used for new roads when one or both of the following criteria are met:
 1. The City owns the property wherein the road is to be constructed.
 2. The construction project benefits the entire City.

- C. Project Criteria. The following criteria may be considered for using HART funds:
 1. HART funds may be used to pay the developer the cost difference between the required street and the proposed street.
 2. Improves life, safety and traffic flow.
 3. Corrects deficiencies of existing systems.
 4. Completes traffic circulation pattern.
 5. Encourages economic development.
 6. Corrects drainage problems.
 7. Reduces maintenance costs.
 8. Inclusion in Roads Financial plan, CIP or other adopted City document
 9. Other factors deemed appropriate by the City Council.

- D. Use of HART funding for major repairs. HART funds may be used for eligible major road and drainage repairs that are beyond the scope of routine maintenance. The use of the Special Assessment District (SAD) process and property owner participation is preferred. However, there may be situations in which a section of road may be repaired to a reasonable level of service without the expense of a complete rebuild.

- E. Sidewalks. To use HART funds, projects must directly serve the special populations discussed in the Transportation Plan, or forward a goal of that plan. Effort will be made to find grants or non-city funding sources to match city construction funds, whenever possible.

- F. F. Maintenance. Voters have approved the use of HART funds for general maintenance, per HCC 9.16.010(c).

IV. TRAILS QUALIFYING AND PROJECT SELECTION CRITERIA

To be eligible for funding, trails must be located within trail easements or within the boundaries of municipal lands that will be held in perpetuity for public use. The goal is to avoid building trails across lands that could become privatized and result in the loss of public access. An exception to this is the use of trail funds to construct short term trails within platted rights of way. Trails within rights of way should benefit the community circulation system and be low cost, since trails will likely become part of the road when the right of way is developed.

- A. New local non-motorized trails shall be prioritized according to the following:

1. Solves a safety concern
 2. Creates connectivity to existing trail(s), completes a pattern or provides access to a point of interest
 3. Protects an established trail
 4. Creates or improves a trailhead
 5. Has significant scenic or aesthetic value
 6. Existence or potential for contributing funds or volunteer efforts
 7. Property owner participation
 8. Inclusion in Roads or Trails Financial plan, Capital Improvement Plan or other adopted City document
- B. Volunteer or Public Private Partnership Projects. Citizens may work with the City Administration to use HART funds to construct public trails.
- C. Developer Cost Sharing. When a developer builds a trail as part of a new subdivision, HART funds may be used to reimburse up to 25% of trail construction costs, as long as the trail meets criteria listed above.

V. FINANCING and ASSESSMENTS

This program is funded by a portion of dedicated sales tax of up to three quarters of one percent ($\frac{3}{4}\%$) per HCC 3.05.017, and the collection of assessment payments due from completed projects. The tax will be collected for up to twenty years expiring December 31, 2027, as approved by voters. Roads are allocated 90% of the annual revenue, and trails are allocated 10%. Expenditures under the HART program are subject to the availability of fund.

1. Sidewalks shall be paid for out of road funds, and trails shall be paid for out of trail funds.
2. HART funds may be used to leverage outside funds for New Local Roads and Trails.
3. New local trails may be constructed using 100% program funds.
4. When additional right-of-way is required, acquisition costs will be paid by this program, at no additional cost to abutting property owners.
5. This program includes paving driveway aprons on contracts funded by HART.
6. Abutting property owners will share the cost of upgrading a street by paying the cost sharing specified in the fee schedule as adopted in the year the project or special assessment district (SAD) was initiated.
7. Lots having a frontage on two parallel streets, or flag lots having a frontage on two perpendicular streets, are exempt from a double front footage assessment unless actually accessing the lot from both streets either prior to or after reconstruction and/or paving. A delayed payment agreement may be required pursuant to HCC 17.15.010.

8. In a Special Assessment District eligible for HART funding, the City is responsible for 75% and the property owner is responsible for 25% of the cost of the improvement.
10. The City will pay all costs for any additional improvements required when deemed necessary by the City.
11. Other improvements requested by the benefited property owners will be paid by those same property owners.
12. City share can apply to related utilities, sidewalks, street lighting, drainage, paving and/or reconstruction of roads identified on the road maintenance map.

VI. UTILITIES

1. Prior to street reconstruction, necessary related non-existing water and wastewater improvements shall be encouraged whenever possible.
2. Water and wastewater utility extensions necessary to extend the utilities short distances beyond a construction area will be paid for by the program.
3. Water and wastewater utility relocations directly caused by reconstruction will be paid for by HART funds.
4. Water and wastewater utility upgrades necessary for future capacity that are done concurrently with reconstruction and/or paving will be paid for by the utility fund.
5. The City shall recover from the property owner the cost of construction of City-provided wastewater and water service connections by including the cost of construction of such connections in the service connection fee established under HCC 14.04 and 14.08. Costs will be recouped from benefiting property owners through pending assessments. The Finance Department will maintain a listing of these pending wastewater and/or water service connection fees.
6. Whenever practical streetlights shall be included in the construction of new local roads and shall be paid by HART funds. Property owners participating in a road reconstruction and/or paving Special Assessment District may request streetlights. If the project is deemed feasible, the property owners shall be assessed for the installation of the streetlights on an equal share per parcel methodology. Property owner approval of the street light assessment shall follow the process in HCC 17.02. Once constructed, the City will absorb the utility billing for the streetlight(s).

VII. SPECIAL PROVISIONS

1. Pedestrian amenities shall be included in all new road projects unless exempted by the City Council.
2. Funds may be used to finance projects where property owners pay 100% of the costs. Subject to City Council approval.
3. The City Council may exempt lands from assessment if the land will not be developed due to a conservation easement, or if the land is owned by a conservation organization that holds the land for public purpose or for habitat

protection.

VIII. HISTORY

Ordinance 85-14 07/01/85, Ordinance 94-16(A), Ordinance 02-08(A), 04/08/03,
Ordinance 02-23(A), 06/10/02, Ordinance 06-42(S), 08/15/06, Ordinance 12-15, 04/10/12,
Ordinance 19-23(S-2)(A), 09/24/19

Resolution 87-61(S), 08/24/87, Resolution 88-47, 05/09/88, Resolution 88-77(A), 08/22/88,
Resolution 91-48, 07/08/91, Resolution 91-68, 10/07/91, Resolution 94-50, 05/09/94, Resolution
95-97, 11/27/95, Resolution 96-73, 09/09/96, Resolution 03-116, 08/25/03, Resolution 04-41(A),
05/25/04, Resolution 05-50(A), 04/25/05, Resolution 05-70, 06/13/05,
Resolution 07-82, 09/10/07, Resolution 16-041(S-2)(A), 05/09/16, Resolution 17-038, 04/20/17
Resolution 19-067, 09/23/19



MEMORANDUM

PL-26-06

HART Policy Update

Item Type: Backup Memorandum
Prepared For: Planning Commission
Date: April 7, 2026
From: Julie Engebretsen, Community Development Director

SUMMARY:

The City Council is reviewing and updating the HART Policy Manual. Please read the attached memo and draft HART policy document. I will attend the Planning Commission meeting to talk about the changes and hear your feedback. The Parks, Art, Recreation and Culture Advisory Commission has reviewed the changed and recommended approval.

Notes: Council held a work session on Monday March 9th. There are three updates to the draft for the PC to be aware of:

1. Section 1, Purpose, will be amended to reflect: Priority use of the funding is for projects within Homer City Limits or on City Lands outside city limits.
2. Under section VII special provisions, the City Council should review the HART Policy every 5 years.
3. Under sections II and VII, the phrases “pedestrian facility” and “pedestrian amenity” both appear in the document. The term “facility’ will be used for uniformity.

RECOMMENDATION:

Review the attached documents, bring any questions and comments to the meeting, and make a recommendation to the City Council.

ATTACHMENTS:

Memo CC 26-052



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

Memorandum PL26 – 007

TO: Homer Advisory Planning Commission
FROM: Ryan Foster, City Planner
DATE: April 15, 2026
SUBJECT: Proposed Amendments to the Planning Commission Bylaws

Introduction:

The current Planning Commission Bylaws are dated September 2021. Attached is a draft of proposed amendments based on the conversation the Planning Commission had at your regular meetings on March 4, 2026 and April 1, 2026. Please review the draft bylaws and proposed amendments to ensure the Commission's operating rules, structure, and procedures are current and ensure accountability and consistency in how the Commission functions.

Per the approved Planning Commission Bylaws:

U. Bylaws Amended:

The bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at a subsequent Commission meeting. The bylaws will be endorsed by a resolution of the City Council.

Recommendation:

Pass a motion recommending approval of the proposed Planning Commission Bylaws to City Council.

Attachments:

Proposed Amendments to the Planning Commission Bylaws

HOMER PLANNING COMMISSION BYLAWS

The Homer Planning Commission is established with those powers and duties as set forth in Title 2, Section 72, of the Homer City Code (HCC). The Commission is established to maximize local involvement in planning and to implement and recommend modifications to the Homer Zoning Ordinance, Title 21, and Subdivisions, Title 22. The Commission's jurisdiction is limited to the area within the City boundaries and that area designated as the Homer Bridge Creek Watershed Protection District.

The Homer Planning Commission (“Commission”) consists of seven members; no more than one may be from outside the city limits. Members will be appointed by the Mayor subject to confirmation by the City Council for three-year terms (except to complete terms, which would be less than three years). The powers and duties of the Commission are described in HCC 2.72.030.

A. To abide by existing Alaska State law, Borough Code of Ordinances, where applicable, and Homer City Code pertaining to planning and zoning functions;

B. To abide by Robert's Rules of Order, so far as this treatise is consistent with Homer City Code;

C. Regular Meetings:

Meeting participation by teleconferencing is permitted. “Teleconference” means remote participation by telephone or web-based format by a member for a meeting of the board or commission which must enable the remote member, for the duration of the meeting, to clearly hear and to be heard by the chairperson, all other members, the staff liaison, the Clerk, and any public in attendance. Commissioners are expected to comply with teleconferencing requirements found in HCC 2.58.060.

1. First and third Wednesday of each month at 6:30 p.m. with work sessions scheduled to start at 5:30 p.m.

2. Agenda deadline is two weeks prior to the meeting date at 5:00 p.m. Agenda items requiring public hearing, and preliminary plats, must be received three weeks prior to the Commission hearing/meeting. However, conditional use applications may be scheduled for public hearing in accordance with HCC 21.94. Agenda items requiring public hearing, and preliminary plats, must be received four weeks prior to the Commission hearing/meeting for meetings in the months of July, November, and December. Preliminary plats must be submitted the Friday two weeks before the Commission meeting.

3. Items will be added to the agenda upon request of staff, the Commission

- 44 or a Commissioner.
- 45 4. Public notice of a regular meeting shall be made as provided in HCC
- 46 Chapter 1.14.
- 47 5. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by
- 48 vote of the Commission.
- 49 Procedure: The Chair will entertain a motion to extend the meeting until
- 50 a specific time. After the motion has been seconded, the Commission will
- 51 vote. A yes vote will extend the meeting until the specified time. A no vote
- 52 will require that the Chair conclude business at or before 9:30 pm, ~~and~~
- 53 ~~immediately proceed to comments of the audience, and the~~
- 54 ~~Commission, and adjournment. No meeting shall adjourn without~~
- 55 comments of the audience and the Commission.
- 56

57 **D. Special Meetings:**

58

59 Commissioners may attend in person or by teleconference, ~~at the time~~

60 ~~designated for the meeting.~~

61

- 62 1. Called by Chair or majority of the Commission.
- 63 2. Require reasonable notification be given to the Planning Department
- 64 staff and twenty-four hour notice to Commissioners.
- 65 3. Public notice of a special meeting shall be made as provided in HCC
- 66 Chapter 1.14.
- 67

68 **E. Duties and Powers of the Officers:**

69

70 A Chair and Vice-Chair shall be selected annually in ~~April August~~ or as soon

71 thereafter as practicable by the appointive members. The Chair shall preside at

72 all meetings of the Commission, call special meetings in accordance with the

73 bylaws, sign documents of the Commission, see that all actions and notices are

74 properly taken, and summarize the findings of the Commission for the official

75 record. The Vice-Chair shall perform all duties and be subject to all

76 responsibilities of the Chair in their absence, disability or disqualification of

77 office. The Vice-Chair will succeed the Chair if they vacate the office before the

78 term is completed to complete the un-expired term. A new Vice-Chair shall be

79 elected at the next regular meeting.

80

81 **F. Committees**

82

- 83 1. The Chair shall appoint committees for such specific purposes as the
- 84 business of the Commission may require. Committee appointments will
- 85 be confirmed by the Commission. Committee membership shall include
- 86 at least two Commissioners. Other Committee members may be
- 87 appointed from the public.

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2. One Committee member shall be appointed Chair and be responsible for creating an agenda and notifying the City Clerk of meetings so they may be advertised in accordance with Alaska State Law and Homer City Code.
 3. One Committee member shall be responsible for furnishing summary notes of all Committee meetings to the City Clerk.
 4. Committees shall meet in accordance with Commission bylaws and Robert’s Rules.
 5. All committees shall make a progress report at each Commission meeting.
 6. No committee shall have other than advisory powers.
 7. Per Robert’s Rules, upon giving a final report, the Committee is disbanded.

102 **G.** Motions to Reconsider:

103
104 Notice of reconsideration shall be given to the Chair or Vice-Chair, if the Chair is
105 unavailable, within forty-eight hours from the time the original action was
106 taken. A member of the Commission who voted on the prevailing side on any
107 issue may move to reconsider the commission's action at the same meeting or
108 at the next meeting of the body provided the above 48-hour notice has been
109 given. Consideration is only for the original motion to which it applies. If the
110 issue involves an applicant, staff shall notify the applicant of the
111 reconsideration.
112

113 **H.** Conflict of Interest:

114
115 A member of the Commission shall disqualify themselves from participating in
116 any official action in which they have a substantial financial interest per HCC
117 1.18. The member shall disclose any financial interest in the topic before
118 debating or voting. The member cannot participate in the debate or vote on the
119 matter, unless the Commission has determined the financial interest is not
120 substantial.
121

122 Following the Chair’s announcement of the agenda item, the Commissioner
123 should state that they have a conflict of interest. Once stated, the member
124 should distance themselves from all motions. The Commission must move and
125 vote on whether or not there is a conflict of interest. At this time, a motion shall
126 be made by another Commissioner restating the disclosed conflict. Once the
127 motion is on the floor the Commissioner can disclose their financial interest in
128 the matter and the Commission may discuss the conflict of interest. A vote will
129 then be taken. An affirmative vote excuses the Commissioner and they must exit
130 the chambers ~~take a seat in the audience or remains nearby~~. Upon completion

131 of the agenda item, the Commissioner will be called back to join the meeting.

132
133 **I.** Situation of personal interest
134

135 A situation of personal interest may arise. For example, a Commissioner may live
136 in the subject subdivision or may be a neighboring property owner. If the
137 Commissioner feels that by participating in the discussion they may taint the
138 decision of the Commission, or be unable to make an unbiased decision, the
139 Commissioner should state their personal interest. The same procedure as
140 Section H. above should be followed to determine the conflict.

141
142 **J.** Ex parte Communications
143

144 Ex parte communications ~~contacts~~ are not permitted in quasi-judicial actions.
145 Ex parte communications can result in a violation of procedural due process. If
146 a Commissioner finds themselves about to be involved in ex parte contact the
147 Commissioner should recommend that the citizen submit their comments in
148 writing to the Commission or testify on record. If a Commissioner has been
149 involved in an ex parte contact, the contact and its substance should be
150 disclosed at the beginning of the hearing. The Commissioner should state
151 whether or not they think they can make an unbiased decision. The same
152 procedure as Section H. above should be followed to determine the conflict.

153
154 **K.** Quorum; Voting:
155

156 Four Commission members shall constitute a quorum. Four affirmative votes
157 are required for the passage of a motion. Voting will be by verbal vote, the order
158 to be rotated. The final vote on each resolution or motion is a recorded roll call
159 vote or may be done in accordance with M. Consensus. For purposes of
160 notification to parties of interest in a matter brought before the Commission,
161 the Chair may enter for the record the vote and basis for determination.

162
163 The City Manager, or their designee, Community Development Director, and
164 Public Works Director shall serve as consulting members of the Commission but
165 shall have no vote.

166
167 **L.** Findings:
168

169 Findings will be recorded for conditional use permits, variances, acceptance of
170 nonconforming status and zoning ordinance amendments. The findings will
171 include the result of the vote on the item and the basis of determination of the
172 vote, as summarized by the Chair or Vice-Chair, in the absence of the Chair.
173

174 **M.** Consensus:
175
176 The Commission may, from time-to-time, express its opinion or preference
177 concerning a subject brought before it for consideration. Said statement,
178 representing the will of the body and meeting of the minds of the members
179 may be given by the presiding officer as the consensus of the body as to that
180 subject without taking a motion and roll call vote.

181
182 **N.** Abstentions:
183
184 All Commission members present shall vote unless the Commission, for special
185 reasons, permits a member to abstain. A motion to excuse a member from
186 voting shall be made prior to the call for the question. A member of the
187 Commission requesting to be excused from voting may make a brief oral
188 statement of the reasons for the request and the question of granting
189 permission to abstain shall be taken without further debate. An affirmative vote
190 of the Commission excuses the Commissioner. A member may not explain a vote
191 or discuss the question while the roll call vote is being taken. A member may not
192 change their vote thereafter.

193
194 **O.** Attendance: Any member who is unable to attend a meeting, whether regular or
195 special, shall contact the clerk, in advance, no later than ~~two~~ eight hours prior to
196 the scheduled meeting time for excusal.

197
198 **P.** Vacancies:
199
200 A Commission appointment is vacated under the following conditions:
201
202 1. A member fails to qualify to take office within 30 days after their
203 appointment;
204 2. A member resigns;
205 3. A member is physically or mentally unable to perform the duties of the
206 office;
207 4. A member is convicted of a felony or of an offense involving a violation of
208 their oath of office; or
209 5. A member has three consecutive unexcused absences, or misses six
210 meetings in an appointment year.

211
212 **Q.** Procedure for Consideration of Agenda Items:
213
214 The following procedure will normally be observed:
215
216 1. Staff presents report and makes recommendation;

- 217 2. If the agenda item involves an applicant they may make a presentation;
218 3. Commission may ask questions of the applicant and staff.
219

220 **R.** Procedure for Consideration of Public Hearing Items:

- 221
222 1. Staff presents report and makes recommendation;
223 2. Applicant makes presentation;
224 3. Public hearing is opened;
225 4. Public testimony is heard on item (presentation of supporting/opposing
226 evidence by public – Commission may ask questions of public);
227 5. Public hearing is closed;
228 6. Rebuttal of evidence by staff (if any);
229 7. Rebuttal of evidence by applicant (if any);
230 8. Commission may ask questions of the applicant, and staff;
231 9. The Commission will move/second to accept the staff report, with or
232 without staff recommendations. The Commission will discuss the item,
233 may ask questions of staff, and make amendments to the
234 recommendations of staff. Amendments may be made by
235 motion/second;
236 10. The Commission may continue the topic to a future meeting. Once the
237 public hearing is closed no new testimony or information will be
238 accepted from the public. The Commission may ask questions of the
239 applicant and staff.
240

241 **S.** Procedure for Consideration of Preliminary Plats :

242 The following procedure will normally be observed:

- 243 1. Staff presents report and makes recommendations;
244 2. Applicant makes presentation;
245 3. Public comment is heard on the item;
246 4. Applicant may make a response;
247 5. Commission may ask questions of applicant, public and staff.
248

249 **T.** The Commission shall act as a body:

250
251 A member of the Commission may not speak or act for the Commission without
252 recommendation or direction given by the Commission. The Chair or Chair's
253 designee shall serve as the official spokesperson of the Commission.
254

255 **U.** Bylaws Amended:

256
257 The bylaws may be amended at any meeting of the Commission by a majority

258 plus one of the members, provided that notice of said proposed amendment is
259 given to each member in writing. The proposed amendment shall be introduced
260 at one meeting and action shall be taken at a subsequent Commission meeting.
261 The bylaws will be endorsed by a resolution of the City Council.
262

263 **V. Procedure Manual:**
264

265 The policy and procedure manual will be endorsed by resolution of the City
266 Council and may be amended at any meeting of the Commission by a majority
267 plus one of the members, provided that notice of said proposed amendment is
268 given to each member in writing. Proposed amendments to the procedure
269 manual shall be introduced at one meeting and action shall be taken at a
270 subsequent Commission meeting.
271

272 **W. Agenda Format**

273
274 HOMER PLANNING COMMISSION
275 491 E. PIONEER AVENUE
276 HOMER, ALASKA
277

DATE
WEDNESDAY AT 6:30 P.M.
COWLES COUNCIL CHAMBERS

278 **REGULAR MEETING**
279 **AGENDA**

280 1. **Call to Order**

281
282 2. **Approval of Agenda**
283

284 3. **Public Comment on Items Already on the Agenda**

285 The public may speak to the Planning Commission regarding matters on the agenda that
286 are not scheduled for public hearing or plat consideration (3 minute time limit).
287

288 4. **Reconsideration**
289

290 5. **Consent Agenda**

291 All items on the consent agenda are considered routine and non-controversial by the
292 Planning Commission and are approved in one motion. There will be no separate
293 discussion of these items unless requested by a Planning Commissioner or someone
294 from the public, in which case the item will be moved to the regular agenda and
295 considered in normal sequence.
296

297 6. **Presentations**
298

299 7. **Reports**
300

301 8. **Public Hearings**

302 Testimony limited to 3 minutes per speaker. The Commission conducts Public Hearings
303 by hearing a staff report, presentation by the applicant, hearing public testimony and then

- 304 acting on the Public Hearing items. The Commission may question the public. Once the
305 public hearing is closed the Commission cannot hear additional comments on the topic.
306 The applicant is not held to the 3 minute time limit.
307
- 308 9. **Plat Consideration**
- 309
- 310 10. **Pending Business**
- 311
- 312 11. **New Business**
- 313
- 314 12. **Informational Materials**
- 315
- 316 13. **Comments of the Audience**
317 Members of the audience may address the Commission on any subject (3 minute time
318 limit).
319
- 320 14. **Comments of Staff**
- 321
- 322 15. **Comments of the Commission**
- 323
- 324 16. **Adjournment**
325 Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the
326 Commission. Notice of the next regular or special meeting or work session will appear on
327 the agenda following “adjournment.”
328

**PLANNING COMMISSION
2026 Calendar**

	AGENDA ITEM DEADLINES	MEETING DATE	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS FOR AGENDA AND EVENTS PLANNED
JANUARY	12/17/25 Public Hearing Items 12/19/25 Prelim Plat Submittals 12/26/25 Regular Agenda Items	01/07/26		Monday, 01/12/26 6:00 p.m.	
	12/31/25 Public Hearing Items 01/02/26 Prelim Plat Submittals 01/09/26 Regular Agenda Items	01/21/26		Monday 01/26/26 6:00 p.m.	
FEBRUARY	01/14/26 Public Hearing Items 01/16/26 Prelim Plat Submittals 01/23/26 Regular Agenda Items	02/04/26		Monday 02/9/26 6:00 p.m.	
	01/28/26 Public Hearing Items 01/30/26 Prelim Plat Submittals 02/06/26 Regular Agenda Items	02/18/26		Monday 02/23/26 6:00 p.m.	
MARCH	02/11/26 Public Hearing Items 02/13/26 Prelim Plat Submittals 02/20/26 Regular Agenda Items	03/04/26		Monday 03/09/26 6:00 p.m.	
	02/25/26 Public Hearing Items 02/27/26 Prelim Plat Submittals 03/06/26 Regular Agenda Items	03/18/26		Monday 03/23/26 6:00 p.m.	
APRIL	03/11/26 Public Hearing Items 03/13/26 Prelim Plat Submittals 03/20/26 Regular Agenda Items	04/01/26		Monday 04/13/26 6:00 p.m.	
	03/25/26 Public Hearing Items 03/27/26 Prelim Plat Submittals 04/03/26 Regular Agenda Items	04/15/26		Monday 04/27/26 6:00 p.m.	
MAY	04/15/26 Public Hearing Items 04/17/26 Prelim Plat Submittals 04/24/26 Regular Agenda Items	05/06/26		Monday 05/11/26 6:00 p.m.	
	04/29/26 Public Hearing Items 05/01/26 Prelim Plat Submittals 05/08/26 Regular Agenda Items	05/20/26		Tuesday 05/26/26 6:00 p.m.	
JUNE	05/13/26 Public Hearing Items 05/15/26 Prelim Plat Submittals 05/22/26 Regular Agenda Items	06/03/26		Monday 06/08/26 6:00 p.m.	Reappointment Applications will be sent out by the Clerk.
	05/27/26 Public Hearing Items 05/29/26 Prelim Plat Submittals 06/05/26 Regular Agenda Items	06/17/26		Monday 06/22/26 6:00 p.m.	

JULY	06/24/26 Public Hearing Items 06/26/26 Prelim Plat Submittals 07/02/26 Regular Agenda Items	07/15/26		Monday 07/27/26 6:00 p.m.	
AUGUST	07/15/26 Public Hearing Items 07/17/26 Prelim Plat Submittals 07/24/26 Regular Agenda Items	08/05/26		Monday 08/10/26 6:00 p.m.	<ul style="list-style-type: none"> • Election of Officers • Worksession: Training with City Clerk • Capital Improvement Plan Presentation by Jenny Carroll
	07/29/26 Public Hearing Items 07/31/26 Prelim Plat Submittals 08/07/26 Regular Agenda Items	08/19/26		Monday 08/24/26 6:00 p.m.	
SEPTEMBER	08/12/26 Public Hearing Items 08/14/26 Prelim Plat Submittals 08/21/26 Regular Agenda Items	09/02/26		Monday 09/14/26 6:00 p.m.	
	08/26/26 Public Hearing Items 08/28/26 Prelim Plat Submittals 09/04/26 Regular Agenda Items	09/16/26		Monday 09/28/26 6:00 p.m.	
OCTOBER	09/16/26 Public Hearing Items 09/18/26 Prelim Plat Submittals 09/25/26 Regular Agenda Items	10/07/26		Monday 10/12/26 6:00 p.m.	
	09/30/26 Public Hearing Items 10/02/26 Prelim Plat Submittals 10/09/26 Regular Agenda Items	10/21/26		Monday 10/26/26 6:00 p.m.	Annual Meeting Schedule for 2027
NOVEMBER	10/14/26 Public Hearing Items 10/16/26 Prelim Plat Submittals 10/23/26 Regular Agenda Items	11/04/26		Monday 11/09/26 6:00 p.m.	
DECEMBER	11/10/26 Public Hearing Items 11/13/26 Prelim Plat Submittals 11/20/26 Regular Agenda Items	12/02/26		Tentative: Monday 01/04/27 6:00 p.m.	There are no Council meetings in December.

*The Commission's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Commission's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. Reports are the Commission's opportunity to give Council a brief update on their work. Attend via Zoom or in Person. A written report can be submitted if no member is able to attend.