



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Parks, Art, Recreation & Culture Advisory Commission Regular Meeting

Thursday, October 20, 2022 at 5:30 PM

Cowles Council Chambers and via Zoom Webinar

<https://cityofhomer.zoom.us/j/99067010473?pwd=Qk9xSEFMamRlSmNyMDN5RDZpWkgyZz09>

Webinar ID: 990 6701 0473 Passcode: 295088

Dial: 1 669 900 6833 or 1 253 215 8782 or Toll Free 888 788 0099 or 877 853 5247

CALL TO ORDER 5:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

VISITORS/PRESENTATIONS (10 minute time limit)

- A. Comprehensive Transportation Plan & People Oriented Transportation Presentation - Julie Engebretsen, Economic Development Manager and Brad Parsons, Independent Living Center

RECONSIDERATION

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

- A. Unapproved Regular Meeting Minutes for September 15, 2022

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 minute time limit)

- A. Staff & Community Recreation Reports for October
- B. Public Works Director Report for October
- C. Parks Report October - Parks Superintendent Steffy

PUBLIC HEARING

- A. Draft Ordinance 22-xx, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Title 20 Animals, Sections 20.04.020 Definitions, 20.08.010 Animals at Large, 20.08.040 Nuisance Animals and 20.32.020 Fine Schedule to Refine the Definition of "At

Large"; Clarify Areas Where Animals are to be on Leash at All Times and Amend Related Fines. Venuti/Erickson.

Memorandum from Deputy City Clerk as backup.

Memorandum from Police Chief as backup.

PENDING BUSINESS (15 minute time limit)

- [A.](#) Memorandum to City Council re: HCC Title 20 Amendments

NEW BUSINESS (15-20 minute time limit)

- [A.](#) Memorandum from City Clerk re: 2023 Meeting Schedule

INFORMATIONAL MATERIALS

- [A.](#) Creating Parks and Public Spaces for People of All Ages
- [B.](#) Community Recreation Upcoming Events and Opportunities
- [C.](#) 2022 Commission Calendar
- [D.](#) City Manager's Report for October 10, 2022

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Thursday, November 17, 2022 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 and via Zoom Webinar.

Comprehensive Transportation Plan & People-Oriented Transportation



Brad Parsons, Independent Living Center
Julie Engebretsen, City of Homer
October 2022

2004 Non-Motorized Plan

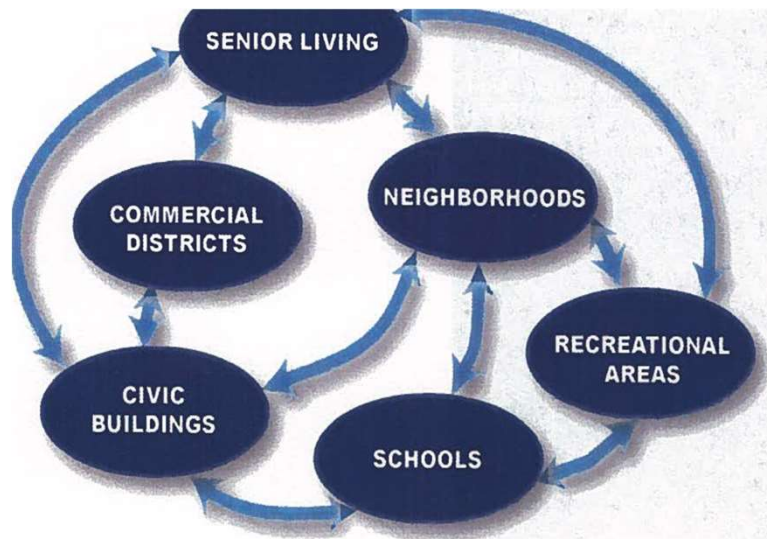


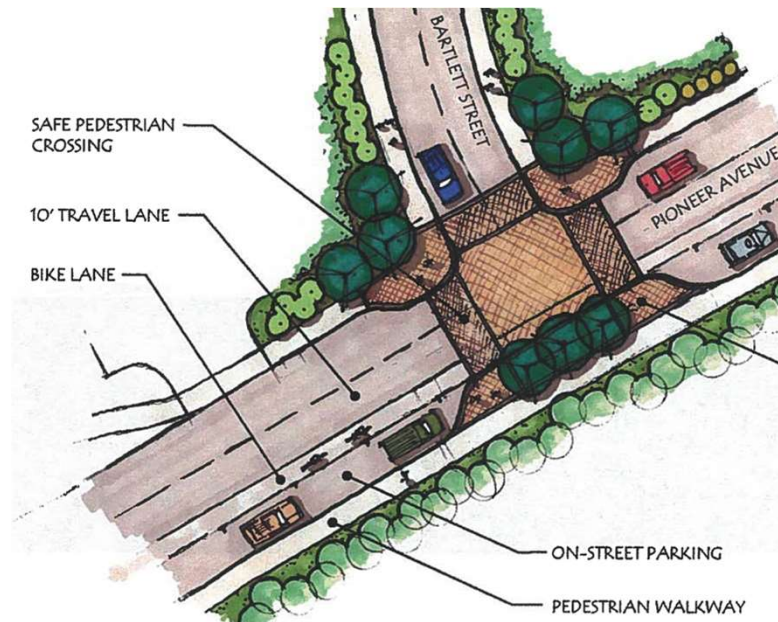
Figure 1: Connectivity Diagram

2005 (1999) Transportation Plan

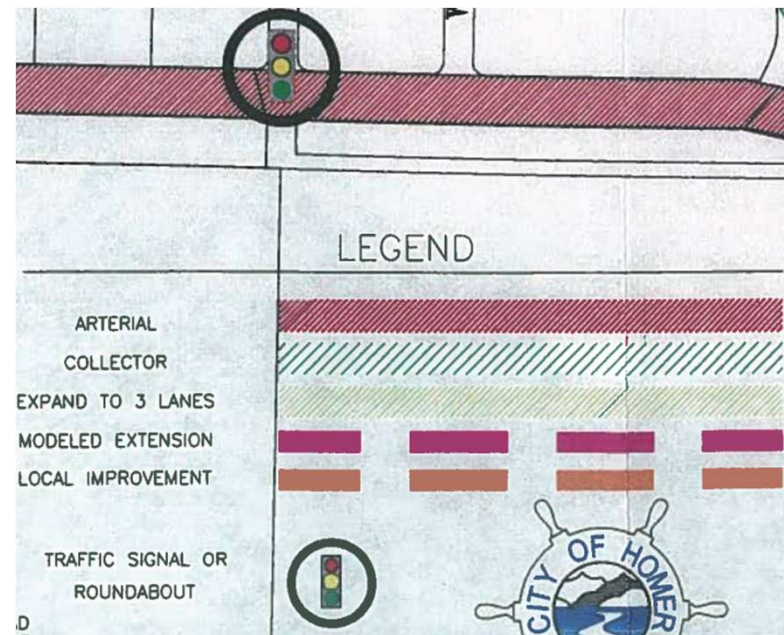
Table I-11: Delay and LOS for Model Intersections

Intersection	Approach	Year	LOS	Year	LOS	Year	LOS
		1999 Summer		2021 Summer		2021 Summer w/New Dock	
Diamond Ridge Road and Sterling Hwy	Southbound	1.6	A	0.6	A	0.6	A
	Westbound	13.5	B	18.3	C	18.5	C
	Northbound	0	A	0	A	0	A
Skyline Drive and East Hill Road	Westbound	5.2	A	8.6	A	8.6	A
	Eastbound	0	A	0	A	0	A
	Northbound	11.8	B	11.5	B	11.5	B
East End Road and Kachemak Drive	Westbound	9.5	A	4.8	A	4.6	A
	Eastbound	0	A	0	A	0	A
	Northbound	14.2	B	19.7	C	20.0	C
Fairview Street and Bartlett Street	Eastbound	11.0	B	11.5	B	10.9	B
	Southbound	4.5	A	4.3	A	2.7	A
	Eastbound	11.2	B	11.5	B	11.3	B
Fairview Street and Main Street	Northbound	2.2	A	3.1	A	3.1	A
	Eastbound	10.5	B	9.9	A	10.7	B
	Southbound	0	A	0	A	0	A
	Westbound	11.4	B	11.1	B	10.9	B
Svedlund Street and Fairview Street	Northbound	4.2	A	1.3	A	1.5	A
	Southbound	0	A	0	A	0	A
	Eastbound	9.4	A	10.3	B	9.6	A
	Northbound	3.1	A	6.1	A	5.7	A
Main Street and Fairview Street	Northbound	12.4	B	56.6	F	94.8	F
	Westbound	2.8	A	2.5	A	2.5	A

2004 Non-Motorized Plan



2005 (1999) Transportation Plan

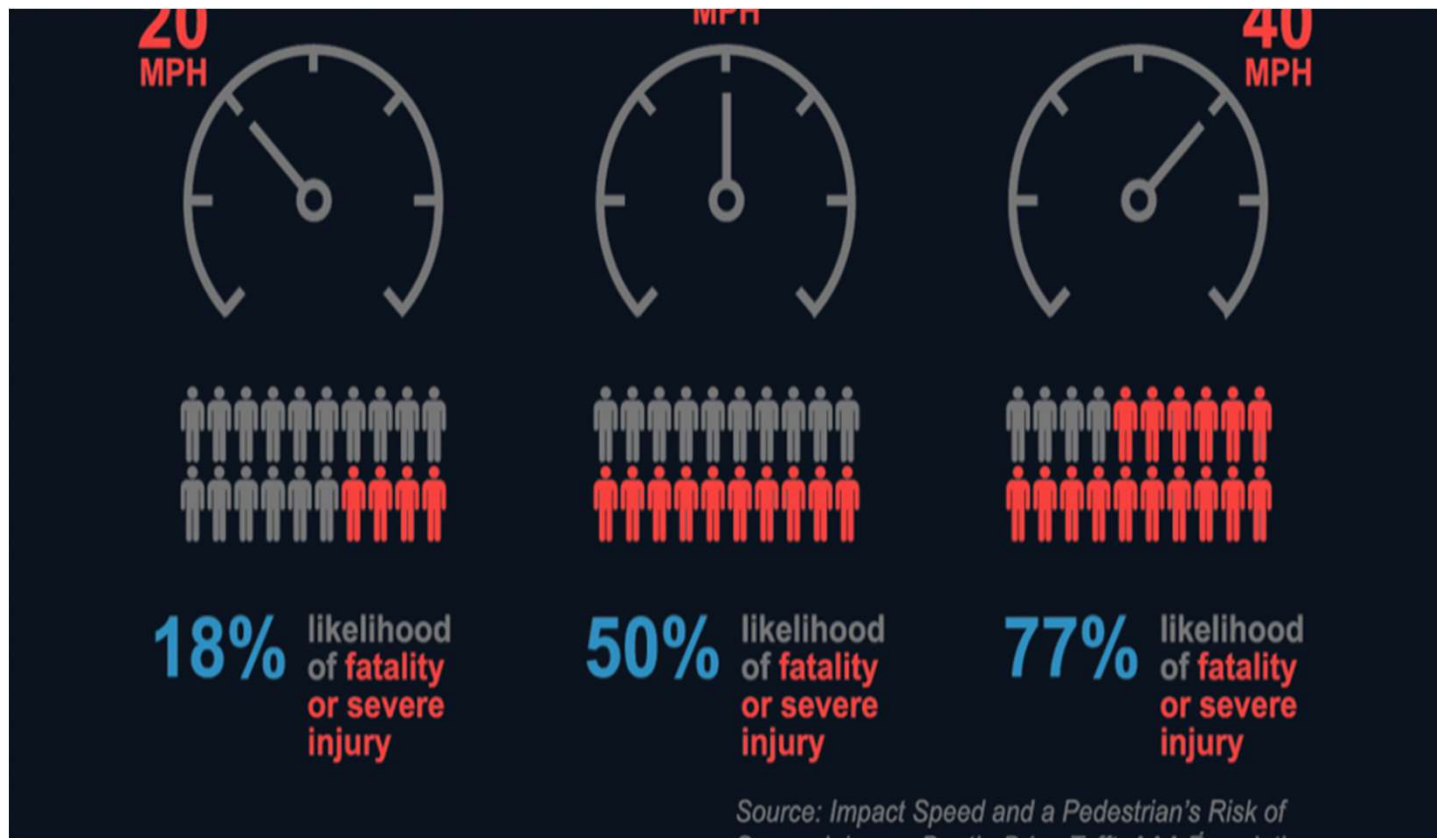






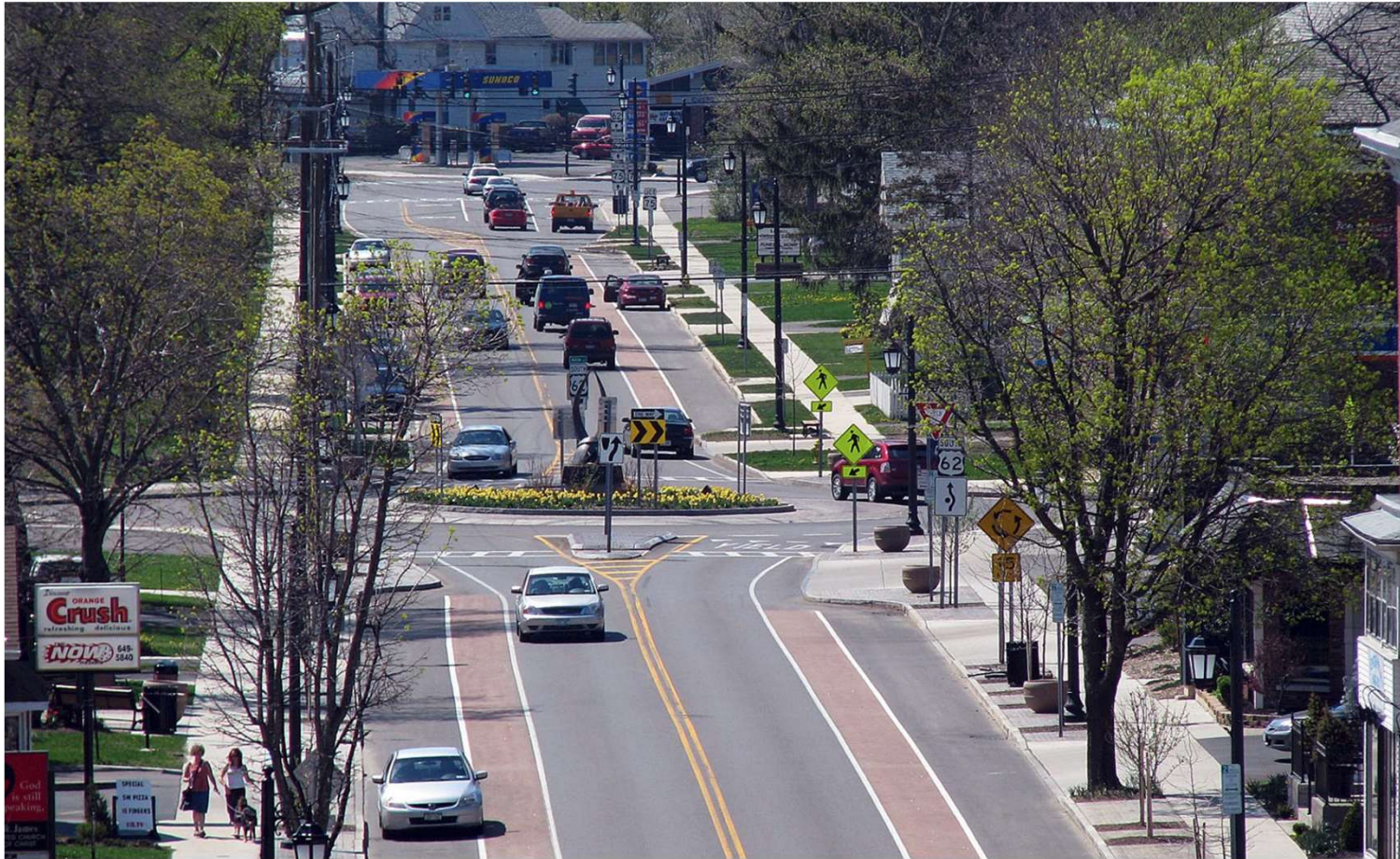


VEHICLE SPEED DETERMINES HUMAN OUTCOMES









Hamburg, NY (15 Miles south of Buffalo)
US ROUTE 62 (11,000+ ADT)
COMPLETED 2009



Commercial building permits: from 16 in 2005 to 96 in 2010.
Property values along the corridor more than **doubled** in this time period.

<https://www.cnu.org/publicsquare/2018/01/30/bigger-not-better-main-street>

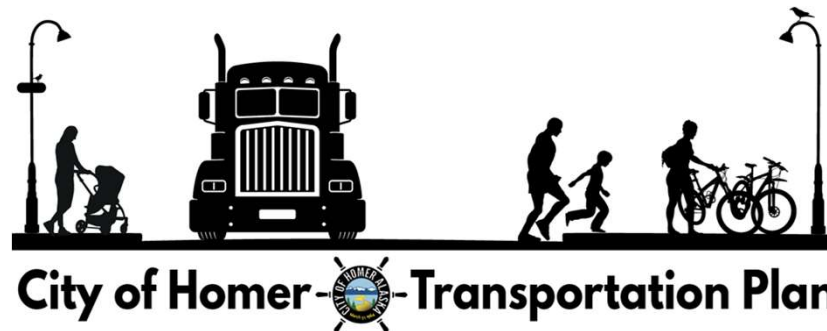
Homer Transportation Plan

Happenings & Engagement Opportunities

October

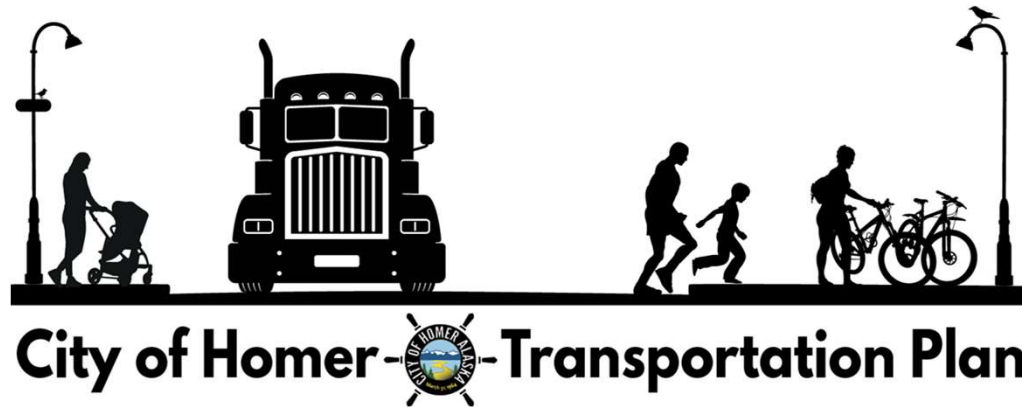
- Outreach, short presentations at City Meetings
- Input collected via web survey (paper copies at the library) & GIS-based public comment
- Focus groups

November 9: Community Meeting at Kachemak Bay Campus



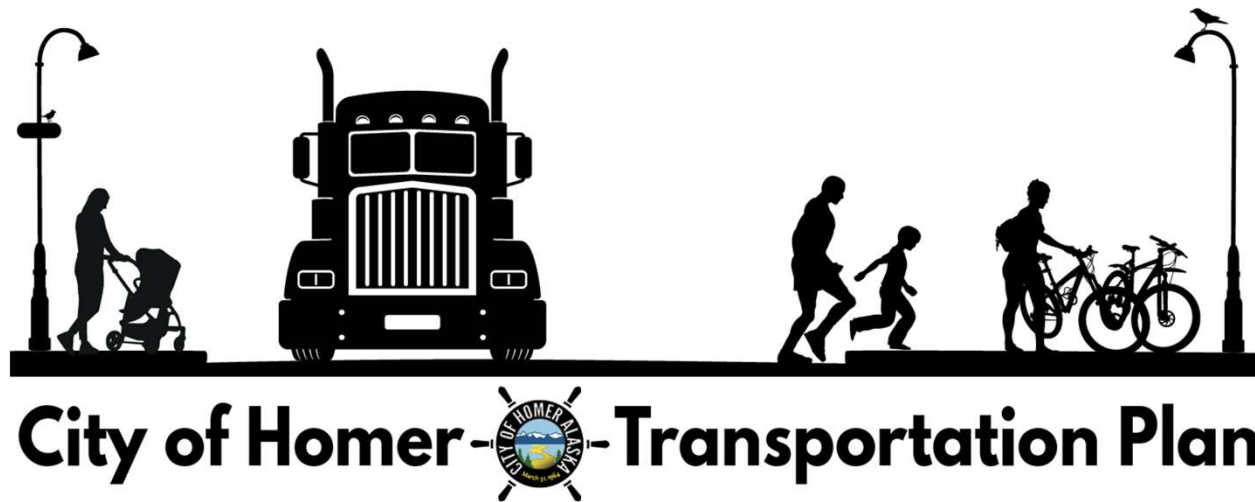
City of Homer project goals -

- Need for a truck route (get them off of Pioneer!)
- Need to prioritize new sidewalk construction
- Identify new trail/non motorized routes
- Give special attention to Old Town for all modes of transportation
- And more!



Visit the Project Website

<https://www.cityofhomer-ak.gov/publicworks/transportation-plan>



TAKE the SURVEY



Scan here

You can help the City update the Transportation Plan that will provide framework to improve roads, sidewalks and recreational trails for the next 20 years. Please take a few minutes to share with us how you travel in and around Homer. We want your feedback!

Want to learn more?

www.cityofhomer-ak.gov



City of Homer Transportation Plan

Session 22-07, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Vice Chair Deb Lowney at 5:30 p.m. on September 15, 2022 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS LOWNEY, HARRALD, ARCHIBALD, GALBRAITH, ROEDL

ABSENT: COMMISSIONERS LEWIS AND FAIR (EXCUSED)

STAFF: DEPUTY CITY CLERK KRAUSE
RECREATION MANAGER ILLG
PARKS SUPERINTENDENT STEFFY
PUBLIC WORKS DIRECTOR KEISER

AGENDA APPROVAL

Vice Chair Lowney noted the Memorandum from City Clerk regarding New Agenda Management Software and requested a motion to amend the agenda to add it as Item B under the Consent Agenda.

ARCHIBALD/ROEDL - MOVED TO AMEND THE AGENDA TO ADD THE MEMORANDUM FROM CITY CLERK AS ITEM B UNDER THE CONSENT AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ARCHIBALD/ROEDL – MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

VISITORS/PRESENTATIONS

RECONSIDERATION

CONSENT AGENDA

- A. Unapproved Regular Meeting Minutes for August 18, 2022
- B. Memorandum from City Clerk re: Implementation of New Agenda Management Software

Vice Chair Lowney introduced the items and requested a motion and second.

ARCHIBALD/ROEDL MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Staff Report for September 2022
 - a. Community Recreation Update

Vice Chair Lowney introduced the item and deferred to Recreation Manager Illg.

Recreation Manager Illg distributed flyers for viewing by the Commission and then provided some information on the economic benefits that Community Recreation brings to the community. he noted some of the issues with bringing things into the 21st century regarding electronic access to the programming offered, registration, and online payment.

Recreation Manager Illg facilitated discussion and responded to questions regarding the following:

- lack of space available for use at the HERC
- partnering with the SPARC to use their facility which presents a cost increase for users
- Pioneer Gateway Project was not listed as a high priority by the Commission
 - There are a lot of needs in the Community and recommendation should have come from this commission

Vice Chair Lowney questioned if the Commission could revisit their recommendations to City Council.

Deputy City Clerk Krause stated that the time line for Council approval did not allow the Commission to revisit the topic and since the item is not on the agenda the Commission cannot address it at this meeting which leaves the option that the Commissioners can attend the Council meeting or submit written comments regarding support for that project. The onus is not on the Commission regarding picking projects that falls to the Staff Liaison who should submit a recommendation to the Commission for consideration.

- B. Parks Report – Parks Superintendent Steffy

Parks Superintendent Steffy provided a verbal report remarking that it has been crazy. He then covered some of the following points:

- camping dropped quickly partly due to the weather

- Fishing Hole Campground was turned over usage to Marine Trades
- Scoping Walk Through on possible trail through alley and easement
- Trail work conducted by Homer Drawdown group and city personnel
- Trails Symposium organization is coming along
- Trail projects that can be continued through the fall

Vice Chair Lowney reported that she met with property owners that border the trail that kids use to get to school.

Parks Superintendent Steffy continued to report on the following:

- improvement to the Rainbow Trail connection
- trail surface improvements which are delayed until after the High School Track meet
- Beautification improvements to the city's flower beds
 - peony plants will be winterized and then planted next summer
 - books were created with diagrams, plant listings and care directions
- Cemetery
- Placement of donation of art (Native Artwork) at Bishop's Beach
 - Dedication ceremony on Sat Sept 24th @ 1:00 p.m.
- ARPA Conference in Soldotna will present partnership

Vice Chair Lowney suggested the City participate in the Garden Tour with all their beautiful gardens. She then expressed her appreciation for the public private partnerships with the trails, snow plowing, and would like to develop something with the schools and tapping into the high school students. She then questioned parking in Karen Hornaday Park for parking by the hospital and where they can find additional information on that subject.

Parks Superintendent Steffy deferred to Public Works Director Keiser.

C. Public Works Director Report – Jan Keiser

Public Works Director Keiser reported on the following topics:

- Steering Committee brainstorming ideas for enlarging the hospital and have considered all kinds of ideas, some on paper and nothing has been brought forward to the City.
 - Cost Prohibitive on some of those ideas
- Outreach to be conducted on the Master Transportation Plan
 - Rotary Health Fair
 - Website pages

- Will contain a non-motorized transportation component
- Statement of Qualifications are being sought for the Little HERC Building
 - Process outlined for the Statement of Qualification and Request for Proposals
- Main Street Sidewalk is still waiting to be paved due to weather
- Adams Drive Path will be a widen path from East End Road then develop into a separated pathway into the Jack Gist Park
- Campgrounds have been difficult to administer and maintain and serious discussions on how the City administers and maintains the Campgrounds
- Restroom Cleaning, the third party contractor has not worked as well as expected and have requested funding for a fourth custodian.
- Ben Walters Lane Sidewalk design is almost complete with a cost of 1.7 million dollars due to additional length and needed culverts, etc.
- Letter of Intent to NOAA with the Research Reserve was accepted however not all the property will be obtained that the city wanted.
- Weed Free Gravel Sources
- WKFL will not be allowed to host memorials in accordance with the wishes of Brother Asaiah. Any and all future memorials will need to go up at the Hickerson Cemetery, which will require some improvements since it is very shabby.

Public Works Director Keiser facilitated discussion and responded to questions on the following:

- Invasive Species such as yellow Hawkweed
 - Addressing fields of these plants
 - Partnering with other entities such as HEA
 - Calls from concerned citizens are referred to Homer Soil & Water Conservation
- WKFL Park
 - City Policies on free speech rentals in City Parks
 - City currently does not have a policy on free speech and at this time does not turn away due to content

- Rotary Health Fair will be in November 5th
- Main Street Sidewalk
 - o big difference even just a gravel path at this time
 - o appreciation for addressing drainage issues at top of Main Street
 - o Improvements to Bayview Park
- Transportation Symposium
 - o Encouragement to spread the word
- Karen Hornaday Park Trail
 - o Working within Public Works to realign the trail
- Review of the Karen Hornaday Park Master Plan
 - o Running into roadblocks to relive that plan and what can be done to make it the park that they want it to be
 - o Request this time on a future agenda
 - o Campground is shabby, structural issues, drainage issues, areas with overuse and areas that are very rarely used.
- Trails Symposium – public input on where and how trails
 - o Connections make a huge difference and the City just needs the information on where those connections are needed and they can address those.

PUBLIC HEARING

PENDING BUSINESS

A. Memorandum from Deputy City Clerk re: Donation of a Mural for the Skate Park

Vice Chair Lowney introduced the item and deferred to Parks Superintendent Steffy to provide and update.

Parks Superintendent Steffy provided an update to the Commission noting that they are in talks with the artist's representative and recommended postponing this subject to a future meeting.

Vice Chair Lowney open the floor to comments or questions from the Commission.

- Ensuring that comments from the previous meeting reach the artist

- Appreciation for the assistance from Marjorie Scholl
- Location for placement of the proposed art, not keen on displaying it on the fence and where that could lead to other requests to do the same.
- Funding request or value, are they asking for a donation to purchase the artwork or is that the value they are placing on it.

NEW BUSINESS

A. Scheduling a Fall Park or Beach Walk through Site Inspection

Vice Chair Lowney introduced the item and opened the floor to the Commission for suggestions of parks and or beaches to conduct the walk through.

Commissioner Roedl recommended the Hickerson Cemetery.

Parks Superintendent Steffy provided actions and plans for the cemetery that will be done and recommended the spring in conjunction with the audit. He noted it would be too tentative to set up dates at this time. He stated that it would be best to wait and after some of the audit has been conducted they can have Deputy City Clerk Tussey attend to provide a report on the progress.

Each Commissioner then stated their recommendations as follows:

- Bayview Park
 - o There is not much to see currently since they removed the equipment and working on a redesign of the park with ADA Accessibility using a design submitted in 2013
 - o That will come before this Commission and ADA Coordinator for review
- Ben Walters Park
 - o Acknowledging the tremendous amount of work that the Rotary has done since adopting the park.
- Main Street Sidewalk Project
- Karen Hornaday Park
- WKFL Park
 - o Research the intent of the park, etc.
 - o Improvements and Changes needed
- Trail Walk – Rainbow Court, Fairview, Lee Drive to view improvements.
- Calhoun Trail

Vice Chair Lowney then summarized the consensus as start at Ben Walters, invite Rotarians, then drive up to Bayview Park, then do the trail walk covering Rainbow Court, Fairview and Lee Drive. She requested a motion and second.

ROEDL/ARCHIBALD MOVED TO START AT BEN WALTERS PARK, INVITE THE ROTARY THEN DRIVE TO BAYVIEW PARK, THEN PERFORM A TRAIL WALK ON RAINBOW COURT, FAIRVIEW AND LEE DRIVE.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Vice Chair Lowney then requested suggested date and time to perform the walk through visit.

LOWNEY/ROEDL MOVED TO CONDUCT THE WALK THROUGH ON OCTOBER 6, 2022 AT 4:00 P.M.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Scheduling an Annual Fall Park Clean-up Event

Vice Chair Lowney introduced the item and opened the floor to suggestions from the Commission.

Parks Superintendent Steffy responded to Commissioner Archibald stated that they really were good with the clean-up and maintenance of the city parks and suggested that the Commission expend their energies on another event.

Commissioners discussed possibilities and hearing no other recommendations from Staff present Deputy City Clerk Krause offered the suggestion of holding a Recognition Celebration for Rotary at Ben Walters Park.

Further discussion ensued regarding the details and it was determined that the Commission would expend funds to purchase:

- Hamburgers, including vegetarian options
- Hotdogs
- Drinks
- Bring Sides Potluck style
- Condiments
- Paper Plates, Napkins, Cups
 - o Commissioners Lowney and Harrauld will put together a shopping list and purchase items, then provide receipts to Staff
 - o The City can provide plates, cups, utensils, etc.
- The City could provide 10 x 10 pop up tents in case of inclement weather
- The Parks Department crew will bring over additional picnic tables for seating.
- Folding Tables – Commissioner Archibald and Lowney
- Grills would be provided by Public Works and Commissioner Archibald
- Parks Superintendent Steffy will provide outdoor heaters
- This should be a separate event and not combined with the Park Walk Through
 - o Suggested holding it on a Saturday
 - o Commissioner Archibald checked with Dave Brann and he will be out of town
 - o A Thursday at 4:00 p.m. is still accessible to students
- Scrapping the walk through and just leaving it for the Celebration of the Recognition of Rotary at Ben Walters
- Matt Steffy stated he will be the coordinator for the two entities

- Plaque on the boulder and details will be confirmed with John Chandler who did the current plaque.
 - o Did not recommend putting it on the restroom
 - o Suggestion offered to have a simple routed plaque installed on a 4 x 4 post and placed at an appropriate location
 - o Need to get this language and plaque ordered as soon as possible
 - Suggested language: *Making a Difference Community Service Award – Recognizing the Kachemak Bay Rotary for their ongoing and continuing efforts and dedication towards the improvements of a valuable city asset through the City of Homer Adopt a Park*
- Recreation Manager Illg volunteered to coordinate promotion and notification of the event for the Homer News, website and radio station.
 - o He reminded the Commission that this would need to be reviewed by the City Manager and Jenny Carroll.

Vice Chair Lowney restated all decisions made regarding the event to recognition of the services provided by Kachemak Bay Rotary adopting Ben Walters Park. She then requested direction from the Clerk on how to fix the previous decision or motion made for the Park Walk Through.

Deputy City Clerk Krause explained that a motion to amend something previously adopted is needed.

ROEDL/GALBRAITH MOVED TO AMEND THE MOTION PREVIOUSLY ADOPTED FOR THE FALL PARK WALK THROUGH TO A RECOGNITION CEREMONY FOR THE KACHEMAK BAY ROTARY ADOPTION OF BEN WALTERS PARK AND ALL THE IMPROVEMENTS THEY HAVE DONE OCTOBER 20, 2022 FROM 1:00 PM TO 4:00 PM.¹

There was a brief discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Creating Parks & Public Spaces for People of All Ages
- B. PARC Annual Calendar 2022
- C. City Manager's Report for the August 8, 2022 Council Meeting

Vice Chair Lowney reviewed the items under informational materials and noted the item in the City Manager's report regarding the inclusion of this report in their packets. She then expressed her appreciation for the City Manager bringing the issue to the Alaska Department of Transportation attention on the problems with Kachemak Drive and Main Street and how these impact the city.

¹ The date was modified to address attendance availability and notice requirements.

Recreation Manager Illg provided some additional information on the Ski Swap and Telluride Film Festival, dessert fundraiser for the Washington DC school trip and HOWL providing four tasty soups.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause commented on mowing grass in the rain and how that lends to the spread of disease, the acidic nature of grass will weaken and eat the metal of the mower grass. She provided additional impacts to the lawn by leaving clumps, tracking, uneven cutting plus inherent safety issues.

Recreation Manager Illg reported that he has been requesting Julie Engebretsen to encourage the Chamber of Commerce to support and promote recreation in Homer since the City provides a large amount of funding to the Chamber. He then reported on his efforts to create a sponsorship policy which consists of signage, naming rights, large events and for short term programs such as sponsorship of one month of pickup basketball as an example. A local business or company can donate a set amount and kit would provide them advertising for the specific time period at the location, city website page, printed materials, etc. Recreation Manager Illg noted that this policy would have to follow all appropriate channels and be approved. He believed that this policy would provide for the programs making them more affordable and accessible to a broader audience and the local businesses would benefit with the advertising locally, creating additional partnerships for the city. Next he reported having conversations about renting out the high school pool which is dominated by the Swim Club but he believed it was underutilized and there has been a long standing need for more open swim times. The biggest hurdle is life guards so he has been talking with Administration regarding this possibility.

Parks Superintendent Steffy pointed out that on September 28th Julie Engebretsen, Satchel and he will be on KKBI speaking about Drawdown, trails and all those issues. He expressed his appreciation for the good conversations tonight and everyone's input tonight.

COMMENTS OF THE COMMISSION

Commissioner Harrauld expressed her appreciation to be able to attend the meeting via Zoom and for staff and all that they do for the Commission and city.

Commissioner Galbraith expressed his appreciation for a great meeting and that he is still learning about all that Homer offers. He further commented on looking forward to the Rotary appreciation picnic at Ben Walter's Park.

Commissioner Archibald expressed his dismay at Mr. Brann not being in attendance but you just cannot fit everything in as this town has too much going on. This was a good meeting and while Jan has already left he wanted to say how impressed he is with all that she has accomplished in this town. Shaking out fun things to do too. She is doing a great job.

Commissioner Roedl expressed his appreciation for the great work that Matt and Mike are doing and it is great working with everyone on the Commission. He will see everyone next month.

Vice Chair Lowney expressed her thanks to the Commission for bearing with her stumbling throughout the meeting, it is not all that easy without practice. She stated her desire to see everyone at the October 1st Trails Symposium, 1:00 p.m. to 4:00 p.m. at the College Campus. Commissioner Lowney noted how excited she was that the Commission was going to, and wanted to acknowledge that their Clerk, Renee, Thank you so much for your input, that the Commission would be recognizing the Rotary for adopting Ben Walters Park and the amount of work that the organization has done to improve that park. She expressed some regret that they haven't shown enough appreciation to all the groups, stating that the Adopt A Park program requires continued promotion with the goal to have all city parks adopted. She would like to reinvigorate the Adopt A Trail program which really never got off the ground, there were a couple of small groups but it was really hard to keep this going. The more that they can tap into the community partnering would be beneficial to keep these programs going. She then thanked everyone and Ingrid for attending remotely and adjourned the meeting.

ADJOURNMENT

There being no further business to come before the Commission the meeting adjourned at 7:45 p.m. p.m. There will be a Recognition Picnic Event at Ben Walters Park, October 20, 2022 1:00pm to 4:00p.m. prior to the regular meeting. The next regular meeting is Thursday, October 20, 2022 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Community Recreation

HHS/600 East Fairview Avenue
Homer, Alaska 99603

communityrecreation@cityofhomer-ak.gov

(p) 907-235-6090

(f) 907-235-8933

Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission
FROM: Mike Illg, Recreation Manager
DATE: October 11, 2022
SUBJECT: City Council Action Related to PARCAC for October 20th Meeting

The following City Council resolutions and ordinances activity relevant to the Park, Arts, Recreation and Culture Advisory Commission since the last PARCAC meeting on September 15, 2022

September 12th Regular Meeting

Resolution 22-064, A Resolution of the City Council of Homer, Alaska Accepting a Donation of Art by Jack Smith of Helotas, Texas Depicting a Mother Bald Eagle and her Eaglet for Inclusion in Municipal Art Collection. City Clerk/PARCAC. ADOPTED.

Resolution 22-065, A Resolution of the City Council of Homer, Alaska Awarding a Term Contract in an Amount not to Exceed \$25,000 for Professional Services to the Independent Living Center and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. ADOPTED

September 26th Regular Meeting

Ordinance 22-42, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.120 to Clarify that all New Streets which Serve as Public Access Corridors shall have Sidewalks. Davis/Erickson. Introduction July 25, 2022, Referred to Planning Commission, Parks Art Recreation & Culture Advisory Commission, and Public Works, Public Hearing and Second Reading POSTPONED to September 26, 2022.

Ordinance 22-42(S), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.120 to Clarify that all New Streets which Serve as Public Access Corridors shall have Sidewalks. Davis/Erickson. POSTPONED Amended Substitute to October 10, 2022 with discussion

October 10th Regular Meeting

Resolution 22-074, A Resolution of the City Council of Homer, Alaska Adopting the City of Homer 2022 Non-Motorized Transportation and Trails Implementation Plan. POSTPONED

Resolution 22-075, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Increase East Road Services Indefinite Delivery Indefinite Quantity (IDIQ) Contract in the Amount of \$39,000 to Construct the Adams Lane Bike Path. City Manager/Public Works Director. Recommend adoption. ADOPTED

Ordinance 22-42(S)(A), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.120 to Clarify that all New Streets which Serve as Public Access Corridors shall have Sidewalks. Davis/Erickson. Introduction July 25, 2022, Referred to Planning Commission, Parks Art Recreation & Culture Advisory Commission, and Public Works, Public Hearing and Second Reading Postponed to October 10, 2022.

Ordinance 22-42(S-2), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Sections 11.04.120, 22.10.050, and 22.10.051 to Specify when New Streets are Required to Provide for Non-Motorized Transportation. POSTPONED

Resolution 22-078, A Resolution of the City Council of Homer, Alaska Adopting the 2023- 2023 Capital Improvement Plan and Establishing Capital Project Legislative Priorities for Fiscal Year 2024. Mayor/City Council. ADOPTED



City of Homer

www.cityofhomer-ak.gov

Community Recreation

HHS/600 East Fairview Avenue
Homer, Alaska 99603

communityrecreation@cityofhomer-ak.gov

(p) 907-235-6090

(f) 907-235-8933

Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission
FROM: Mike Illg, Recreation Manager
DATE: October 10, 2022
SUBJECT: Community Recreation October Report

Programs, Activities & Special Events: The Community Recreation program has been incredibly busy with providing an array of fun, active and engaging opportunities. We offered a successful Toddler Clothing Swap and Ballet Dance camps with a renowned dance instructor. We have existing program, new program and future programs in the works. New programs include: Buti Yoga, Acro Partner, Hunter Safety Class, Youth Dodgeball, Lunch Time Beginner Pickleball, Youth Pickleball and others. We are also assisting local youth hockey teams with indoor dry land activities, pursuing possible pottery program, sign language classes and much more. See the attached October schedule.

Month of September Data: In between the very busy operations of organizing and delivering programs, we are making our best effort to capture what we are doing. It is quite clear that the crucial need of accessing the HERC facility is paramount to delivering quality municipal recreational opportunities. Please view the attach graphic

New Multi Use Community Center Project: The project was listed as the #3 project on the city 2023-2024 Capital Improvement Plan and Establishing Capital Project Legislative Priorities for Fiscal Year 2024. Hornaday Park restroom project was listed as #4. I believe the project team will be meeting again early November.

Annual Ski & Winter Gear Swap, Telluride Mountainfilm, Soup & Desert Fundraiser: All of this is happening on Wednesday November 10th at Homer High and Community Rec is organizing it all. We will be showing the first night of incredible adventure films starting at 7pm. HOWL will be selling soup. Homer Middle School AK to DC trip will be selling desserts. Homer High Ski team will be waxing skis as a fundraiser. Whew! See the attached flyer for more information.

Alaska Recreation and Parks Association Annual Conference: The Alaska Recreation and Parks Association conference will be held October 6-7 in Soldotna. I will provide verbal report at meeting


National Recreation and Parks Association Annual Conference: The conference was held in Phoenix, AZ September 20-23. I had a free entry (valued at \$475) to the conference due to my role as the President of Alaska Recreation & Parks Association and the conference was incredible. I attended sessions that covered topics related to: social media, recreation and library partnerships, Rural Community Rec programs, Inclusion for All types in parks and recreation with Temple Grandin, municipal sponsorships, managing ebikes on trails, supporting Youth Sports Systems, pursuing

Revenue Models. I also spent time meeting and networking with other parks and recreation professionals exchanging ideas and best practices. The 2024 conference will be held in Dallas, Texas.

Recreation Software: IT Director Dave Berry, Assistant to the City manager Christine Drais and Parks Supt Matt Steffy and myself completed a demo from CivicRec for some potential software to use for the recreation program. The need to provide online registration, payment, scheduling, reservations, calendar management, volunteer management, enhanced communication, gathering data/statistics all through a computer or smart phone is a very high priority for the Community Rec program. This will improve the services for the public as well as stream line operations for the recreation program and possibly other city departments and divisions.



Homer Community Rec October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Color Key BLACK =Homer High BLUE =Homer Middle PURPLE =HERC RED =Cancellation		Updated 9/30		1
2 9:30-11:30am PICKLEBALL at HERC 2:30-6pm ADULT BASKETBALL LEAGUE at HHS	3 6-7am MORNING BB at HHS 4:30-7PM KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-7pm YOUTH VOLLEYBALL at HMS 6-8pm WEIGHT ROOM at HHS	4 5:30-6:30pm BUTI YOGA at HERC 6-8pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9pm BASKETBALL at HHS	5 6-7am MORNING BB at HHS 10:30AM-12pm MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6-8pm WEIGHT ROOM at HHS 7-8:30pm PARTNER ACRO at HERC	6 11AM-1PM LUNCHTIME PICKLEBALL at HERC 5:30-6:30pm CARDIO DANCE at HERC 5:30-6:30pm TAI CHI at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9:30pm BASKETBALL at HHS	7 6-7am MORNING BB at HHS 4:30-7pm KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-9:30pm HUNTER SAFETY at HHS	8 11am-2:30pm GIRLS BASKETBALL CAMP at HHS
9 9:30-11:30am PICKLEBALL at HERC 2:30-6pm ADULT BASKETBALL LEAGUE at HHS	10 6-7am MORNING BB at HHS 4:30-7PM KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-7pm YOUTH VOLLEYBALL at HMS 6-8pm WEIGHT ROOM at HHS	11 5:30-6:30pm BUTI YOGA at HERC 6-8pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9pm BASKETBALL CANCELLED	12 6-7am MORNING BB at HHS 10:30AM-12pm MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6-8pm WEIGHT ROOM at HHS 6-8pm BEGINNER SPANISH at HHS 7-8:30pm PARTNER ACRO at HERC	13 11AM-1PM LUNCHTIME BEGINNER PICKLEBALL at HERC 5:30-6:30pm CARDIO DANCE at HERC 5:30-6:30pm TAI CHI at HERC 6:30-8:30pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9:30pm BASKETBALL CANCELLED	14 6-7am MORNING BB at HHS 4:30-7pm KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC	15 9am-6pm INTRO JEWELRY CLASS at HHS
16 10am-5pm INTRO JEWELRY CLASS at HHS 9:30-11:30am PICKLEBALL at HERC 2:30-6pm ADULT BASKETBALL LEAGUE at HHS	17 6-7am MORNING BB at HHS 4:30-7PM KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-7pm YOUTH VOLLEYBALL at HMS 6-8pm BEGINNER SPANISH at HHS 6-8pm WEIGHT ROOM at HHS	18 5:30-6:30pm BUTI YOGA at HERC 6-8pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9pm BASKETBALL at HHS 4-5pm Youth Dodgeball at HERC	19 6-7am MORNING BB at HHS 10:30AM-12pm MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6-8pm WEIGHT ROOM at HHS 6-8pm BEGINNER SPANISH at HHS 7-8:30pm PARTNER ACRO at HERC	20 11AM-1PM LUNCHTIME BEGINNER PICKLEBALL at HERC 5:30-6:30pm CARDIO DANCE at HERC 5:30-6:30pm TAI CHI at HERC 6:30-8:30pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9:30pm BASKETBALL at HHS 4-5pm Youth Dodgeball at HERC	21 6-7am MORNING BB at HHS 4:30-7pm KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC	22
23 9:30-11:30am PICKLEBALL at HERC 2:30-6pm ADULT BASKETBALL LEAGUE at HHS	24 6-7am MORNING BB at HHS 4:30-7PM KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-7pm YOUTH VOLLEYBALL at HMS 6-8pm BEGINNER SPANISH at HHS 6-8pm WEIGHT ROOM at HHS	25 5:30-6:30pm BUTI YOGA at HERC 6-8pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9pm BASKETBALL at HHS 4-5pm Youth Dodgeball at HERC	26 6-7am MORNING BB at HHS 10:30AM-12pm MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6-8pm WEIGHT ROOM at HHS 6-8pm BEGINNER SPANISH at HHS 7-8:30pm PARTNER ACRO at HERC	27 11AM-1PM LUNCHTIME BEGINNER PICKLEBALL at HERC 5:30-6:30pm CARDIO DANCE at HERC 5:30-6:30pm TAI CHI at HERC 6:30-8:30pm PICKLEBALL SKILLS at HERC 6-8pm WEIGHT ROOM at HHS 6:30-8:30pm VOLLEYBALL at HMS 7:30-9:30pm BASKETBALL at HHS 4-5pm Youth Dodgeball at HERC	28 6-7am MORNING BB at HHS 4:30-7pm KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC	29
30 9:30-11:30am PICKLEBALL at HERC 2:30-6pm ADULT BASKETBALL LEAGUE at HHS	31 6-7am MORNING BB at HHS 4:30-7PM KARATE at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-7pm YOUTH VOLLEYBALL at HMS 6-8pm BEGINNER SPANISH at HHS 6-8pm WEIGHT ROOM at HHS		DISCLAIMER: ALL ACTIVITIES ARE SUBJECTED TO CHANGE OR BEING CANCELLED WITH LIMITED NOTIFICATION			



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum

TO: Parks, Art, Recreation & Culture Advisory Commission
FROM: Janette Keiser, Public Works Director
DATE: October 6, 2022
SUBJECT: Director's Report

1. **Trails Symposium.** The Trails Symposium was an outstanding success! Several themes were clear:
 - a. There's huge interest in non-motorized transportation, not just for recreation, but for commuting to work and school.
 - b. The non-motorized routes that people are most interested in are on state routes: Kachemak Drive, Main Street and East End Road. There will need to be some serious conversation about these roads in the years ahead.
 - c. Many of the routes people talked about are not new news. The sad thing is that we've known what people want and need for years. Now is the time to do something about it
2. **Little HERC Building.** We've been advised by the firms that submitted Statements of Qualification that it would be more cost effective to abate the hazardous materials and demolish the building at the same time. So, we're making plans to do this. Further, we've brought in a commercial-sized dumpster to facilitate garbage and debris removal. This has displaced the sidewalk to the Big HERC building, so we have built a new gravel path from the parking lot to the front door for recreation patrons.
3. **Main Street Sidewalk.** We are anxiously waiting for the sidewalk to be paved.
4. **Ben Walters Way Sidewalk.** The design is now 65% complete. The current cost estimate is \$1.34 million.
5. **Adams Drive Path.** We are planning to construct this path using the East Road Services IDIQ contract. We'll be asking Council authorization to proceed with this strategy at the October 10 Council meeting.
6. **The "HAP Loop".** We are working with Jenny Carroll to submit an application for grant funds to develop a path to serve pedestrians of all ages and abilities. A detailed description is attached. This route was developed by Brad Parsons, Independent Living Center.

The HAP Loop: Homer All Ages & Abilities Pedestrian Path

Project Description and Benefit: This project bridges gaps in Homer’s pathways to significantly improve pedestrian access to everyday destinations, key facilities and recreational opportunities. The HAP Loop will provide equitable, safe and low-stress pedestrian facilities connecting area neighborhoods and the Senior Center to major service providers and businesses in Homer’s Central Business District and Old Town. The project serves local residents as an accessible route to traverse year-round for daily needs, activities, and exploration. Wayfinding signs and online tools will also identify and easily share the route with visitors. The Independent Living Center is currently developing “Accessible Homer” and a “Blue Path” online map that identifies ADA accessible routes, businesses, service providers, and recreational opportunities within Homer. Together these efforts will increase tourism access to and economic benefits to the Central Business District. Major destinations along the HAP Loop include: the Homer Public Library, supermarket, pharmacy, Post Office, financial institutions, recreational opportunities, and the Central Business District including Old Town. Improvements installed to the north and east of the Senior Center will provide a safe and accessible route to the hospital and medical district.

The HAP Loop contains two interconnected loops. The north loop connects the Senior Center on Svedlund Street south to East Pioneer Avenue, and west to Main Street along Herndon and Lee Streets, giving access to Homer’s main medical district. The south loop intersects the northern loop at Pioneer Avenue and Svedlund, where an enhanced crosswalk is desired. South of Pioneer Avenue, the route continues on City-maintained Poopdeck Trail to Klondike Avenue. Traveling east on Klondike Avenue, the route turns south on Lucky Shot Street until it connects to the sidewalk on Hazel Ave. From this location, the library, post office, police station, grocery store and pharmacy are all accessible. From Hazel Ave, pedestrians can travel south to the Sterling Highway, where a highly visible pedestrian crosswalk and safety island is desirable. The route then joins the existing trail through the Islands and Oceans Visitor Center, south to the Old Town neighborhood. Destinations include a public park, housing, restaurants, Bunnell Street Arts Center and State of Alaska Public Health and WIC offices. Leaving Old Town the route turns north on Main Street continuing uphill to Lee Avenue.

Much of this route is already constructed. To complete the loops, a sidewalk facility needs to be constructed on Svedlund Street from Pioneer Avenue to the Senior Center and from Herndon Street to Lee Drive to Main Street. Sidewalks are also required on the State-owned portion of Main Street south from the Sterling Highway to Ohlson Lane. Where the HAP Loop crosses Pioneer Avenue and the Sterling Highway, both arterial roads, crosswalk improvements (such as Rectangular Rapid Flashing Beacons, high-visibility pavement markings and/or curb extensions) are essential for pedestrian safety.

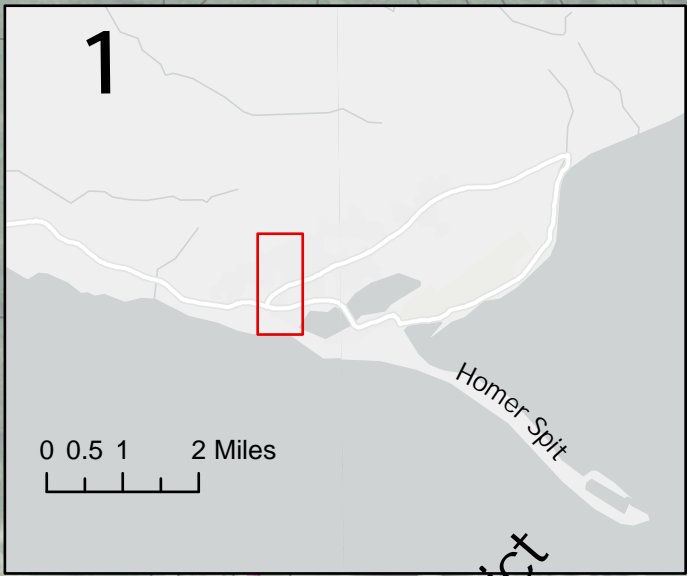
Plans & Progress: The City’s recent investment of \$1.4M to construct a sidewalk on Main Street from Pioneer Ave north completed one major missing portion of the HAP Loop. Private sector support included sidewalk construction by the Aspen Hotel in 2019, connecting the crosswalk at the Sterling Highway to the hotel and to the sidewalk leading to the Island and Ocean Visitor Center, and public trails. The City adopted a Wayfinding Plan in 2022; the City has funding to provide wayfinding improvements at several locations along the HAP route. The HAP Loop’s two main missing sidewalk connectors, Svedlund/Herndon and south Main Street, are identified as priority locations in the Homer Non-Motorized Transportation and Trail Plan and in Homer’s FY24 Capital Improvement Plan. Community meetings and a recent non-motorized transportation symposium highly prioritized pedestrian access on Main Street south to Ohlson Lane as well.

Total Project Cost: \$4,250,000

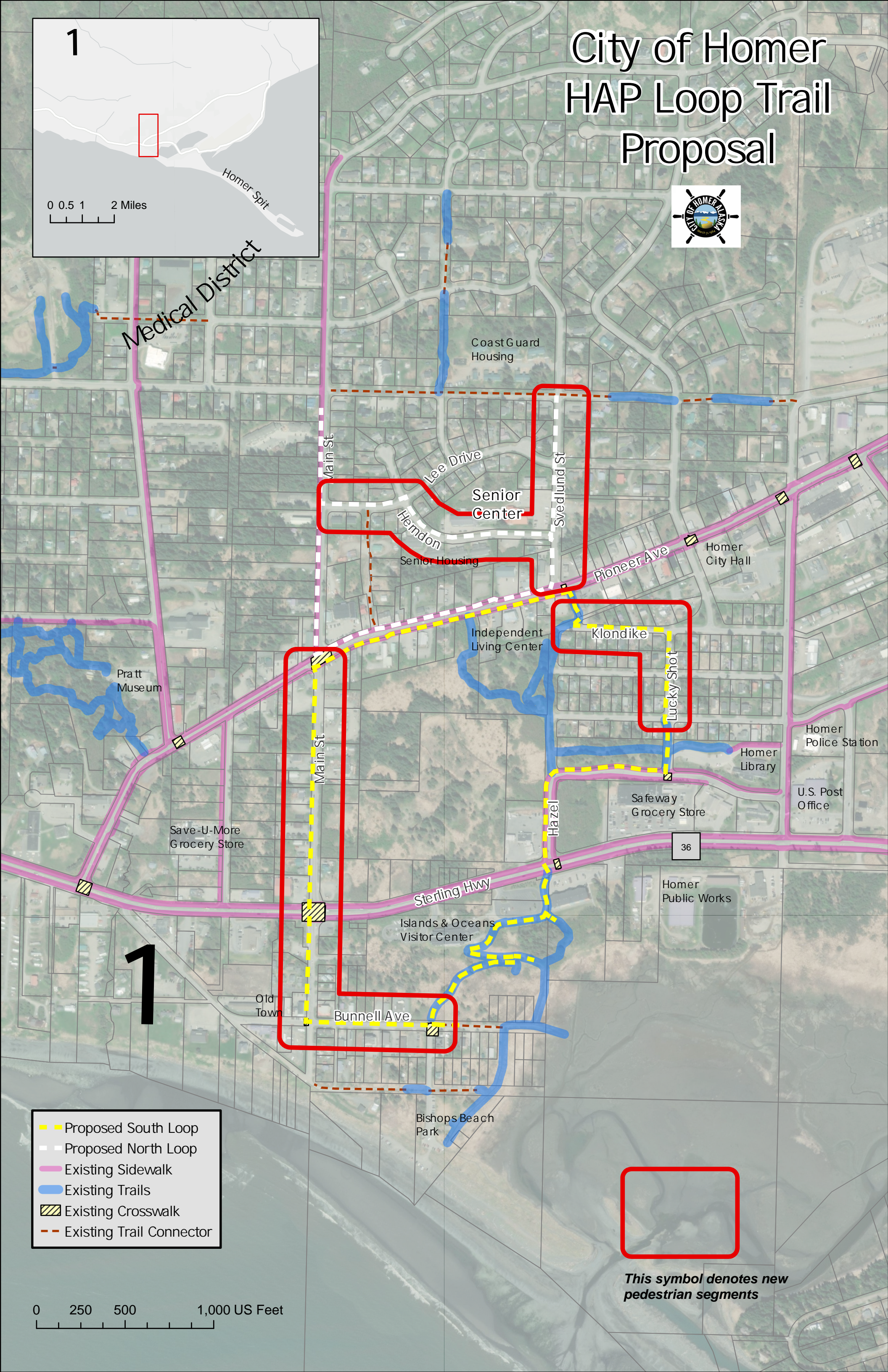
Svedlund from Senior Center to Pioneer Avenue: \$800,000 (Design and construction)
Lee Street to Main Street: \$1,200,000 (Design and construction)
Main Street South to Ohlson Lane: \$2,000,000
Pedestrian crosswalk improvements: \$250,000

Schedule: 2024

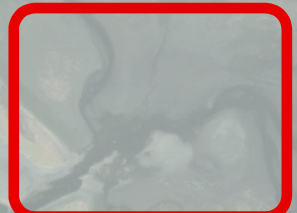
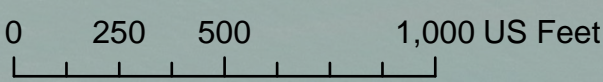
Priority Level: 1



City of Homer HAP Loop Trail Proposal



- Proposed South Loop
- Proposed North Loop
- Existing Sidewalk
- Existing Trails
- Existing Crosswalk
- Existing Trail Connector



This symbol denotes new pedestrian segments

CITY OF HOMER
HOMER, ALASKA

Venuti/Erickson

ORDINANCE 22-xx

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE TITLE 20 ANIMALS, SECTIONS
20.04.020 DEFINITIONS, 20.08.010 ANIMALS AT LARGE, 20.08.040
NUISANCE ANIMALS AND 20.32.020 FINE SCHEDULE TO REFINE
THE DEFINITION OF “AT LARGE”, CLARIFY AREAS WHERE ANIMALS
ARE TO BE ON LEASH AT ALL TIMES AND AMEND RELATED FINES.

WHEREAS, There has been an increase in the number of reports of dogs off leash causing
severe disruption and incidents of unfavorable interactions between dogs, humans and wildlife
in our parks, campgrounds, and parking lots over the past few years; and

WHEREAS, It is especially problematic when a member of the public requests another
dog owner to please restrain their animal, and the situation becomes aggressively
confrontational; and

WHEREAS, Current Homer City Code does not provide enough clarity and guidelines on
the restraint of animals, definitions of “voice control” and “at large” require amendment; and

~~WHEREAS, Current Homer City Code does not provide enough clarity and guidelines on
the restraint of animals, “voice control” has been proven not to work in many interactions, and
what it means for an animal to be considered “at large” requires interpretation; and~~

**WHEREAS, Enacted measures in current city code and public informational
campaigns have been ineffective and failed to encourage positive behavior; and**

WHEREAS, Homer Police Department has expressed support for the proposed
amendments to city code; and

~~WHEREAS, Amendments in this ordinance provide clarification on the requirements to
restrain animals, which further ensure the overall enjoyment and safety of the public in the City
of Homer parks, parking lots, campgrounds, and safeguard the areas dedicated as wildlife
habitat.~~

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Chapter 20.04.020 entitled, “Definitions” is hereby
amended as follows:

“At large” means that an animal is off the property of its owner, **and not physically unrestrained by leash or chain.** and not under the direct control of a competent person.

Section 2. Homer City Code Chapter 20.08.010, entitled “Animals at large” is hereby amended as follows:

a. No person may cause or permit an animal to be at large in a public street or alley, or on other public property, **this includes such as city parks, campgrounds, parking lots, or designated protected wildlife habitat** or on private property without the property owner’s consent.

Section 3. Homer City Code Chapter 20.08.040 entitled “Nuisance animals” is hereby amended as follows:

20.08.040 Nuisance animals.

a. No person may cause or permit an animal that the person owns or controls to:

1. Annoy another person by interfering with the latter’s sleep, work or reasonable right to peace and privacy by making repeated or continued noise;

2. Defecate, dig upon or injure private property owned by another person or a public street, or alley, **park, campground, parking lot, designated protected wildlife habitat** or other public property;

3. Frequently or habitually growl, snap at, jump upon or otherwise menace, injure or frighten another person who is not trespassing ~~or otherwise violating the law~~; or

4. Chase, harass, or otherwise disturb or injure wildlife.

b. The Animal Control Officer or a peace officer may impound an animal that is engaging in behavior described in subsection (a) of this section. A person, **in accordance with HCC 20.04.020** may restrain an animal from continuing to engage in behavior described in subsection (a)(4) of this section, and shall promptly surrender any animal so restrained to the Animal Control Officer for impoundment.

c. A violation of subsection (a) of this section for the first conviction shall be punishable by a fine of not less than \$50.

~~e.~~ **d.** A violation of subsection (a) of this section with three or more prior convictions shall be punishable by a fine of not less than \$300.00 nor more than \$500.00, and the unsuspended portion of the fine shall not be less than \$100.00. [Ord. 16-38(S)(A) § 4, 2016].

Section 4. Homer City Code Chapter 20.32.040 entitled “Fine schedule” is hereby amended as follows:

20.32.020 Fine schedule.

Citations for offenses listed in this section may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the fine amounts listed

below plus the State surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the scheduled fine amount plus any surcharge required to be imposed by AS 12.55.039 and 29.25.074. If an offense in this title is not listed in the fine schedule, the defendant must appear in court to answer the charges.

Code Section	Code Section Title	Fine per Day
HCC 20.08.010(a)	Animal at large	No prior First conviction \$50; One prior conviction \$100; Two prior convictions \$200
HCC 20.08.010(b)	Unauthorized release of animal from restraint	No prior conviction \$50; One prior conviction \$100; Two prior convictions \$200
HCC 20.08.030	Animals on harbor floats	\$25
HCC 20.08.040(a)	Nuisance animals	No prior First conviction \$50; One prior conviction \$100; Two prior convictions \$200
HCC 20.08.070	Female animals in heat	\$100
HCC 20.08.080	Abandonment of animals	\$100
HCC 20.08.090	Maintenance and sanitation	\$100
HCC 20.12.010	License required – Issuance	\$50
HCC 20.12.020	License tag to be worn and displayed	\$50
HCC 20.24.060	Furnishing false information	\$200
HCC 20.28.020	Kennel license – Required	\$100

Section 5. This ordinance is of a permanent and general character and shall be included in city code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this _____th day of November, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSENT:

ABSTAIN:

Introduction:

Public Hearing:

Second Reading:

Effective Date:



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

DATE: OCTOBER 20, 2022

SUBJECT: ORDINANCE 22-XX, AMENDING CHAPTER 20, ANIMALS SECTIONS 20.04.020 DEFINITIONS, 20.08.010 ANIMALS AT LARGE, 20.08.040 NUISANCE ANIMALS AND 20.32.020 FINE SCHEDULE TO REFINE THE DEFINITION OF "AT LARGE", CLARIFY AREAS WHERE ANIMALS ARE TO BE ON LEASH AT ALL TIMES AND AMEND RELATED FINES.

The Commission is requested to have a public hearing on the proposed draft ordinance that if approved will amend sections of Homer City Code Title 20 Animals. The Commission reviewed proposed amendments at their regular meeting on August 18, 2022. The proposed draft was submitted to the City Manager and City Attorney for Review as well as the Police Chief and Council sponsors. I have provided excerpts of the minutes related to the Commission discussion as backup. Following is a summary of the proposed amendments contained in the draft ordinance:

Section 20.04.020 Definitions.

Lines 43 thru 44 - "At large" is amended for clarity providing a concise definition.

Section 20.08.010 Animals at large.

Lines 47 thru 49 - a. Amended to include examples of public property for clarification.

Section 20.08.040 Nuisance animals.

Lines 56 thru 58 a. 2. Amended to clarify specific locations

Lines 59 to 60 a. 3. Strike verbiage "or otherwise violating the law"

City Attorney noted that this was unclear and subjective unless specific city code is listed or referenced.

Lines 62 to 63 b. added language to reference the definition to further clarify how a person may restrain an animal's behavior identified on Line 61 at the recommendation of the City Attorney.

Lines 67 to 68 c. Adding fines related to first offenses.

Line 69 updates the item identification letter.

Section 20.32.020 Fine schedule.

Table was updated to reflect the new first conviction fine amounts in HCC 20.08.010(a) and HCC 20.08.040(a)

Recommendation

Make a motion to adopt the proposed amendments and forward the draft ordinance to City Council for Introduction, Public Hearing and Approval.

Session 22-06, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair Dave Lewis at 5:30 p.m. on August 18, 2022 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS FAIR, LOWNEY, HARRALD, ARCHIBALD, GALBRAITH, LEWIS

ABSENT: STUDENT COMMISSIONER FLORA AND COMMISSIONER ROEDL (EXCUSED)

STAFF: DEPUTY CITY CLERK KRAUSE
PUBLIC WORKS DIRECTOR KEISER
SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL
CITY PLANNER ABOUD

AGENDA APPROVAL

ARCHIBALD/LOWNEY - MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Jeanne Parker, city resident, encouraged and advocated for the Commission to delay their decision on the CIP as the Homer Drawdown Group is reviewing the information recently received but if that was not possible, recommended the Commission consider these important projects Bike Lanes on East Hill and West Hill Roads, continuation of the sidewalk down Main Street from Pioneer Avenue to Old Town; Reconstruction of Kachemak Drive and Ocean Drive need attention, Svedlund which is not on the list and closing off traffic on Pioneer Avenue during certain times of the day to create a town center/square idea that has been worked on for a long time. She then commented on the plans Rick Abboud has put through and should be worked more with the public before decisions are made and the idea of Project Zero which is a project that intends to reduce or eliminate traffic accidents or fatalities with non-motorized transportation.

VISITORS/PRESENTATIONS

A. Memorandum from Special Projects & Communications Coordinator re: Draft city of Homer 2023-2028 Capital Improvement Plan & Legislative Requests

Jenny Carroll, Special Projects and Communications Coordinator presented information on the projects that were funded from the Capital Improvement Plan (CIP) over the past year in response to comments from the Chair on projects not being funded.

Ms. Carroll facilitated comments, questions and answers to the following:

- Types of projects that are included in the CIP
- Federal Infrastructure act funding availability

- Bringing forth projects are beneficial to make Council and Staff aware of infrastructure needs of the city.
- This action cannot be postponed tonight by the Commission as it is scheduled to go before City Council in a worksession on September 12th and then Public Hearing on September 26th regular meeting.
- Additional opportunities to attend public meetings and comment on the CIP
- Information on Vision Zero, and the Borough wide safety transportation plan that assists in promoting safety that will presented to Council at the August 22nd meeting for support
- Two new projects that have been proposed: Svedlund Sidewalk Project and Airport Improvement Project. These will facilitate needed ADA Compliance and improvements to the Airport as well as maintenance and resiliency and allow residents at the Senior Center walk safely to medical appointments and shops within town center by installation of sidewalks.
- Since there will be funding from the Federal Government she is further recommending Council increase the number of projects on the list to the top eight or ten
- Narrowing the Kachemak Drive Pathway Project to just the beginning going up that hill as much as the first mile since it is the most used
 - o It is a state owned road and will depend on State actions
 - There are different aspects to leverage with this project
- Projects included in the CIP can be recommended for removal even if under a different group but a basis for the removal must be provided
- A Frame Water Transmission Line Replacement Project is new proposed project from Public Works Director
- The Commission does not need to consider the funding levels when recommending projects but should review each projects in a context on benefits to the community, the need of the project
 - o Recommendations from the advisory bodies assist Council in selecting the projects for the legislative requests and priority listing providing the public input required by many grant opportunities.
 - o Recommended that the Commission should focus on city supported projects as state projects have some dependency on whether the state feels that same, provided an example of Kachemak Drive Pathway project and now it is on the back burner.
 - o Commission can consider the benefits to the community as a whole and recommend projects outside their field.

Public Works Director Keiser recommended that the Commission can include the state projects since there are many funding opportunities for partnerships and they should focus on park related or importance to the Commission inferring that they can stick to park related projects whether state or city projects.

Special Projects & Communications Coordinator Carroll cited additional clarification on recommendations for projects that head to Juneau and that the Commission is not restricted to specific projects.

RECONSIDERATION

CONSENT AGENDA

A. Unapproved Regular Meeting Minutes for June 16, 2022

Chair Lewis requested a motion and second.

ARCHIBALD/LOWNEY MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Chair's Report - Mayor's Roundtable Meeting with Advisory Bodies

Chair Lewis noted that he could not recall details of the meeting and put forward that it was attended by the various chairs of the advisory bodies and they provided information on what their group was working on.

B. Homer Drawdown - Commissioner Lowney

Chair Lewis deferred to Commissioner Lowney after introduction of the item.

Commissioner Lowney provided an update on the actions of the Homer Drawdown group noting the following:

- Non-motorized transportation was selected as their project and members spent the summer addressing trails within town. She reported the work being done or completed on trails so far this summer on Wright Street, Lee Street, and Woodard Creek Trail. The work done has made these trails very walkable, and easily accessible. Ms. Lowney commented that there is a lot of comradery and hard work and Parks Superintendent Steffy feeds the workers pizza at the end of the day. She stated that they work hard, have fun and get fed.
- The members working with the Public Works Parks Department began work on a trail located behind Alice's and up from the Homer High School to improve those connections.
- Homer Drawdown has untaken policy changes so animal and human traffic is considered when development of subdivisions is being considered and planned.
- The Trails Symposium is now being hosted by the City of Homer and funding will come from them as well. The date selected is Saturday, October 1, 2022 at the KPC College Campus here in Homer.

City Planner Abboud provided comment on the Vision Zero and that the city is partnering with the borough is people focused and the Transportation Plan update should include that focus as well not just vehicular traffic.

Commissioner Lowney added that this concept is addressing safety issues using tried and true design concepts for roads and speed limits, etc.

C. Public Works Director's Report – Jan Keiser

Chair Lewis introduced the item and deferred to Jan Keiser.

Public Works Director Keiser provided a summary of her memorandum. She reported the following:

- Main Street project is back underway and the Contractor has taken advantage of the paving being done on the East Hill Road project so parts of the Main Street Sidewalk project will be paved as well in the next week.
- Non-motorized Transportation Opportunity Status Report
 - o West Fairview Avenue/Eric Lane Extension - The gravel road shoulder was widened to accommodate non-motorized traffic. Council has expressed interest in construction of an actual sidewalk on this project. Estimated cost is about \$1 million and there is no identified funding for that at this time.
 - The Main Street Sidewalk Project was \$1.299 million
 - Ben Walters Lane Sidewalk Project is approximately \$1.6 million
- The Ohlson Lane/Bunnell Avenue area was going to be a sidewalk project however after a neighborhood meeting with residents are interested in drainage, parking and traffic control.
 - o Public Works will be re-scoping this and going back to Council to request funding
- Wright Street and Lee Drive Projects – Lee Drive is incomplete due to drainage issues. Wright Street has been completed
- Met with Brad Parsons who has completed a lot of research on the concept, People First Transportation Planning. He is working with Independent Living Center. Public Works will be issuing a term contract, similar to Homer Soil & Water Conservation. Independent Living Center will review transportation and non-motorized transportation related projects.

D. Recreation Report – Recreation Manager, Mike Illg

Commissioner Archibald asked about the Commission forwarding a recommendation of support to Council to fund an additional recreation staff position.

Deputy City Clerk Krause noted that since this is a report and the Commission can request this item to be in the September meeting agenda for action.

E. Parks Report – Parks Superintendent Steffy

PUBLIC HEARING

PENDING BUSINESS

A. Memorandum from Special Projects & Communications Coordinator re: 2023-2028 Capital Improvement Plan and Legislative Requests

Chair Lewis introduced the item by reading of the title. He then stated that each Commissioner will provide their top two or three projects started with Commissioner Galbraith.

Public Works Director provided clarification on the process to use the HART fund, HAWSP Fund by developing programs to fund necessary projects related to infrastructure and it would position the City to possibly obtain grant funding as well.

- Ben Walters Lane Sidewalk Project is funded for design only and may be set as shovel ready for available grants and relates the City's commitment
- It is beneficial to have projects like this included in the CIP document.

Public Works Director Keiser directed the Commission to focus on parks and related projects as that is what they were here for and they will focus on the infrastructure and rest of the projects.

Commissioners reviewed and stated their top projects including comments on other projects that they would prefer to see on the list:

Commissioner Galbraith – Beluga Slough Trail Extension, Kachemak Drive Non-Motorized Pathway and Main Street Sidewalk Facility Pioneer Avenue South to Ohlson Lane

Commissioner Archibald – Ben Walters Lane Sidewalk Facility, Karen Hornaday Park Phase II, Jack Gist Park Improvements Phase II

Commissioner Harrald – Ben Walters Sidewalk Facility, Kachemak Drive Non-motorized Pathway, Karen Hornaday Park Improvements Phase II, Jack Gist Park Improvements Phase II

Commissioner Lowney – Kachemak Drive Non-motorized Pathway (the first mile), Main Street Sidewalk Facility Pioneer Avenue South to Ohlson Lane and Ben Walters Sidewalk Facility

Commissioner Fair – Kachemak Drive Non-motorized Pathway, Ben Walters Sidewalk Facility and Karen Hornaday Park Improvements Phase II

Chair Lewis – Main Street Sidewalk Facility Pioneer Avenue South to Ohlson Lane, Ben Walters Lane Sidewalk Facility, Kachemak Drive Non-motorized Pathway

Public Works Director responded to questions from the Commission on the following:
- the likelihood of the State doing anything with the Kachemak Drive Non-motorized Pathway Project

The Commission held a brief discussion regarding their recommendations and how safety concerns affect this community with regard to residents and visitors walking and cycling on Main Street and Kachemak Drive and the inherent danger that is very real and near catastrophes that have almost happened. It was pointed out that the Commission has been working diligently to get these projects funded for a long time.

Public Works Director Keiser commented to Chair Lewis' earlier reference safety over tourism clarifying that she was not implying the Commission should focus on provisions for tourists but that there have been pockets of money that would help enhance tourism from the economic development point of view, and the City could use those funds to enhance the communities use of Karen Hornaday or Bishop's Beach parks, for example Karen Hornaday Park has the Little League component that brings in people and visitors for games, tournaments and Jack Gist does the same for the softball aspect and if we can do that then we should do it.

Commissioner Archibald related an experience living in Girdwood and changed his third selection from Jack Gist Park to Kachemak Drive project.

Deputy City Clerk Krause requested the Commission give Ms. Carroll the opportunity to comment on the project recommendations before providing the results of the suggested projects.

Ms. Carroll expressed that she understood the Commission's priority concerns regarding safe pedestrian routes and stated that there may be possible programs that are being opened by the State for the first time in approximately 8 years. Ms. Carroll is not sure how it will leverage funding, and the City is trying to stage some high priority projects to include in that list for the opportunity that the State Department of Transportation will be opening up this fall for nominations from communities. Ms. Carroll provided information that to complete the Main Street project will require purchasing land/easement from property owners and then there is water drainage issues as an example.

Public Works Director Keiser stated that the Public Works Department is not afraid to take on the roads that the State currently owns that the community feels deeply concerned about; they are not afraid of taking on a Bike Path along Kachemak Drive as they are requesting funds to purchase equipment to assist them in maintaining routes along State owned roads such as Lake Street, the Bypass and Pioneer. They are preparing to take that on. There will be a section in the Transportation Plan that the City take over the routes that most concern the community.

Deputy City Clerk Krause stated for the record the following projects recommended by the Commission, these projects are shown in the order of most to least selected:

- Kachemak Drive Non-motorized Pathway – 6 votes
- Ben Walters Sidewalk Facility – 5 votes
- Karen Hornaday Park – 3 votes
- Main Street Sidewalk Facility Pioneer Avenue South to Ohlson Lane – 3 votes
- Beluga Slough Trail Extension – 1 vote

Ms. Carroll responded that the Commission can recommend three and the top two for the Federal projects. City Council will have the final decision in response to Chair Lewis' request for clarification.

Public Works Director Keiser pointed out that the Public Works Road Financial Plan already has funding from HART Roads to fund the Ben Walters Sidewalk Facility Project for 2023.

Ms. Carroll noted that it was one of the projects to include in the TAP programmed and if it is already funded then there is no reason to go after other grants to fund the project.

Public Works Director Keiser clarified that the design is in progress, Council has not approved funding for the construction of the Ben Walters project but they did see that it was included in the Roads Financial Plan.

HARRALD/LOWNEY MOVED THE COMMISSION LISTS IN PRIORITY ORDER, NUMBER ONE - KACHEMAK DRIVE NON-MOTORIZED PATHWAY, NUMBER TWO – KAREN HORNADAY PARK IMPROVEMENTS, PHASE II AND NUMBER THREE – MAIN STREET SIDEWALK FACILITY PIONEER AVENUE SOUTH TO OHLSON LANE.

There was discussion on switching the priority order of the Main Street and Karen Hornaday Park projects to better leverage different pots of money for funding; the recommendation of state projects as the Commissions top priority projects; funding options and agreements with the State; and clarification on the order of the projects.

Chair Lewis requested a roll call vote.

VOTE. YES. GALBRAITH, ARCHIBALD, HARRALD, LOWNEY, FAIR, LEWIS.

Motion carried.

B. Memorandum from Deputy City Clerk re: Amending City Code to Address Restraint of Animals in Specific Areas and Applicable Fees

Chair Lewis introduced the item and invited Councilmember Venuti to speak to the Commission.

Councilmember Venuti expressed her appreciation of the Commission on the work regarding leashes for dogs, receiving input from the Police Department and getting their support and was proud to sponsor the ordinance stating that she believed it to be well written and addressed the issues regarding dogs off leash in specific areas. Ms. Venuti noted that they have to get ahead of this issue and address the concerns and be proactive.

Chair Lewis questioned if it would be possible to address the responsibility of owner liable for what damage or injury that their pet does.

Councilmember Venuti stated that the question would be a question for the attorney. She confirmed with the Clerk that this draft would be submitted to the City Attorney for review.

LOWNEY/ARCHIBALD MOVED TO ACCEPT THE DRAFT ORDINANCE AMENDING CITY CODE IN REGARDS TO RESTRAINT.

Discussion and comments were made regarding it was overdue.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Deputy City Clerk Krause explained that a motion to forward the draft ordinance to a Public Hearing was required as that was the next step in the process.

HARRALD/FAIR - MOVED TO CONDUCT A PUBLIC HEARING ON THE PROPOSED DRAFT ORDINANCE TO AMEND SECTIONS OF TITLE 20 ANIMALS AT THE SEPTEMBER 15, 2022 REGULAR MEETING.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Memorandum from Public Works Director re: Ben Walters Lane Sidewalk Status Report

Chair Lewis introduced the item and deferred to Public Works Director Keiser.

Public Works Director Keiser provided a summary of her memorandum and reviewed the drawings in the supplemental packet for the Commission. She then pointed out the following: new catch basins, ditches will remain, paved approach locations, width of the sidewalk will be approximately ten foot with the exception of a section where a residence was closer to the road the sidewalk will be reduced to eight feet.

Ms. Keiser responded to the following questions:

- width of the road will remain the same
 - o striping may be omitted as it has been found to reduce speed of drivers
 - o crosswalk placement
 - o ADA ramps at major intersections
- ditching remains due to the costs of installing a storm drain system
- consideration of turning this street into a one way
- public engagement with property owners

D. Memorandum from Deputy City Clerk re: Donation of a Mural for Display at the Skate Park

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

Deputy City Clerk Krause provided a summary of her memorandum and requested a motion from the Commission to postpone a decision until the September meeting.

FAIR/LOWNEY MOVED TO RECOMMEND POSTPONING THE ITEM TO THE SEPTEMBER 15TH REGULAR MEETING OF THE COMMISSION.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Memorandum from Deputy City Clerk re: Donation of Artwork for Inclusion in the City of Homer Municipal Art Collection

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

Deputy City Clerk Krause requested a brief recess to retrieve the artwork from the Clerk's office.

Chair Lewis called for a recess at 7:20 p.m. and called the meeting back to order at 7:23 p.m.

City Planner Abboud assisted Deputy City Clerk Krause display the artwork for the convenience of the Commission.

The Commission expressed comments of appreciation for the piece of art while Deputy City Clerk Krause explained the reason for the donation to the city for incorporating into the art collection.

FAIR/LOWNEY MOVED TO RECOMMEND THAT CITY COUNCIL ACCEPT THE DONATION OF ARTWORK FROM JACK SMITH OF HELOTAS, TEXAS FOR INCLUSION IN THE MUNICIPAL ART COLLECTION FOR DISPLAY AT A LOCATION TO BE DETERMINED.

Comments were expressed regarding the piece of artwork speaking to a lot of people, there would be no difficulty in locating a place to hang the art, and that it would be nice to see displayed in Council Chambers.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum from Public Works Director re: Sidewalk and Trail Maintenance

Chair Lewis introduced the item by reading of the title and invited Public Works Director Keiser to speak to her memorandum.

Public Works Director Keiser provided a summary review for the Commission. She provided details of the ability of the machine to blow snow into a dump truck in comparison of current equipment, explaining that ability would allow them to maintain the sidewalks along Pioneer Avenue, Lake Street and the Bypass; recommending use of the HART Trails Fund since there is adequate funding to cover this purchase.

Public Works Director Keiser facilitated discussion on the following:

- Concern was expressed that maintained trails tend to get driven on or used as parking by residents and questioned if the city could put some form of barricades to prevent this
 - o Clarification was provided that this machine would be dedicated for use along the State owned roads previously mentioned not used on Wright Street or Lee
- The issues faced during the winter of 2021/2022 with unmaintained sidewalks along the state roads
 - o No expected refusal from the State to maintain the sidewalks
- Adequate personnel to maintain the equipment as required
- Appropriate expenditure of funds to provide safe walkable routes to school
- equipment will also have a street sweeper
- Not used on the Spit Trail since plow trucks are able to effectively remove and push the snow off the trail
- This equipment will come with a longer snow blower attachment that allows the snow to reach the back of a dump truck
- Use of this equipment is made for larger areas and the toolcat will be used in narrower, smaller trails
- There may be some controversy in using the HART Trails Fund for the purchase

HARRALD/ARCHIBALD MOVED THAT THE COMMISSION SUPPORTS THE PURCHASE OF A TRACKLESS UNIT AND FURTHER RECOMMENDS CITY COUNCIL APPROVE THE PURCHASE TO FACILITATE BETTER WINTER MAINTENANCE OF SIDEWALKS AND TRAILS BY CITY PERSONNEL.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Memorandum from Public Works Director re: Karen Hornaday Park's Proposed New Entrance Road and ADA Trail

Chair Lewis introduced the item and deferred to Public Works Director Keiser.

Public Works Director Keiser stated that the city received the award for \$150,000 grant for the new trail, the idea was for the trail to veer to the east side of the park. The difference is that there is enough funding to only dig out the frost boils in the road. She is uncomfortable with the instability of the slope to construct and install the road over to the east and that the Commission should review the Karen Hornaday Park Master Plan to accommodate these changes.

Commissioners expressed their disappointment in not getting the road, the point in constructing a serpentine road was to provide traffic calming; there is a number of things that need to be done in the park; many hours of work went in to create the recommendations that are in the Master Plan; not the best place to put an ADA trail and there are other locations within the park that are more feasible for ADA trail; not wanting to improve the road as that would remove the reasons for slowing traffic down. Chair Lewis requested a motion and second.

No motion was offered.

Discussion ensued regarding the following:

- Public Works Director Keiser will submit to staff that there is not concurrence from the commission and the City should not accept the grant.
- Clarification on all options available to the Commission regarding the grant
 - o Application was submitted under certain scope of work
 - o Scope would require to be changed and it would be up to the State if it would allow that change in location and where would a feasible location
 - o Forwarding a motion to accept the trail portion only
 - o There is no other viable location to install and construct an ADA Accessible Trail due to the slope ratios
- Proposed new water and sewer would be bored not excavated
- Other possible locations have issues with slope
- Motion to accept the trail only but there is no real good options on proposed alternate locations
- Can a ADA Trail be constructed from parking areas into the Campground or to the Pavilion and or playground.
 - o This would have to be submitted to the State for their approval or acceptance.

LOWNEY/ARCHIBALD MOVED TO POSTPONE THIS ITEM UNTIL A TIME THAT THE PUBLIC WORKS DIRECTOR CAN BRING BACK ANOTHER SOLUTION BEFORE THE COMMISSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Memorandum from City Planner re: Ordinance 22-42, Sidewalks

Chari Lewis introduced the item and thanking City Planner Abboud for his patience invited him to speak to the Commission.

City Planner Abboud commented on the memorandum in the packet and his review of Ordinance 22-42. He noted the following points for consideration:

- There is only one parcel that this may apply
- Transportation Plan Update
- Requires additional work
- Brad Parsons will be attending the next worksession regarding Non-motorized Transportation options
- removing conflicts in city code
- Criteria needed for requiring sidewalks and where they are required
- Does not apply to existing agreements

City Planner Abboud facilitated comments and questions from the Commission regarding:

- Review is written through a vehicular viewpoint when transportation covers all forms of transportation and should include animal as well as pedestrian, cyclists, etc.
- Not all roads need sidewalks as currently all main through streets have sidewalks which may not be the safest place to through pedestrians
- No access from a cul-de-sac to these non-motorized corridors, navigable green spaces

Commissioner Harrald noted the time and if they were to continue the Commission would need to extend the meeting time.

Chair Lewis requested a motion and second.

HARRALD/LOWNEY MOVED TO EXTEND THE MEETING TIME BY TWENTY MINUTES.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

City Planner Abboud continued his facilitation of the discussion and responding to Commission questions on the following points:

- Walkability
- Prioritization
- Limitation on City actions outside city limits and that is where it needs to be addressed
- Existing subdivisions development
- Addressing the density in Rural Residential zoning and rezone issues in Urban Residential zoning
- Results of the kickoff meeting with the transportation planner
 - o Public input on the level of service such as walkability
 - o Ability to make changes in the update
 - o Borough is constrained on the regulations and policies established by the City
- Pedestrian Access does not need to focus solely on sidewalks
- Previous developers stated that they will include green space and walkability but then no access or green space was provided
 - o No enforcement or lack of enforcement
 - o Incentives to developers including these features
- Review of remaining land that could be subdivided or include access and green space for walkability

Chair Lewis requested a motion and second.

Commissioners express some uncertainty on what recommendations they were expected to provide or action that they were to take on the ordinance.

City Planner Abboud provided clarification in response to numerous questions from the Commission on what action is being requested from the Commission.

Public Works Director Keiser stated that it is clear by the ordinance and amendments offered by City Council are well meaning but would not be effective and possibly unenforceable. They are also slightly premature since the City is just starting review and update of the transportation planning which will address many of these issues. She suggested the Commission consider a recommendation to Council that the Commission fully supports the idea behind the ordinance it is not timely. Additional work, research and drafting is required before the Commission can make sensible recommendation.

City Planner Abboud concurred with Public Works Director Keiser's suggestion.

HARRALD/LOWNEY MOVED THAT THE COMMISSION FULLY SUPPORTS THE IDEA BEHIND THE ORDINANCE BUT IT IS NOT TIMELY AS ADDITIONAL WORK AND RESEARCH IS REQUIRED BEFORE THE COMMISSION CAN MAKE A SENSIBLE RECOMMENDATION TO COUNCIL.

Discussion ensued on including stronger language to include a time period or date as requested by Councilmember Erickson and clarification when the ordinance was scheduled to be before the Council with the Commission's recommendations.

HARRALD MOVED TO AMEND THE MOTION TO POSTPONE THIS ITEM TO THE NEXT MEETING UNTIL MORE INFORMATION CAN BE PROVIDED.

Amendment died for lack of a second.

LOWNEY MOVED TO AMEND THE MOTION TO AFTER THE TRAILS SYMPOSIUM ON OCTOBER 1ST.

Amendment died for lack of a second.

Commissioner Harrauld stated that she could pull her motion that is on the floor.

Chair Lewis requested clarification on the motions on the floor if any.

Deputy City Clerk Krause stated that no second was offered on the two proposed amendments. The main motion is on the floor but Commissioner Harrauld has offered to pull her motion. It could be voted down since it was seconded.

City Planner Abboud reported that this ordinance was going before the Planning Commission at their September 7th meeting and Brad Parsons has been invited to the worksession to speak to the Commission on transportation planning and that at this time he did not have a definitive recommendation for Council.

ARCHIBALD/ MOVED TO FORWARD A RECOMMENDATION TO COUNCIL THAT THE COMMISSION HAS RESERVATIONS ON THE LANGUAGE IN ORDINANCE 22-42 AS IT ONLY ADDRESSES SIDEWALKS NOT WALKABILITY AND THE COMMISSION IS REQUESTING ADDITIONAL TIME IN LIGHT OF ALL THE PLANS BEING DEVELOPED.

Commissioner Archibald pulled his amendment from the floor for consideration upon hearing comments by Public Works Director Keiser and Commissioner Lowney on preference for waiting until after the Trails Symposium for any action on non-motorized transportation.

LOWNEY/ARCHIBALD MOVED TO REQUEST CITY COUNCIL EXTEND THE TIME TO ALLOW THE COMMISSION TO PROVIDE A RECOMMENDATION UNTIL AFTER THE SCHEDULED TRAILS SYMPOSIUM HAS BEEN CONDUCTED SO THE COMMISSION HAS MORE INFORMATION AVAILABLE TO PROVIDE QUALITY RECOMMENDATIONS.

There was a brief discussion on including a statement of support for more walkability. She did not want to provide the impression that the Commission did not want sidewalks.

Chair Lewis requested an amendment to the motion on the floor. No motion to amend was offered.

There was a brief discussion on Council receiving a copy of the minutes and they will be aware of the Commissions opinions on sidewalks.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

City Planner Abboud provided input on how the PARC Commission should interact with the Planning Commission. He responded to Commissioner Archibald that the Planning Commission will address in city code how to respond to this subject.

INFORMATIONAL MATERIALS

- A. Creating Parks & Public Spaces for People of All Ages
- B. PARC Annual Calendar 2022
- C. City Manager's Report for the August 8, 2022 Council Meeting

Commissioner Lowney volunteered to report to the Council at the next meeting.

COMMENTS OF THE AUDIENCE

Rika Mouw, city resident, commented on the Kachemak Drive Non-Motorized Pathway for agreeing with Commissioner Lowney's suggestion to address the first mile of that road, recommending that the beginning of the path begin at the Two Sisters business near FAA Road and working with or negotiating with DOT on a path along the top rather than along the uphill/downhill part if possible.

Kat Haber, city resident, expressed her appreciation for the Commissioner's service to the community and making sure that walkability is a priority and agreed with so much of what they were saying tonight especially regarding new residential areas requiring walkability. She then asked if the Commission has ever considered moving the entrance to Karen Hornaday Park to Danville which would remove the extreme hill at the current entrance to the park. She opined that the pictures provided it appears there is a lot of room there.

Jeanne Parker, city resident, thanked the Commission for all their considerations, and totally support the Commission decision. She further stated that she will attend the Council meeting on Monday encouraging Council to give the Commission more time to deal with the ordinance. Ms. Parker conveyed a recent experience with a project behind her house, and the results are no trees and moose do not visit her home any longer. She wanted to assure the Commission that there are two public groups that will be strong supporters and they will try to get the word out to them so that they can come up with a forward thinking plan.

COMMENTS OF THE CITY STAFF

Public Works Director Keiser expressed her appreciation for the Commission's actions at the meeting.

Deputy City Clerk Krause expressed her appreciation for the Commission getting through the materials and action items tonight providing for a shorter meeting than expected.

COMMENTS OF THE COMMISSION

Commissioner Archibald commented that he supported Parks and did not want anyone to think otherwise but he wanted to look at the big picture.

Commissioner Harrauld expressed that Renee, Jan, and Matt were awesome, as always. She really appreciates when staff attends meetings as they are able to provide so much information and input on the items before the Commission.

Commissioner Lowney echoed the sentiments expressed by Commissioner Harrauld regarding the attendance of staff at meetings and really appreciated having the public comment on items that are on the agenda. She appreciated the support of the city and thanked City Planner Abboud for explaining and working through his memorandum.

Commissioner Lowney then advised Public Works Director Keiser regarding a downed sign and blockage of the bike path on Kachemak Way.

Chair Lewis echoed the sentiments of appreciation for the city staff and public attending the meeting tonight.

ADJOURNMENT

There being no further business to come before the Commission the meeting adjourned at 8:35 p.m. p.m. The next regular meeting is Thursday, September 15, 2022 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

(f) 907-235-3151/ 907-226-3009

Memorandum

TO: Renee Krause, MMC, Deputy City Clerk II
FROM: Chief Robl
DATE: 9-26-2022
SUBJECT: City Ordinance Revision of Title 20

I am in support of amending Title 20 regarding animals at large and nuisance animals. I fully support increasing the associated fines.

We do not issue many citations under this ordinance section. Problems with animals being at large, dogs off of leashes, etc. are seldom brought to our attention. We have records of four animal at large complaints in the last two years. In three of the four cases responding officers were not able to locate the offenders or identify them. In one case the animal owner was issued a warning. Approximately five years ago we dealt with a continuing problem of goats being at large and damaging private property in the Kachemak drive area. We issued over 20 citations in the case and eventually gained compliance from the goats' owners. This case eventually required the involvement of our city attorney.

Trying to define "noise" relating to complaints with animals is difficult to do. Relatively low amplitude noise in the form of continuous whining or whimpering from a dog can be extremely annoying. Birds can make various noises for a considerable period of time that is also low in volume but still very aggravating. I think leaving the noise definition alone and instead continuing to refer to repeated or continued noise in the ordinance is best. Having a firm definition of noise could restrict our ability to take enforcement action with this ordinance in some cases. We have run into issues trying to enforce the current ordinance. Two years ago we had a citizen report problems with a neighbors geese making continuous, irritating noise. He tape recorded the noises and we did eventually issue a citation in the case. The judge dismissed the case and stated; "This is Alaska and we have animal noises here". The goose noises continued and the citizen continued to tape record them. We listened to the recordings for hours and never noticed a new, louder or different noise than was originally reported so no further citations were issued. The city manager became involved in this case and helped to mediate it. I think we need to have the flexibility to judge noise complaints independently based on the circumstances of each case.

CITY OF HOMER
PUBLIC HEARING NOTICE
PARKS, ART, RECREATION & CULTURE ADVISORY COMMISSION MEETING

A public hearing on the following matter is scheduled for Thursday, October 20, 2022 at 5:30 p.m. during the Regular Parks, Art, Recreation & Culture Advisory Commission Meeting at the City Hall Cowles Council Chambers and by Zoom webinar at zoom.us or Telephone Dial 1-669-900- 6833 or 1-253-215 8782; (Toll Free) 888-788-0099 or 877- 853-5247; use Meeting ID: 990 6701 0473 Passcode: 295088

An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 20 Animals, Sections 20.04.020 Definitions, 20.08.010 Animals At Large, 20.08.040 Nuisance Animals and 20.32.020 Fine Schedule, To Refine the Definition of “At Large”, Clarify Areas Where Animals Are To Be On Leash At All Times and Amend Related Fines.

Additional information regarding this matter will be available by 5pm on the Friday before the meeting. This information will be posted to the City of Homer online calendar page for Thursday, October 20, 2022 at <https://www.cityofhomer-ak.gov/calendar>. It will also be available in the Downstairs Lobby at Homer City Hall and at the Homer Public Library.

Written comments can be emailed to the City Clerk’s Office at the address below, mailed to Homer City Hall at the address above, or placed in the Homer City Hall drop box at any time. Written comments must be received by 3:00 pm on the day of the meeting.

If you have questions, contact the City Clerk’s Office. Phone: (907) 235-3130, email: clerk@ci.homer.ak.us or in-person downstairs at Homer City Hall.

Ad# 22-0XX Publish 101322



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

THRU: ROB DUMOUCHEL, CITY MANAGER

FROM: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

DATE: OCTOBER 10, 2022

SUBJECT: ORDINANCE 22-XX, AMENDING CHAPTER 20, ANIMALS SECTIONS 20.04.020 DEFINITIONS, 20.08.010 ANIMALS AT LARGE, 20.08.040 NUISANCE ANIMALS AND 20.32.020 FINE SCHEDULE TO REFINE THE DEFINITION OF "AT LARGE", CLARIFY AREAS WHERE ANIMALS ARE TO BE ON LEASH AT ALL TIMES AND AMEND RELATED FINES.

Background:

Over the years the Parks, Arts, Recreation & Culture Advisory Commission (PARC) has fielded complaints regarding unfavorable interactions between dogs, humans and wildlife in areas such as city owned campgrounds, beaches, parks, parking lots, and sensitive or protected habitats such as Beluga Slough. These interactions have increased exponentially over the last few years and various city personnel and Commissioners have fielded numerous complaints and witnessed several incidents.

The Commission has attempted to address the actions of owners who allowed their dogs to be at large by implementing non-punitive measures such as educational campaigns, even providing free leashes and they have not worked.

The Commission reviewed proposed amendments at their regular meeting on August 18, 2022, submitted those recommended amendments for City Attorney review, submitted proposed amendments to Homer Police Department for review, and held a public hearing at their regular meeting on October 20, 2022 on the final draft.

Summary of Proposed Amendments

Section 20.04.020 Definitions.

Lines 43 thru 44 - "At large" is amended for clarity providing a concise definition.

Section 20.08.010 Animals at large.

Lines 47 thru 49 - a. Amended to include examples of public property for clarification.

Section 20.08.040 Nuisance animals.

Lines 56 thru 58 a. 2. Amended to clarify specific locations

Lines 59 to 60 a. 3. Strike verbiage “or otherwise violating the law”

City Attorney noted that this was unclear and subjective unless specific city code is listed or referenced.

Lines 62 to 63 b. added language to reference the definition to further clarify how a person may restrain an animal’s behavior identified on Line 61 at the recommendation of the City Attorney.

Lines 67 to 68 c. Adding fines related to first offenses.

Line 69 updates the item identification letter.

Section 20.32.020 Fine schedule.

Table was updated to reflect the new first conviction fine amounts in HCC 20.08.010(a) and HCC 20.08.040(a)

Excerpts of minutes of the relevant meetings have been provided for your convenience

Recommendation

Approve the proposed amendments to Homer City Code presented in the Ordinance 22-xx



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov
(p) 907-235-3130
(f) 907-235-3143

Memorandum

TO: ADVISORY BODIES
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: OCTOBER 19, 2022
SUBJECT: MEETING SCHEDULE FOR 2023

Please review the draft resolution that establishes your meetings for 2023 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2023 meeting schedule for Council and Advisory Bodies via resolution no later than their November 28, 2022 meeting.

Recommendation

Review the attached draft resolution; make a motion to approve the resolution either as-is or with amendments and recommend adoption by City Council.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-0xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2023 REGULAR MEETING SCHEDULE FOR CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Planning Commission, Advisory Commissions and Boards; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2023 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act (ADA) Advisory Board of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 2, New Year's Day, Monday*	February 20, Presidents' Day, third Monday*	March 27, Seward's Day, last Monday	May 29, Memorial Day, last Monday	July 4, Independence Day, Tuesday	September 4, Labor Day, first Monday
October 18, Alaska Day, Wednesday	November 10, Veterans Day, Friday*	November 23 Thanksgiving Day, Thursday	November 24, Friday, the day after Thanksgiving	December 25, Christmas, Monday	

*If a holiday is on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 9, 23	February 13, 27	March 13, 28*	April 10, 24	May 8, 22	June 12, 26
July 24**	August 14, 28	September 11, 25	October 3 Election	October 9, 23 Oath of Office October 9	Canvass Board October 6
November 7 Runoff Election	November 27**	December 11***	December 18*** if needed		

*Second meeting in March will be held on a Tuesday due to Seward's Day

**There will be no First Regular Meeting in July or November.

*** The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed; the second Special Meeting the third week of December will not be held.

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 10	February 14	March 14	April 11	May 9	June 13
July 11	August 8	September 12	October 10	November 14	December 12

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

January 17	February 21	March 21	April 18	May 16	
	August 15	September 19	October 17	November 21	December 19

Library Advisory Board Regular Meetings are held on the third Tuesday of January through May and August through December at 5:30 p.m.

PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

	February 16	March 16	April 20	May 18	June 15
	August 17	September 21	October 19	November 16	

Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday February through June and August through November at 5:30 p.m.

PLANNING COMMISSION (PC)

January 4, 18	February 1, 15	March 1, 15	April 5, 19	May 3, 17	June 7, 21
July 19*	August 2, 16	September 6, 20	October 4, 18**	November 1*	December 6*

*There will be no First Regular Meeting in July or Second Regular Meetings in November and December. **October 18th is Alaska Day Holiday so the second meeting is moved to the _____

Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m.

PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 25	February 22	March 22	April 26	May 24	June 28
July 26	August 23	September 27	October 25		December 13

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday

of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00 p.m.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE (ADA)

	February 10		April 13	May 11	June 8
July 13	August 10		October 12	November 9	

The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the second Thursday at 5:00 p.m. in the months of February, April, May, June, July, August, October, November, with additional meetings called as needed.

PASSED AND ADOPTED by the Homer City Council this _____ day of November, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any additional meetings.



Creating Parks and Public Spaces for People of All Ages

A Step-by-Step Guide



[AARP.org/LivableParks](https://www.aarp.org/LivableParks)





About Us

Our organizations have come together to highlight the importance of parks — and give community leaders (and park advocates from all corners) tools they can use to both create and improve green spaces and public places for people of all ages. This resource is funded by AARP.



Main Website: [AARP.org](https://www.aarp.org)
Microsite: [AARP.org/Livable](https://www.aarp.org/Livable)
Email: Livable@AARP.org
Facebook: [/AARPLivableCommunities](https://www.facebook.com/AARPLivableCommunities)
Twitter: [@AARPLivable](https://twitter.com/AARPLivable)
Free Newsletter: [AARP.org/LivableSubscribe](https://www.aarp.org/LivableSubscribe)

Founded in 1958, AARP is a nonprofit, nonpartisan social welfare organization with a membership of nearly 38 million that empowers people to choose how they live as they age. The AARP Livable Communities initiative works nationwide to support the efforts of neighborhoods, towns, cities and rural areas to provide safe, walkable streets; age-friendly housing and transportation options; access to needed services; and opportunities for residents of all ages to participate in community life.



Website: [880Cities.org](https://www.880cities.org)
Email: Info@880Cities.org
Facebook: [/880Cities.org](https://www.facebook.com/880Cities.org)
Twitter: [@880CitiesOrg](https://twitter.com/880CitiesOrg)
Instagram: [@880CitiesOrg](https://www.instagram.com/880CitiesOrg)
Free Newsletter: [880Cities.org/News-Insights](https://www.880cities.org/News-Insights)

8 80 Cities, a nonprofit organization based in Toronto, Ontario, works to improve the quality of life for people living in cities. 8 80 Cities brings citizens together to enhance mobility and public spaces in order to create more vibrant, healthy and equitable communities. 8 80 Cities believes that if everything we do in our public spaces is great for an 8-year-old and an 80-year-old, then it will be great for all people. 8 80 Cities has worked on park and public space projects in more than 300 cities on five continents.



Website: [TPL.org](https://www.tpl.org)
Email: Info@TPL.org
Facebook: [/TheTrustForPublicLand](https://www.facebook.com/TheTrustForPublicLand)
Twitter: [@TPL_org](https://twitter.com/TPL_org)
Instagram: [@TrustForPublicLand](https://www.instagram.com/TrustForPublicLand)
Free Newsletter: [TPL.org/Magazine](https://www.tpl.org/Magazine)

Trust for Public Land (TPL) is a national nonprofit that works to connect everyone to the benefits and joys of the outdoors. As a leader in equitable access to the outdoors, TPL works with communities to create parks and protect public land where they are needed most. Since 1972, TPL has protected more than 3 million acres of public land, created more than 5,000 parks, trails, schoolyards, and iconic outdoor places, raised \$84 billion in public funding for parks and public lands, and connected more than 9 million people to the outdoors.

Cover (Clockwise from top left): Dallas, Texas (page 7) | Macon, Georgia (page 21) | Philadelphia, Pennsylvania (page 15) | Lancaster, Pennsylvania (page 40)

Copyright © 2022 (2nd edition) © 2018 (1st edition) by AARP. All rights reserved.
AARP is a registered trademark. AARP, 601 E Street NW, Washington, DC 20049

No part of this publication may be reproduced in any form or by any means without the prior written permission of AARP, except brief quotations in connection with reviews written specifically for inclusion in magazines, newspapers or websites, or limited excerpts strictly for personal use.

Creating Parks and Public Spaces for People of All Ages

A Step-by-Step Guide

By AARP, 880 Cities and Trust for Public Land

2 Introduction

Parks Help Make Communities Livable for People of All Ages

4 Part 1: Goals, Strategies and Spotlights

Improve Existing Parks

- Provide Activities
- Design for All
- Engage and Energize

Connect People to Parks

- Put Pedestrians First
- Remove Barriers

Create New Parks (Even in Unconventional Spaces)

- Take Back Space
- Think Outside the Box

20 Part 2: The Tool Kit

Worksheets and Planning Resources

- The Steps
- AARP Livability Index
- ParkServe
- AARP Walk Audit Tool Kit
- Intercept Survey
- Public Space Audit
- Public Space Field Study
- Programming Calendar
- Community Asset Map
- AARP Pop-Up Placemaking Tool Kit

About This Guide

Creating Parks and Public Spaces for People of All Ages has been

produced for a broad audience — local leaders, policymakers, community advocates and neighborhood residents — for use in collecting data, evaluating opportunities, and generating ideas for how to increase the quality and quantity of parks and outdoor spaces nationwide. This free publication is available for order or download at

[AARP.org/LivableParks](https://aarp.org/LivableParks).

40 Creating Parks and Public Spaces That People Want to Use

INTRODUCTION

Parks Help Make Communities Livable for People of All Ages

Public parks are important places for building a sense of community and social belonging. They are spaces that belong to everyone, regardless of age, gender, ethnicity, religion or income. However, the way parks are designed, maintained and programmed doesn't always reflect the purpose and promise of such uniquely public spaces. Pinched for funds by competing priorities, many municipalities neglect their park networks or fail to invest in these vital places as their communities grow and change.

Quality Parks and Green Spaces ...

- **IMPROVE PHYSICAL HEALTH**

Parks help raise the physical activity levels of park users, reduce their obesity rates, increase vitamin D levels and improve blood pressure, bone density and cardiorespiratory fitness.

- **PROVIDE MENTAL HEALTH BENEFITS**

Access to parks and natural areas has been shown to reduce stress, anger and aggression; improve coping abilities; lessen social isolation; enhance relationship skills; and improve cognitive function. For children, learning in natural environments can boost reading, math, science and social studies skills. Time spent in quality outdoor spaces can enhance creativity and problem-solving; reduce hyperactivity; and improve focus, attention and behavior.

- **CREATE CLEANER AIR AND WATER**

Parks, green spaces and trees play a vital role in overall ecosystem health by reducing stormwater runoff and absorbing pollutants.

- **ENHANCE COMMUNITY CONNECTIONS**

Great parks and public spaces build community pride, bring people together, and increase civic engagement and the sense of belonging.

- **ADD VALUE AND SAVE MONEY**

Trust for Public Land reports that city parks provide both direct economic value and cost saving benefits to municipalities. The impact is seen and can be measured by looking at seven factors:

1. Increased property values (which bring increased tax revenue)
2. Park-related spending by tourists
3. The direct use of a park system by residents
4. The good health of residents
5. A sense of community cohesion (which, by building social bonds, can help prevent problems that would otherwise incur costs for law enforcement or fire protection)
6. Clean water
7. Clean air

- **ENABLE PEOPLE OF ALL AGES TO GET OUT AND ABOUT**

Public parks and outdoor spaces became a needed respite and sought-after destination when the global COVID-19 pandemic forced social distancing and prevented indoor gatherings.

But Many Parks and Green Spaces Aren't Benefiting People of *All* Ages

- **PUBLIC PARKS ARE FALLING SHORT FOR OLDER ADULTS**

Throughout the world and across the United States, populations are aging.

By 2050, 1 in 6 people worldwide will be age 65 or older.¹ By 2030, 1 in 5 Americans will be 65-plus. By 2034, older adults in the United States are expected to outnumber children — for the first time ever.²

Older adults represent an increasingly large share of the U.S. population, but their use of parks is disproportionately low.

A 2014 study of 174 neighborhood parks in 25 major U.S. cities found that children — representing 20 percent of the total U.S. population — made up 38 percent of park users. Although adults age 60 and older accounted for 20 percent of the general population, they represented only 4 percent of total park users.³

- **CHILDREN ARE SPENDING LESS TIME OUTDOORS**

Even though children in the aforementioned study represented the highest percentage of park users, the amount of time children spend outdoors has declined significantly over the past two generations. Limited outdoor play opportunities and a lack of nature-rich experiences have a negative impact on child development.

- **THERE IS A SOLUTION, AND A RATHER SIMPLE ONE AT THAT**

Says Gil Penalosa, the founder and chair of 80 Cities and a parks and public spaces expert: “If everything we do in our public spaces is great for an 8-year-old and an 80-year-old, then it will be great for people of all ages.”

The Goal

A PARK WITHIN A 10-MINUTE WALK

Trust for Public Land — along with the National Recreation and Park Association and the Urban Land Institute — is leading a movement to ensure that everyone in the United States has access to a quality park or green space within a 10-minute walk of his or her home.

From Portland, Maine, to Honolulu, Hawaii, more than 200 mayors endorse the 10-minute walk as a park standard for all.

While the U.S. has a vast and inspiring national parks system as well as much state-managed and protected parkland, the nation is short on community-level parks and green spaces — and there's an even greater deficit of high-quality community parks that are well-used and well-loved.

The good news is that everyone in a community can help keep local parks safe, accessible and vibrant. Some efforts may take years to show results, but any initiative of any size can start today.

Learn more at 10minutewalk.org.



MELISSA STANTON, AARP

▲ The 5.4-acre Romare Bearden Park in Charlotte, North Carolina, features gardens, an open lawn and a shaded plaza with cafe-style seating.

¹ United Nations, *Global Issues: Ageing* (2019), un.org/en/global-issues/ageing | ² United States Census, 2018 Population Estimates and 2017 National Population Projections, census.gov |

³ *An Aging Nation: The Older Population in the United States*, census.gov/prod/2014pubs/p25-1140.pdf and *American Journal of Preventive Medicine* (2016), “The First National Study of Neighborhood Parks: Implications for Physical Activity,” 51(4), p.3-5



MELISSA STANTON, AARP

▲ Formerly an asphalt parking lot, Schenley Plaza — located in Pittsburgh, Pennsylvania’s Schenley Park — features cafe-style seating that welcomes diners and non-diners alike.

▼ In Dallas, Texas, Klyde Warren Park sits atop an eight-lane freeway that cuts through the city’s downtown. Construction of the 5.2-acre deck park, which was completed in 2012, reunited two neighborhoods. The location is now a gathering place from morning to night with “rooms” and activities for toddlers on up. (Learn more on page 7.) Fun Fact: To prevent the park deck from becoming too heavy, it was built with foam blocks and a special soil.

WOODALL RODGERS PARK FOUNDATION



PART 1

Goals, Strategies and Spotlights

Good park management goes beyond routine maintenance, such as emptying trash cans and repairing broken benches. The first step for any county, city, town or neighborhood that's looking to improve its parks or build new ones is to take a holistic view of what a park is and what park workers can and should be doing. That means looking strategically at existing assets, how to connect the community to those assets and how to identify potential new resources that can create opportunities for interaction. In all of these strategies, employing a focus on creativity — paired with bringing diverse user groups together — will pay dividends.

Let's Look at How To ...

1. IMPROVE EXISTING PARKS

The typical American city has 18,000 acres of parkland within its borders. That's a lot of real estate to work with. Cities have a massive opportunity to leverage their existing parkland assets to create healthier, more connected and more vibrant communities.

2. CONNECT PEOPLE TO PARKS

What use is a park if people can't get to it? For communities to be healthy and active, residents must be able to safely walk and ride their bicycles to and within public parks.

3. CREATE NEW PARKS (EVEN IN UNCONVENTIONAL SPACES)

Building connected, active, dynamic park systems within walking distance of every home may not be achievable in the short term, especially in communities that lack parks and green spaces. In such cases, planners and advocates may need to think outside the box and look for opportunities in unconventional spaces, such as underused or abandoned public areas that can be transformed into places for gathering, playing and other types of recreation



CITY OF SUWANEE, GEORGIA

▲ In 2001, Suwanee, Georgia, had just 16 acres of parks and trails. The city's strategic plan to increase and preserve its green spaces has resulted in more than 350 acres of parks, paths, playgrounds and gardens.

▼ Benches in residential areas (like this one adjacent to Annapolis, Maryland's historic downtown) enable neighbors to sit and visit outside of their own homes and yards.



MELISSA STANTON, AARP



GOAL

Improve Existing Parks

When a town or city builds a community center, it doesn't just let the building sit there unstaffed. The municipality hires employees to organize classes and activities to ensure that the center serves the community and is a vibrant social hub. The same thinking must be applied to underperforming and underused parks and similar public places. Bringing life to green spaces requires year-round use and activities geared toward diverse ages, backgrounds and abilities. Parks and other green spaces are, in effect, outdoor community centers; they require the same level of management and investment to thrive.

STRATEGY

Provide Activities

Have you ever been to a beautiful park only to find there isn't much to do in it? Energy is the hardest quality to bring to a park because energy can't be designed or built.

A wide range of programs, events and activities are critical to creating parks that are dynamic, inclusive, accessible and welcoming to people of all ages and interests.

A consistent calendar of community-building activities will draw people to a park. Quality programming balances large-scale events such as concerts, festivals and movie nights with smaller activities along the lines of dance classes, knitting groups and book clubs.

Among the ways to create dynamic parks for people of all ages:

- **OPERATE YEAR-ROUND**
Cities and towns often invest millions of dollars to build and maintain park systems. If those parks are only used for part of the year, the community isn't getting a very good return on its investment. By developing uses and activities for all 12 months, park management can maximize the facility's value. (See an example from Anchorage, Alaska, on page 33.)
- **SCHEDULE SEASONAL ACTIVITIES**
If parks and green places are to be used year-round, park management must take advantage of the opportunities each season brings. Lighting, music, food, shade and warmth are among the key ingredients for successful seasonal programming.
- **PROGRAM FOR ALL AGES**
Parks and public spaces should — as much as possible — be for *everyone*, which means offering activities for toddlers and teens, adults and older adults. Public places with varied and dynamic programming that's responsive to the community's needs often result from building a culture of partnerships and participation.
- **OFFER VARIETY THROUGHOUT THE DAY**
Visit any park or outdoor gathering place at 7 a.m. Visit again at noon, once more at 5 p.m. and again at 8 p.m. The people who use the space differs each time. Understanding the ebb and flow of a park space and the different interests of its users can help in developing programs that engage existing users and attract new ones.

SPOTLIGHT

Klyde Warren Park

5.2 acres | Dallas, Texas

Located across from the Dallas Museum of Art and Nasher Sculpture Center, Klyde Warren Park is a popular gathering spot for city residents and a fun destination for tourists.

Built on a deck secured above the Woodall Rodgers Freeway and between two downtown streets, the park is publicly owned but privately operated and managed by the Woodall Rodgers Park Foundation. It is well-populated from 6 a.m. to 11 p.m. thanks to a rich schedule of activities that appeal to people of all abilities and ages.

The free offerings include yoga and dance classes, storytelling, lectures, and outdoor performances and movies. (See page 4.) The WiFi-equipped park has clean restrooms, including in the gated children's play area.

Dogs are welcome on leash throughout the park and off leash in the My Best Friend's Park area, which features a dog-friendly drinking and frolicking fountain. Food trucks and vendors are stationed in and alongside the park, and a park restaurant hosts weekday happy hours.

Park guests can easily plan their visits by checking the park calendar, activity guide and map

▼ The park's "Reading & Games Room" is a spot for catching up on the news or playing board games outdoors.



at KlydeWarrenPark.org. The website also provides a way for individuals and groups to reserve park spaces for weddings or other events.

Klyde Warren Park demonstrates how a prime location, community-led ideas and a multitude of activities can keep a park vibrant year-round.

RELEVANT TOOL: Programming Calender, page 36

▼ The circular structure seen to the left in the photo is a tree house for kids and adults.



STRATEGY

Design for All

Seeking to understand what draws families and children to parks, urban planners examined 50 inner-city and 50 suburban parks. The researchers found that active recreation facilities and well-designed natural features are key to capturing children's attention — getting them away from electronic devices and outside and into parks.³

We know that women, older adults and parents with young children rate park safety and comfort as high priorities. Because of that, the presence of women, children and older adults is a significant indicator of good park design. If a park doesn't have many such users, think about what elements or qualities might be deterring their visits.

Park infrastructure should enable rather than discourage inclusive and dynamic uses and activities. When that isn't happening, park management can leverage any pleasant and popular areas that do exist while improving the areas that don't feel safe or comfortable.

Among the ways to design for all:

- **CREATE COMFORTABLE PLACES**

Even the most active park user needs a place to occasionally sit. Well-placed and welcoming park seating is especially vital for older adults. Quality seating encourages people to use parks more often and for longer periods of time.

- **PROVIDE AMENITIES**

Small-ticket items — such as functioning water fountains, clean and safe restrooms, informative signage — say a lot about the quality of a park and its home community. Signage should be legible, attractive and consistent. While trash bins are a must-have park item and not an amenity per se, such receptacles should enable visitors to sort their throwaways for recycling and the bins need to be regularly emptied and kept as insect- and rodent-free as possible.

- **SUPPORT PHYSICAL ACTIVITIES FOR PEOPLE OF ALL AGES**

The structures and equipment in parks and public spaces should appeal to users of diverse ages, abilities and interests.

Playgrounds should be available and have equipment suitable for the very young, for school-age children (including teens) and even adults. Outdoor table and field games such as bocce, ping-pong, checkers and chess can be enjoyed by people of all ages.

Pedestrian paths are consistently rated by older adults as the most desired infrastructure feature to have in parks. Even in small parks, walking paths with marked distances provide users with an easy way to exercise. Paths should be wide enough to accommodate visitors who are pushing strollers or using wheelchairs.

Fitness lots are often designed to be used by a narrow age demographic. But exercise spaces can and should enable physical activities by people of all ages. Park planners need to think strategically about where to place exercise equipment and fitness lots so the spaces will attract users.

Natural design features, such as community gardens, can encourage outdoor activities, local pride and intergenerational projects.

Flexible design allows for customizing spaces for different uses. An example: a basketball court that becomes a skating rink in the winter.

Great parks provide spaces for active, passive and contemplative recreation. A mixture of sports facilities, public art, open spaces, quiet nooks, running paths and seating areas will create a park that has something for everyone.

³ "What Brings Children to the Park?" (2010), *Journal of American Planning Association*. [tandfonline.com/doi/abs/10.1080/01944360903418338](https://doi.org/10.1080/01944360903418338)

SPOTLIGHT

Zachary Reyna Memorial Playground

1 acre | LaBelle, Florida



PLAYCORE

▲ The Zachary Reyna Memorial Playground was created for the benefit of young children, teens and adults.

The Hendry LaBelle Civic Park is a 22-acre recreational compound in the rural central Florida community of LaBelle (population 4,600). The park contains several soccer fields and basketball courts, a pickleball court, a recreation center, a dog park and more.

In 2014, the park set aside an acre within its grounds for the multigenerational Zachary Reyna Memorial Playground. Named in honor of a young resident who was stricken by a rare and deadly infection, the space features an area for children ages 2 to 5, another for 5- to 12-year-olds, several exercise stations for adults, picnic tables, barbecue pits, benches and a drinking fountain.

The city positioned the playground beneath a canopy of trees and within walking distance of the area's schools and residential neighborhoods.

This sort of project is typically found in larger

cities, where tax dollars for park projects are more readily available. That's why Ramiro Rodriguez, Hendry LaBelle's recreation director, put together a board of influential community members.

"At the conception of this playground project, we recognized that the funding would not be coming from local revenue," he said.

An all-volunteer board of community members launched and ran the fundraising campaign that made the playground a reality. One of the largest donors wasn't even a LaBelle resident.

When asked why she contributed, the donor explained, "I wanted children to have a safe place to play, and I believe in paying it forward."

While donations and grants funded the playground's creation, the city provides its maintenance.

RELEVANT TOOL: Community Asset Map, page 38

STRATEGY

Engage and Energize

The first thing people typically encounter when entering a park is a large sign with an exhaustive list of restricted and forbidden activities.

Many local governments see their role in park management as regulators, with park visitors needing to be monitored and supervised.

But good park management is about facilitation. Residents, community groups and local businesses possess an often untapped capacity to bring life and energy to parks.

Among the ways to engage and energize:

- **INVITE THE COMMUNITY**

Include residents and other stakeholders before, during and after making major decisions or changes. To do this, community engagement activities can't be limited to 7 p.m. meetings at city hall. Hosting fun, innovative engagement activities at various times of the day can catch people as they go about their daily routines. When leaders, advocates and municipal staff seek out people at nearby libraries, community centers, transit hubs and schools they can gather information about and from individuals who aren't regular park users.

- **BUILD BROAD-BASED ALLIANCES**

The most successful and well-used parks require a range of committed partners, each of whom can lend a flavor and expertise to creating a vibrant park or outdoor public space. Developing partnerships between parks and local chambers of commerce, neighborhood associations, libraries, community centers, businesses, hospitals, schools, retirement homes, faith groups and other community organizations will build the kind of sustainable, inclusive community stewardship needed for parks management.

- **ENCOURAGE STEWARDSHIP**

Engaged and energized residents tend to have stronger connections to their local parks and public spaces. A common form of organized park stewardship is "Friends of ..." groups, which are typically nonprofit organizations composed of volunteers who care deeply about the park and will advocate for improvements and organize fundraisers, special events, programs and more. Creating a friends group or working closely with an existing one is an excellent way to get park improvements off to a good start and ensure that the park is cared for and enhanced for years to come.



PUBLIC ART SAINT PAUL

▲ In Saint Paul, Minnesota, Amanda Lovelee (left) of the city's Public Art Saint Paul initiative, gathered community input about issues by traveling in her Pop Up Meeting van. A sign reading "Ask me how to get a FREE St. Pop" helped start conversations.



VAN NESS MAIN STREET

▲ By organizing a plaza party, a small group of residents in Washington, D.C.'s Van Ness neighborhood got other neighbors out of their apartments to meet one another and discuss how to energize the area's barren public spaces.

SPOTLIGHT

Elm Playlot

0.5 acre | Richmond, California

▼ Planned, designed and built by neighborhood residents, the Elm Playlot hosts classes, drop-in activities, and services for children and adults.



Located in the city's Iron Triangle neighborhood, the Elm Playlot sits in an area with high levels of poverty and, at times, crime. The city's attempt to revitalize the park by installing generic off-the-shelf playground equipment failed. The play set was vandalized within the first week.

Help arrived in 2008 in the form of Pogo Park, a community development corporation that transforms blighted, neglected and little-used inner-city parks into, the firm says, "safe, green and beautiful public spaces for children to play."

The Pogo Park team understood that a successful transformation of the space depended upon residents being directly involved in the process. Pogo Park hired and trained residents to serve on the Elm Playlot Action Committee.

Members committed to planning, designing, building and managing the Elm Playlot. They adopted an iterative approach to their work by constructing prototypes of ideas collected from the community. The successful samples were fine-tuned for permanent use.

"If the community makes the changes themselves, then the change is deeper and felt more widely," said Toody Maher, executive director of Pogo Park.



Open from sunrise to sunset, the Elm Playlot has an on-site staff and offers a variety of free arts, nature and exercise programs. The space features a community center with a kitchen and bathrooms. There's a zip line, a tot lot, a community garden, a trike path, several barbecue pits, custom-made benches and more. Regular offerings include a homework club, chess club, and activities run by a performing arts center.

RELEVANT TOOLS: Intercept Survey, page 25
AARP Pop-Up Placemaking Tool Kit, page 39



GOAL

Connect People to Parks

In 2017, San Francisco became the first city in the United States to ensure that all of its residents were within a 10-minute walk of a park. People who lived within walking distance of a park during the COVID-19 pandemic, could safely get outside, gather with friends, exercise and perhaps better maintain their mental health. Alas, the 100 million Americans who don't have a park close to home were vying for the same patch of outdoor space as many of their neighbors. And as the data around access to parks shows, that was too often the case for low-income neighborhoods and communities of color, the same communities that were hit hardest by the virus.

STRATEGY

Put Pedestrians First

Walking is the most popular activity in parks.

The economic, social and health benefits of walking are well-documented, so much so that the U.S. Centers for Disease Control and Prevention describes walking as “the closest thing you can have to a wonder drug.”

Walking allows people to interact, which encourages a sense of belonging. People who interact often with others are less likely to experience dementia if they walk regularly, and research shows that children who walk to local destinations, such as school or a park, exhibit higher levels of happiness, energy and relaxation.⁴

Among the ways to put pedestrians first:

- **PUT PARKS WITHIN WALKING DISTANCE**
Can a parent or caregiver easily push a stroller to a local park? Can a teen or older person walk to a park to meet a friend? An area might have green spaces galore, but if people can't walk to those places, many in need of time outdoors won't get out and about.

- **THINK HUMAN SCALE**

If the walk to a park is difficult or unsafe, people won't make the effort. That's why streets must be designed at a human scale, which means creating an atmosphere of comfort, dynamism and safety for pedestrians, as well as a connected network of sidewalks that are maintained, properly lit, and lined with a varied and interesting streetscape.

- **SLOW DOWN THE STREETS**

Lower income neighborhoods see a disproportionately high number of pedestrian fatalities. Older adults and children account for more than 25 percent of all pedestrian deaths and more than 20 percent of all pedestrian injuries. Pedestrians struck by vehicles traveling at 40 mph die as a result 80 percent of the time. When struck by a vehicle traveling 20 mph, pedestrians *survive* 90 percent of the time.⁵ Slower speeds, safe crossings and continuous sidewalks are key ingredients for connecting parks to the people who need them the most.

⁴“Health Benefits of Walking,” America Walks (2017), americawalks.org/learning-center/benefits-of-walking-2/health/

⁵“Traffic Safety Facts 2015 Data: Pedestrians,” U.S. Department of Transportation, National Highway Traffic Safety Administration (2017), Publication: DOT-HS-812-375

SPOTLIGHT

Tattnall Square Park

16 acres | Macon, Georgia



◀ Dubbed the “peace fountain,” Tattnall Square Park’s centerpiece structure inspires splashing — and reading. The brick paths leading to and around the fountain feature inspiring words (“Trust,” “Hope,” “Justice,” “Love”) and other engraved messages. The park’s trash cans double as displays for quotations from both famous names and local residents.

Tattnall Square Park is one of the oldest parks in the United States. But over time, as the city of Macon’s fortunes declined, the park was poorly maintained and became crime-ridden.

The creation of the volunteer group Friends of Tattnall Square Park, and a grant in 2010 from the Knight Foundation, helped restore the public square into a vibrant gathering space in Macon’s College Hill neighborhood.

Numerous design changes made the park a safer, more comfortable and overall more useful place for people of all ages.

Many of the improvements were inspired by the municipality’s decision to join the AARP Network of Age-Friendly States and Communities. (Learn more about that program at [AARP.org/AgeFriendly](https://www.aarp.org/agefriendly).) Working with AARP Georgia and a livability consultant, local stakeholders assessed the walkability and age-friendly features of the park and its surroundings.

Among the recommended and implemented changes: Bicycle lanes and wide sidewalks were installed. A roundabout was constructed to make the nearby streets safer by slowing the fast-moving traffic around the park. Motor vehicles are now barred from the park’s interior.

Asphalt surfaces were torn up and replaced with trees and landscaping. Benches, performance spaces and drinking fountains were added. The lighting was updated, and an elegant fountain was installed to replace one removed in the 1960s. Prominent entrances welcome pedestrians into the park and define Tattnall Square’s boundaries.

“People of all ages can enjoy nature without being a consumer, without purchasing anything,” said Andrew Silver, chair of Friends of Tattnall Square Park. “Up to 1,000 people visit the park every week to enjoy the open space and trees.”

RELEVANT TOOL: AARP Walk Audit Tool Kit, page 24

STRATEGY

Remove Barriers

In 2016, the New York City Department of Parks & Recreation launched the Parks Without Borders initiative to make the city's parks more open, welcoming and beautiful by improving "entrances, edges and park-adjacent spaces." Small-scale yet high-impact design changes can make parks more inviting and accessible.

Among the ways to remove barriers:

- **PUT OUT THE WELCOME MAT**
Improving access to park spaces and upgrading entrances and perimeters are excellent ways to enhance the connectivity and accessibility of a park or other public space. For instance, an entrance can be widened, repositioned or aesthetically enhanced. Gates and fences can be lowered or removed to increase visibility between a park and the neighborhood it serves.
- **DECORATE!**
Improving a park and its perimeter can involve adding outdoor furnishings, such as benches, tables and sun umbrellas. Adjacent spaces can get a face-lift in the form of, for instance, distinctive pavement, artwork and attractive accessories. Whimsically crafted bicycle racks are dually beneficial as decorative and practical additions.
- **GO GREEN OR GREENER**
Sometimes an area that's considered to be a park or public space isn't particularly green. In such cases, greenery needs to be added with in-ground landscaping and trees or, if that's not possible, potted plants and flowers.

▼ **District Wharf (commonly The Wharf)** is a popular mixed-use development along the Washington D.C. waterfront. Public seating is playful and plentiful.



MELISSA STANTON, AARP

SPOTLIGHT

Centennial Commons

0.5 acre | Philadelphia, Pennsylvania



▲ Centennial Commons has been dubbed a “park within the park” and a “front porch” to Fairmount Park.

The Parkside neighborhood of Philadelphia lacks basic amenities, such as a recreational center or library. What it does have, directly across Parkside Avenue, is Fairmount Park, a space that was enhanced in 2018 by adopting both “borderless park” and pedestrian-friendly principles.

Launched by the Fairmount Park Conservancy, the Centennial Commons project, named for the site of the Centennial Exhibition of 1876, is part of Reimagining the Civic Commons, a national initiative that counters economic and social fragmentation in cities by revitalizing and connecting parks and other public spaces.

The two goals of the project’s “Parkside Edge” effort: make it easier for pedestrians to access the park (Parkside Avenue can be challenging to cross) and make them *want* to visit the park.

“Parks only reach their potential when people use them,” said Jamie Gauthier, executive director of the Fairmount Park Conservancy. “Through an extensive community engagement process, we

learned that Parkside residents have long used these lawns for picnics, but they wanted some proper seating. We realized that people were risking fast-moving traffic just to cross the street.”

By adding pedestrian crossings and traffic-calming measures, the project improved the safety of park-bound pedestrians.

To entice residents into the park, custom swings and benches were placed along the street to make the area more than just an accessway to a large open field.

The additions have helped to integrate the park into the streetscape and attract people of all ages and abilities to the space.

When the first phase of the improvements opened for use, Gauthier declared, “We’re seeing the beginnings of how this historic site can be remade into a welcoming community gathering place.”

RELEVANT TOOLS: AARP Walk Audit Tool Kit, page 24
Intercept Survey, page 25



GOAL

Create New Parks (Even in Unconventional Spaces)

Many publicly owned buildings, such as schools, libraries and civic centers, have outdoor spaces, be they courtyards or parking lots, lawns or open fields, that can be repurposed for passive or active recreation and other forms of programming. Other examples of unconventional places for parks, greenery and gathering places include vacant lots, laneways, highway underpasses, bus shelters and streets. For neighborhoods lacking traditional parkland, such spaces can serve as catalysts for community transformation.

STRATEGY

Take Back Space

The point of “parkifying” unconventional spaces is to turn underused and/or neglected locations into places for people.

Among the ways to take back space:

- **BE IMAGINATIVE**

When a location wasn’t originally intended to be a park or recreational space, or when items weren’t designed for such places, creativity is key. For instance, a seaside town might turn a no-longer-seaworthy boat into a playground structure for kids to climb on. In 2011, artist Candy Chang used chalkboard paint to cover the facade of an abandoned house in New Orleans, Louisiana. She then stenciled the prompt “*Before I die I want to ...*,” inviting people to complete the statement by writing their responses using colorful chalk. The wall was quickly filled with statements. After receiving worldwide attention, Chang created a guide for how other communities could do the same.

- **ADD VALUE**

Whatever is created needs to improve the area and be useful to it. For example, it might not be

▼ Located in downtown Fargo, North Dakota, Broadway Square is a self-proclaimed “Placemaking Space” created for community gathering. The half-acre park’s unique seating (see the red spool-like objects) is a practical attraction.



MELISSA STANTON, AARP

the best idea to create a pocket park (see page 19) in a vacant lot located in an area people can’t easily walk, bicycle or drive to. However, the same project might be a great addition in a walkable, bike-friendly neighborhood that has no parks.

- **BUILD IT BECAUSE IT’S WANTED**

Whatever type of park or green space is added needs to be wanted by the community. Successful examples of parkifying unusual spaces spur people to think differently about their communities and inspire others to attempt similar projects where they live.

SPOTLIGHT

Gallery Alley

Less than 0.5 acre | Wichita, Kansas



WICHITA DOWNTOWN DEVELOPMENT CORP.

▲ Like some other projects in this guide, downtown Wichita's alleyway makeover received Knight Foundation funding.

The phrase “Meet me in the alley” has often served as a threat. That’s changing in many downtowns nationwide.

For instance, in 2017, the Wichita Downtown Development Corp. transformed an underused alley (located at 616 E. Douglas Street) into Gallery Alley, a vibrant, walkable public space filled with outdoor dining and activities and art and music by local artists and entertainers.

To make the space cozier, the alley’s brick pavement was painted in bright colors and bistro lights were strung along the entire 140-foot length.

In its prior life, the 15-foot-wide alley was used by downtown drivers as a traffic-avoiding

shortcut. Yet even drivers considered the space unsafe as well as inconvenient. (If two cars entered from opposite ends, one would have to back out. Moreover, visibility was limited for cars exiting the alley and merging into traffic on the city’s streets.)

Sometimes all it takes to transform a space is some paint and strings of lights, tables and chairs, music, and people. By “activating” the alley with simple design-and-use interventions, Wichita turned a dark, unsafe space into a safe and inviting destination for all.

RELEVANT TOOL: Programming Calendar, page 36

STRATEGY

Think Outside the Box

There are times when a great idea or project hits a dead end simply because there's no official process for getting it done. This is a common stumbling block for ideas so novel and creative that they've never been attempted before.



RYAN RUSSO, NYC DEPARTMENT OF TRANSPORTATION (2)

▲ The NYC Plaza Program is run by the New York City Department of Transportation, which transformed a chaotic parking site at the Pearl Street Triangle in Brooklyn into a sunny seating area.

Among the ways to think outside the box:

- **CREATE IDEAS AND SOLUTIONS**

It's worth taking the time to learn what might prevent a project from being implemented. Innovators need to know the rules in order to relax them. Pioneers often need to achieve their goals by simultaneously ignoring and abiding by the rules. Effective advocacy and community outreach, as well as finding loopholes in, for instance, zoning codes and permitting processes, can reveal ways to circumvent the norms in order to create people-friendlier spaces.

- **FIND CHAMPIONS IN UNLIKELY PLACES**

Parkifying unconventional spaces will likely require finding champions — municipal offices, business owners, nonprofits — that might be unaccustomed to dealing with park- and public-space-related issues. Since these stakeholders may be unfamiliar with the benefits of activating underutilized spaces for recreational use, the onus is on the placemaker to build a strong case for the project.

- **IDENTIFY SHARED GOALS**

When park advocates seek out potential partners or benefactors, the advocates need to know how their goals align with those of the individuals or groups they're hoping to work with. For instance, if the proposed project takes place on a privately owned parking lot, identify how the activities can also benefit the landowner. If the aim of the project is to reduce social isolation, try approaching the city's public health department, which may have the same goal. When a project's goals are aligned with those of others, the project's wins can also become their wins.

SPOTLIGHT

Plazas, Pocket Parks and Parklets

20 square feet and up | Lots of locations — *nationwide*

When a community has more asphalt than green acres, parks and public spaces often need to take to the streets.

The NYC Plaza Program partners with local organizations to transform underused streets into vibrant public spaces. The program is a key part of the city's effort to ensure that all New Yorkers live within a 10-minute walk of quality open space.

A similar solution is the “pocket park.” Such spaces, which sometimes consist of little more than a mowed lawn and a few tables and chairs, are an excellent way to fill vacant lots or oddly shaped parcels of land and keep them from becoming eyesores or outright hazards.

The term “parklets” describes on-street parking spaces that have been transformed into public seating areas. Municipal-transportation, planning or economic-development departments often manage parklet programs. However, the concept's origins are grassroots, going back to 2005, when the San Francisco-based design firm Rebar transformed a parking spot into a mini-park by rolling out a carpet of live grass and topping it with a bench and potted tree.

As retold by *CityLab*, after feeding the parking meter, the designers “retreated across the street to observe the results.... Within minutes, a man sat down on the bench, took off his shoes, and began to eat lunch. Another person joined soon after, and the two began having a conversation. That's when [the] collaborators knew they were on to something: ‘We created an opportunity for social interaction that wasn't there before.’ ”

The experiment inspired PARKing Day, usually celebrated on the third Friday of September.

During the height of the COVID-19 pandemic, parklets — and closed streets that were transformed into outdoor dining rooms (or “StrEateries”) — helped restaurants throughout the nation remain open to diners and stay in business.



ROSSLYN BUSINESS IMPROVEMENT DISTRICT, ROSSLYNVA.ORG

▲ Parklets, like this pre-pandemic one in the Rosslyn neighborhood of Arlington, Virginia, typically occupy a single parallel parking space, making them about 6 feet by 20 feet in size. ▼ In 2020, parklets started popping up all over (including throughout Hoboken, New Jersey) due to the pandemic-related closures of indoor gathering spaces.



AVA PARK-MATT (4)

RELEVANT TOOL: ParkServe, page 23

PART 2

The Tool Kit

This section features worksheets and planning resources to guide local leaders and residents through the planning phases of improving a park or public space. These tools were developed and are used by AARP, 880 Cities and Trust for Public Land. Regardless of the type of space being improved, these tools, resources and worksheets (*yes, go ahead and make copies*) will help answer the following questions before a public space project is implemented:

- Who uses the community's existing parks and public spaces and what do they do there?
- What challenges do the community's parks and public spaces face?
- What opportunities exist for enhancing the community's parks and public spaces?
- What people and groups should be included in efforts to improve the parks and public spaces?



MELISSA STANTON, AARP

▲ The forest-like Guy Mason Park playground is located down a hill off of busy Wisconsin Avenue in Washington, D.C.



880 CITIES

▲ A mobile sauna in Como Park was a hot spot during Saint Paul, Minnesota's annual winter carnival.



880 CITIES

▲ Can't get the kids to the beach? Take them to a parking lot instead. That's what many parents did in Macon, Georgia, after the city delivered two truckloads of play sand for a downtown event.



PLAYCORE

▲ A FitLot is an outdoor fitness park that makes gym-quality exercise equipment accessible to the public. An AARP Community Challenge grant helped fund some programming at this lot in New Orleans, Louisiana, where a team of coaches provided 36 hours of free training to, reports an organizer, "an extremely dedicated group of seniors in a community that suffers one of the largest health disparity gaps in the country."

PARK PLANNING TOOL

The Steps

STEP 1: Use the **AARP Livability Index** (page 22) to gain a deeper understanding of the community and identify its strengths and weaknesses.

STEP 2: Use the **ParkServe** tool (page 23) from Trust for Public Land to learn how many residents live near a park or green space.

STEP 3: Visit the actual or potential project location and conduct a **Public Space Audit** (page 28).

STEP 4: Use the **AARP Walk Audit Tool Kit** (page 24) to assess the area's walkability.

STEP 5: Use the **Public Space Field Study** (page 32) to understand who visits the park or public location and what they do there.

STEP 6: Recruit volunteers and have them help conduct an **Intercept Survey** (page 25) so the project team can understand how visitors feel about a park or green space location.

STEP 7: Collect and organize data from the **Public Space Audit**, the **Public Space Field Study** and the **Intercept Survey** to identify key themes and commonalities.

STEP 8: Complete the **Community Asset Map** (page 38) to identify key stakeholders and partners who might support the community's parks and public space efforts.

STEP 9: Complete the **Programming Calendar** (page 36) to understand what types of activities or events already happen in the location and identify new ideas that could make the space more inclusive and accessible.

STEP 10: Use the **AARP Pop-Up Placemaking Tool Kit** (page 39) to test potential solutions or livability features.



PARK PLANNING TOOL

AARP Livability Index

The web-based **AARP Livability Index** is an interactive tool that assesses the livability of neighborhoods and communities across the United States.

Developed by the AARP Public Policy Institute, the index was created to inform and encourage local leaders, policymakers and residents to make their communities more livable for people of all ages.

To calculate livability scores, the index uses more than 50 national data sources and 61 indicators spread across the seven categories: Housing, Neighborhood, Transportation, Environment, Health, Engagement, Opportunity.

The index can use an address; zip code; or town, city or county name to access an overall livability assessment or determine a score in any of seven major categories.

INSTRUCTIONS

1. Go to **[AARP.org/LivabilityIndex](https://www.aarp.org/LivabilityIndex)** and search for an address, zip code, municipality or state.
2. Record the index scores in the grid (right).

ANALYZING THE RESULTS

- Note which livability categories the community performs well in and which need improvement.
- List the categories that could be improved by enhancing the accessibility and vibrancy of the community's parks and public spaces.



Livability Score

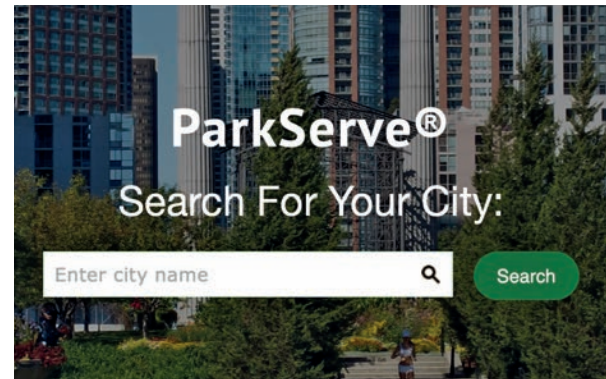
Location:	
Total Index Score:	
• Housing	
• Neighborhood	
• Transportation	
• Environment	
• Health	
• Engagement	
• Opportunity	

PARK PLANNING TOOL **ParkServe**

Developed by Trust for Public Land, **ParkServe** is an online database that assesses the availability of parks and green spaces within a 10-minute walk of residential properties.

INSTRUCTIONS

1. Go to **ParkServe.org** and search for a city.
Complete the Community Parks Profile below.
2. Click “See [City Name] Map” to explore where parks are most needed. This will generate a map of the city and identify areas of need for park space based on the 10-minute-walk principle.
3. Use the website’s **ParkEvaluator Tool** to identify where you’d like to add new parks or public spaces.



ANALYZING THE RESULTS

- Note whether the neighborhood lacks access to parks, and expand the menus under Equity, Health and Climate to learn more.
- If the neighborhood is already well-served by parks, consider what can be done to improve those and other green spaces.

Community Parks Profile

• Percentage of residents within a 10-minute walk of a park	
• Number of parks within the city	
• Total park acreage within the city	
• Median park size	
• Persons per acre of parkland	
• Percentage of youth within a 10-minute walk of a park	
• Name of the city’s largest park	
• Acreage of the city’s largest park	



PARK PLANNING TOOL

AARP Walk Audit Tool Kit

Too many communities in the United States are designed exclusively or almost exclusively for automobile travel, with little consideration given to the needs of pedestrians.

Multilane roadways that are unsafe to cross and a lack of sidewalks and street maintenance are all factors that discourage or outright prevent people from walking within their communities.

- Walk audits are observational surveys that document the safe walkability of a particular street, sidewalk, intersection or area.
- Although not all parks can be walkable destinations for all users, people within a park space should be able to safely walk without having to dodge motor vehicles or inattentive cyclists.
- The **AARP Walk Audit Tool Kit** is a free, self-service guide for assessing and reporting on the safety and walkability of a street, intersection or neighborhood. Accompanying worksheets can be downloaded, shared and printed for use.
- The data and documentation gathered during a walk audit can be shared with elected officials and municipal staff to help bring about needed change.

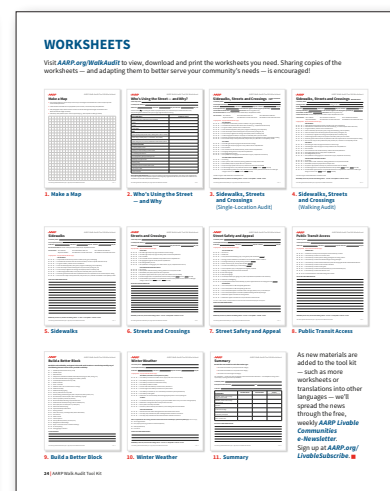
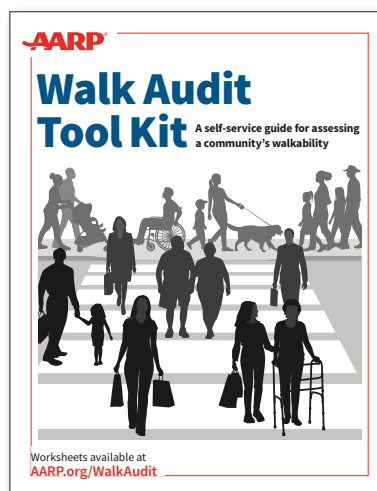
A walk audit can improve a community by:

- Helping to create a pedestrian-friendly environment
- Increasing exercise opportunities for community members
- Fostering more social interactions among neighbors
- Reducing the need to drive — and better enabling non-drivers to get where they need and want to go
- Reducing traffic congestion and pollution
- Increasing property values

INSTRUCTIONS

A resident, community group and/or local leader can survey and report on the safety and walkability of a street, intersection or neighborhood by downloading or ordering the free, photo-filled 28-page publication.

Visit [AARP.org/WalkAudit](https://www.aarp.org/WalkAudit)



PARK PLANNING TOOL

Intercept Survey

Learn how people feel about and use parks and public spaces. Combined with the **Public Space Audit** (page 28), this data will provide a detailed picture of the area's assets and needs.

SUPPLIES NEEDED

- Pens
- Clipboards
- Intercept Survey Worksheets (see page 26)

INSTRUCTIONS

1. Identify a Space

The location can be an existing park, public space or underused site (e.g., a street, school playground, alley, parking lot).

2. Visit the Location, Distribute the Surveys

Approach people who are spending time in or passing through the park or public green space. Identify yourself as a researcher and ask if they have a couple of minutes to answer an anonymous survey about the location. Give each person a survey sheet. Stay close by to answer any questions he or she may have.

ANALYZING THE RESULTS

- Read all of the completed survey forms to identify patterns or common responses.
- Sort the data by characteristics such as age, gender and/or income level. Doing so can help identify common themes or specific needs.

TOOL KIT TIPS

- Conduct the survey at different times of day and during different days of the week to ensure that a diverse mix of park users are represented.
- Recruit friends or volunteers to help.
- Record and organize the results on spreadsheets to help identify patterns and key findings.



CITY OF CAMDEN, SOUTH CAROLINA

▲ An alley in downtown Camden, South Carolina, was uninviting. So the city asked passersby to help make stained-glass globes for hanging alongside LED string lights (shown). The space has become an attractive and useful connector for shoppers, diners and chalk artists.

▼ A green, well-appointed town square in the heart of Rockville, Maryland, serves as a community backyard for visitors, office workers and apartment residents.



MELISSA STANTON, AARP

Intercept Survey Worksheet

Date: _____ Time: _____

1. Why did you come here today? *(Check all that apply)*

- ☐ Just passing through
- ☐ Waiting for transit
- ☐ An event *(Which one?)* _____
- ☐ Food and/or drink
- ☐ Active recreation (walking, bicycling, exercise, sports, etc.)
- ☐ Meeting family and/or friends
- ☐ Spending time by myself
- ☐ Other *(Please explain)* _____

2. How often do you visit this park or outdoor space?

- ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually or less

3. How did you get here today? *(Check all that apply)*

- ☐ Walk ☐ Bike ☐ Transit ☐ Private car ☐ Taxi / Uber / Lyft
- ☐ Other *(Please explain)* _____

4. How was your trip here?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

Why? _____

5. If you walked, how would you rate the sidewalks you used to get here?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

6. If you bicycled, how would you rate the bicycle lanes or bicycle-priority streets, if any?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

7. If you took public transit, how would you rate the nearest transit stop?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

8. If you drove, how would you rate the parking situation here?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

9. Have you ever actively supported or helped maintain this park or outdoor space?

- ☐ Yes ☐ No If yes, please explain: _____

10. Overall, how would you rate this park or outdoor space?

- ☐ Very good ☐ Good ☐ Fair ☐ Poor ☐ Very poor

11. What do you like about this park or outdoor space? _____

12. What don't you like about this location? _____

13. What uses or activities would you like to see here in the future? _____

14. In your opinion, which age groups would enjoy this space? *(Check all that apply)*

☐ All ages ☐ Children ☐ Teens ☐ Adults ☐ Older adults

15. What is your age?

☐ Under 13 ☐ 13–17 ☐ 18–24 ☐ 25–44 ☐ 45–64 ☐ 65+

16. Do you identify as:

☐ Female ☐ Male ☐ Nonbinary

17. What is your household's income? *(Do not include roommates unless taxes are filed jointly)*

☐ Under \$15,000 ☐ \$15,000–\$24,999 ☐ \$25,000–\$34,999 ☐ \$35,000–49,999
☐ \$50,000–\$74,999 ☐ \$75,000–\$99,999 ☐ \$100,000+

18. Do you identify as: *(Check all that apply)*

☐ African American ☐ Asian American
☐ Hispanic or Latinx ☐ Indigenous, American Indian or Alaska Native
☐ Native Hawaiian or Pacific Islander ☐ White
☐ Other *(Please explain)* _____

19. What is your zip code? _____

20. Is there anything else you would like to share? _____



Public Space Audit

The **Public Space Audit** provides a mix of qualitative and quantitative data to identify what is currently working in a space and what aspects need to be improved. This activity will help evaluate the experience of visiting the area and provide insights about the location's design and programming.

SUPPLIES NEEDED

- Pen
- Clipboard
- Copy of the Public Space Audit Worksheet

INSTRUCTIONS

1. Identify the Location

The audit space can be an existing park, public place or underused site (e.g., street, school playground, alley, parking lot).

2. Visit the Location

Become familiar with the site and its surroundings before answering the questions.

3. Complete the Worksheet

Record the date, time and location. Feel free to make additional notes and observations.

ANALYZING THE RESULTS

- Since these results will represent the experience of the auditor, it's important to supplement the data by collecting feedback from others in the neighborhood. The **Intercept Survey** (page 25) will help do that.

TOOL KIT TIP

- For some questions, about a location's size, for instance, it may be better to seek the answer through online resources such as Google Maps or by contacting the parks or transportation department.



▲ A park along Water Street in remote, tiny Eastport, Maine (population 1,600), has walking paths, benches, picnic tables, a Little Free Library — and a great view.

MELISSA STANTON, AARP

Public Space Audit Worksheet

Name: _____

Location: _____

Date: _____ Time: _____ a.m. | p.m. (Circle one)

Weather: _____

1. Describe this location:

What is it? (e.g., park, alley, street corner) _____

Where is it? (address or nearest intersection) _____

How big is it? (approximately) _____ Is it public property? _____

2. Describe the surrounding area:

What type of area is it? (Check all that apply)

☐ Residential ☐ Industrial ☐ Rural/Undeveloped ☐ Commercial ☐ Mixed-Use

What are some key destinations in the area? (e.g., library, school, coffee shop) _____

3. How does this location make you feel?

	Strongly Agree	Agree	Disagree	Strongly Disagree
Comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relaxed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why do you feel this way? _____

4. On a typical day, how do people use this location? _____

5. How many programs, activities or events take place in this location during different seasons and times of day and for which age groups?

	Many	Some	Few	None	Examples:
Spring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Summer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Winter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Daytime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nighttime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Children (under age 13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Teens (13–19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Younger Adults (20–39)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adults (40–64)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Older Adults (65+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

5. Rate the quality of the following features:

	Good	Fair	Poor	None	Comments:
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drinking fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Places to be physically active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Places to eat and/or drink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Places to sit or take a break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shelter from the weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Street noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trees and landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

6. How well-connected is the location?

Walking

- | | |
|--|------------------|
| a. The streets in or adjacent to the location have sidewalks. | Agree Disagree |
| b. There are clear directional signs or visual cues to guide people to the space. | Agree Disagree |
| c. There are pedestrian signals at intersections. | Agree Disagree |
| d. The signals provide adequate crossing time for slower walkers. | Agree Disagree |
| e. There are signals or design elements for blind/visually impaired pedestrians. | Agree Disagree |
| f. Sidewalks and crossings are accessible for people using mobility aids (e.g., a wheelchair). | Agree Disagree |
| g. There are traffic calming features (e.g., speed bumps) in the area. | Agree Disagree |
| h. What is the posted speed limit in the area? _____ | |
| i. Traffic is moving at or below the speed limit. | Agree Disagree |

Cycling

- | | |
|--|------------------|
| a. There are designated bike lanes or trails connected to the space. | Agree Disagree |
| b. There is a secure place to park your bike in the space. | Agree Disagree |

7. How likely are you/would you be to allow your child or an older relative to visit this location?

- ☐ Likely ☐ Somewhat likely ☐ Not likely

8. What opportunities do you see for this location? _____

9. What challenges do you see for this location? _____



PARK PLANNING TOOL

Public Space Field Study

The **Public Space Field Study** is divided into two observational surveys, which you will fill out yourself: One is focused on how people move to and from a space, the other on what people do in the space. If possible, conduct the survey at different times of the day, different days of the week and even different seasons of the year.

SUPPLIES NEEDED

- Pen
- Clipboard
- Public Space Field Study Worksheets (page 34)

INSTRUCTIONS

1. Identify a Space

The location can be an existing park, public space or underused site (e.g., street, school playground, alley, parking lot). Become familiar with the site and its surroundings. Determine the entry/exit point of the space or the area of greatest activity. Stand in a location that provides a broad view of the area.

2. Select and Complete a Worksheet

Draw a simple map on the worksheet and mark a spot at which you'll be able to see the greatest number of park users. Record the date and time of your data collection at the top of the sheet.

Worksheet A: Movement Study (see page 34)

- Record the number of people walking into or out of the space, the number of people riding a bicycle and, as accurately as possible, the gender and age of those who pass by.
- Observe and record information about the people in the area for 15-minute intervals.

Worksheet B: Activity Study (see page 35)

- Record the activities of people in the space, dividing the activities into categories if necessary. Also record, as accurately as possible, the gender and age of those who pass by.
- Observe and record information about the activities in the area for 15-minute intervals.

ANALYZING THE RESULTS

- Who is missing or underrepresented, based on the observations? (It can be useful to compare the survey findings with local census data to determine whether the mix of people who visit the site reflects the area's demographics.)
- Age data are useful when developing new programming or design ideas. For instance, if older adults aren't visiting the area, consider reaching out to them to understand why.
- The presence or underrepresentation of women during the observation period can be a significant issue. Women tend to be selective about the public spaces they visit. A lack of female park visitors could be an indication that a space is considered unsafe.
- Are a range of activities taking place in the park or public space?
- Are there activities the community might enjoy that aren't currently happening in the space?
- Is a mix of passive activities (sitting, socializing) and active activities (playing, exercising) occurring in the space?

TOOL KIT TIP

- Try to complete these activities during typical weather conditions.
- Recruit friends or volunteers to help implement the activity studies.
- Record the final results in a spreadsheet to help organize and summarize the data.

▼ In 2015, elected leaders in Anchorage, Alaska, voted to turn a former greenhouse property that was in disrepair into a much-needed 12-acre recreation area and green space in the city's east end. The Muldoon Town Square Park is usable year-round, with a colorful "all-inclusive" playground, picnic shelter and running track. In the winter, the track becomes a curvy ice ribbon that's used by both new and experienced skaters.



JERRIANNE LOWTHER

Public Space Field Study Worksheet

PART A: Movement Study

Name: _____

Location: _____

Date: _____ Start Time: _____ End Time: _____

Weather: _____

Pedestrians

AGE	FEMALE	MALE	N/A
Children (under 13)			
Teens (13–19)			
Younger Adults (20–39)			
Adults (40–64)			
Older Adults (65+)			

Bicyclists

AGE	FEMALE	MALE	N/A
Children (under 13)			
Teens (13–19)			
Younger Adults (20–39)			
Adults (40–64)			
Older Adults (65+)			

Public Space Field Study Worksheet

PART B: Activity Study

Name: _____

Location: _____

Date: _____ Start Time: _____ End Time: _____

Weather: _____

Activity Types

ACTIVITY	NUMBER OF PARTICIPANTS	ACTIVITY	NUMBER OF PARTICIPANTS
Walking		Resting	
Sitting		Exercising	
Talking/Socializing		Bicycling	
Eating/Drinking		Vending	
Board Games, etc.		Entertaining	
Playing		Waiting	
Team Sports			

Age and Gender

AGE	FEMALE	MALE	N/A
Children (under 13)			
Teens (13–19)			
Younger Adults (20–39)			
Adults (40–64)			
Older Adults (65+)			

PARK PLANNING TOOL

Programming Calendar

Create a calendar of activities, programs or events to ensure that a park or public space is used during all seasons, both day and night, and is accessible to people of all ages.

INSTRUCTIONS

1. Identify a Space

The location can be an existing park, public space or underused site (e.g., street, school playground, alley, parking lot).

2. List the Existing Activities

Use the Programming Calendar Worksheet to record the current activities, programs and events, checking all that apply. (These details can often be found online.) Also record the season, time of day and intended audience.

3. List Ideas for New Activities

Complete a second calendar worksheet by noting ideas for the types of activities, programs and events that seem appropriate. Check all that apply.

ANALYZING THE RESULTS

- The activities listed should be suitable for a range of seasons, times and age groups.
- Every column (season, time of day, age group) should be marked at least twice.
- Ideally, some activities will apply to more than one season, time or age group.



▲ The Rose Kennedy Greenway is a linear park that spans 1.5 miles through several neighborhoods in Boston, Massachusetts. The greenway partners with cultural institutions and businesses to host more than 400 free, multicultural, multigenerational public programs and events a year.

Programming Calendar Worksheet

Activity, Program or Event (Include a brief description)	SPRING	SUMMER	FALL	WINTER	DAY	NIGHT	CHILDREN (under 13)	TEENS (13–19)	YOUNGER ADULTS (20–39)	ADULTS (40–64)	OLDER ADULTS (65+)



PARK PLANNING TOOL

Community Asset Map

A **Community Asset Map** is useful for identifying local stakeholders, like-minded organizations and potential partners, including decision-makers who may need to approve any park or green space project.

Other local figures, such as elected officials or influential residents, can give a project legitimacy and momentum by lending their support.

Altogether, an asset map is a way of creating a list of people and groups to connect with when planning a public space improvement project.

INSTRUCTIONS

1. List the names of influential people and organizations in the community, divided by category.

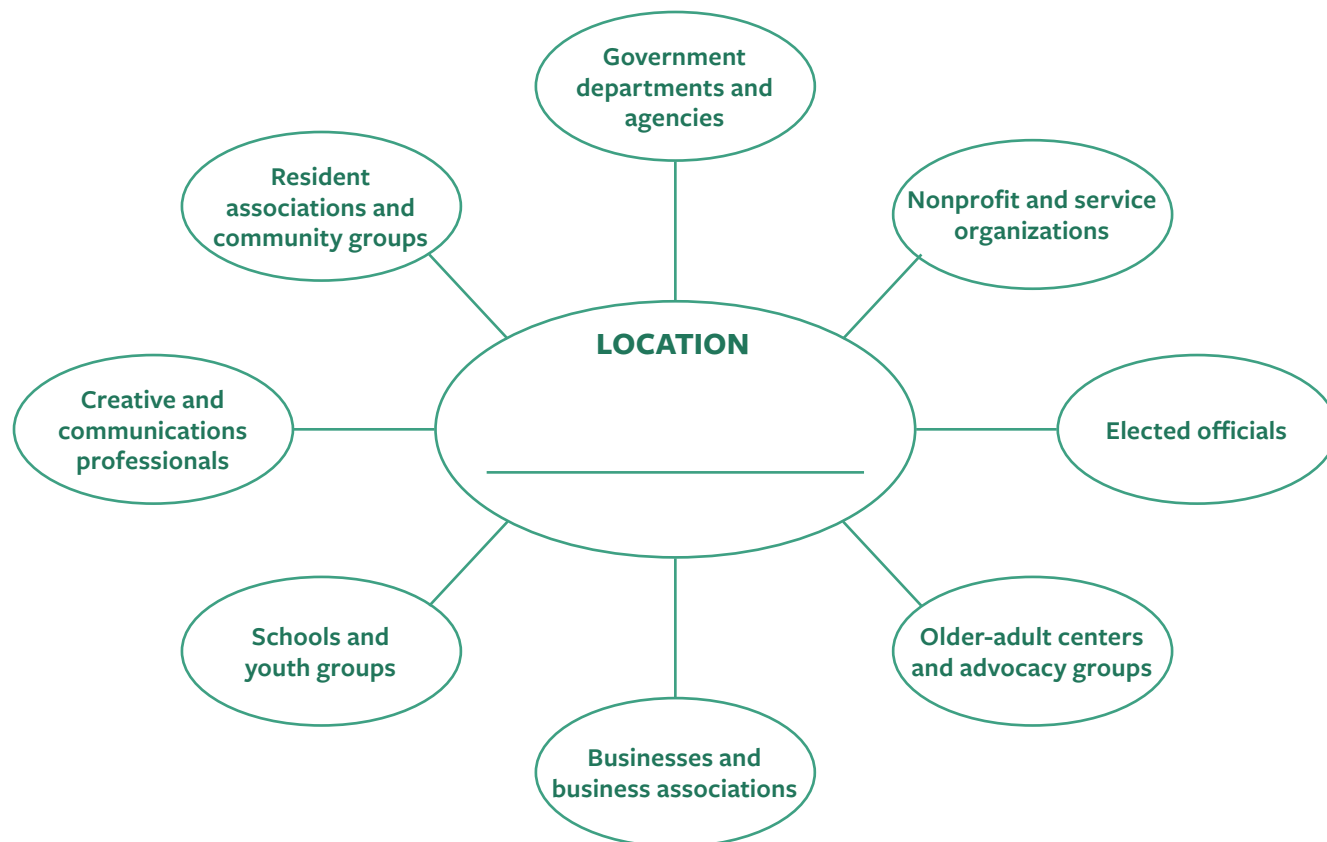
2. Include any contact information.

3. If desired, enter the information into a spreadsheet.

ANALYZING THE RESULTS

Consider the needs and interests of each stakeholder:

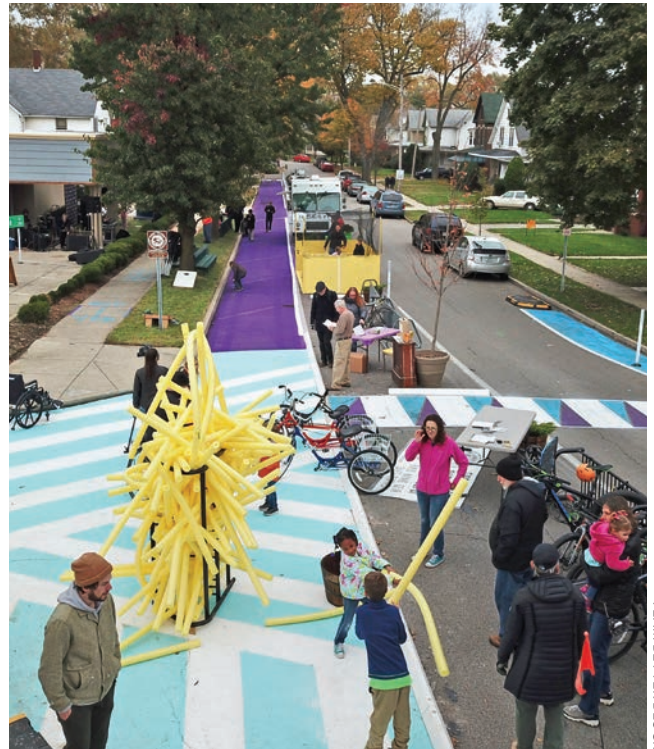
- How do the interests of those stakeholders align with the project's goals?
- What questions or concerns might they have?
- Before approaching any individuals or organizations, consider what aspects of the project are and are not negotiable.



PARK PLANNING TOOL **The Pop-Up Placemaking Tool Kit**

When done right, temporary livability projects can lead to permanent change. Testing potential solutions by demonstrating them for the community can build support — and often outright enthusiasm — for needed change.

- Pop-up projects typically involve community members working together to bring attention to overlooked spaces, address neighborhood issues, or test ideas for how to make improvements within a public or, sometimes, private space such as streets, empty buildings or underused lots.
- A pop-up demonstration can be organized and implemented quickly or over time.
- Pop-up projects can involve the temporary placement of bike lanes, crosswalks, parklets, sidewalk cafes, plazas, benches, potted trees and more. Such trial runs allow communities to evaluate new concepts and make adjustments before investing in large-scale change.

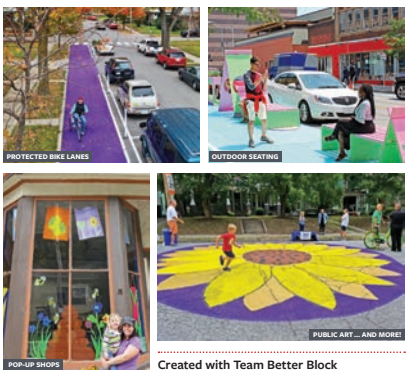


TEAM BETTER BLOCK

▲ A pop-up placemaking demonstration in Fort Wayne, Indiana, featured a painted plaza and crosswalk, a protected bike lane, a parklet and outdoor games.

The Pop-Up Placemaking Tool Kit

Projects that inspire change — and improve communities for people of all ages



Created with Team Better Block

INSTRUCTIONS

Visit [AARP.org/LivablePopUp](https://www.aarp.org/LivablePopUp) to order or download the free 40-page publication and find articles and “recipes” for creating temporary spaces (like the Pittsfield, Massachusetts, alleyway below) that pop!



Creating Parks and Public Spaces That People Want to Use

According to Trust for Public Land, park spaces that feature any of the following will entice people (and often pets) of all ages to spend time outdoors.



▲ People and pets of all ages have fun at a **DOG PARK** in Lancaster, Pennsylvania.



▲ When a **COMMUNITY GARDEN** (officially the Florence Fang Asian Community Garden) opened in the Bayview-Hunters Point neighborhood of San Francisco, California, it filled a need for green space and healthy food.

► **TRAILS** for walking and hiking (like this one in Dryden, New York), are great places for being active. Having a place to sit along the way is always appreciated.



▲ The tennis-like game of **PICKLEBALL** is popular among the 50-plus set — so much so in Wisconsin's Chippewa Valley that the area has several dozen indoor or outdoor courts.



▲ A **SPLASH PAD** in downtown Phoenix, Arizona, provides welcome relief from the heat — and some silly fun — for people of all ages and abilities.



CLOCKWISE FROM TOP LEFT: JEFF RUPPENTHAL, LNP MEDIA GROUP | CHIPPewa VALLEY PICKLEBALL CLUB | MELISSA STANTON, AARP | TOWN OF DRYDEN | FLORENCE FANG ASIAN COMMUNITY GARDEN

Check Out These Free Publications

Resources for local leaders, livability practitioners and involved residents about zoning, cold weather spaces, equity, and homelessness.



From **AARP** and **Congress for the New Urbanism**

AARP.org/Livable

- **Enabling Better Places: A Handbook for Improved Neighborhoods**



From **8 80 Cities**

880Cities.org

- **Winter Placemaking Guide**
- **Addressing Homelessness in Parks: An Inclusive Practices Guide**



From **Trust for Public Land**

TPL.org

- **Parks and an Equitable Recovery**

Creating Parks and Public Spaces for People of All Ages

Editor: Melissa Stanton, *AARP Livable Communities*

Art Director: Mimi Park, *Design Park Inc.*

Contributing Editors: Danielle Arigoni, Director, *AARP Livable Communities, Government Affairs*

Amanda O'Rourke, Executive Director, *8 80 Cities*

Charlie McCabe, Director (former), *Trust for Public Land: Center for City Park Excellence*

Research by 8 80 Cities: Rossana Tundo, Ryan Lo, Ryan O'Connor, David Simor

Copy Editor: Don Armstrong | **Art Production:** Steve Walkowiak

Pine tree graphic by Ryan Lo

Limit of Liability/Disclaimer of Warranty: *Creating Parks and Public Spaces for People of All Ages* features parks and locations throughout the United States, many of which had no interaction with or support from AARP, 8 80 Cities or Trust for Public Land. While AARP, 8 80 Cities, Trust for Public Land and the contributors to this publication used their best efforts in preparing this resource, they make no representations or warranties with respect to the accuracy or completeness of the contents and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. The advice and strategies contained herein may not be suitable for your situation or community. The named organizations and contributors will not be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages. The fact that an organization or website is referred to in this work as a citation and/or a potential source of further information does not mean that the authors endorse the information an organization or website may provide or recommendations it may make. Further, readers should be aware that Internet websites listed in this work may have changed or disappeared between when this work was written and when it is read.

Creating Parks and Public Spaces for People of All Ages

A Step-by-Step Guide

Public parks are important places for building a sense of community and social belonging. They are spaces that belong to everyone, regardless of age, gender, ethnicity, religion or income.

However, the way parks are designed, maintained and programmed doesn't always reflect the purpose and promise of such uniquely public spaces. Pinched for funds by competing priorities, many municipalities neglect their park networks or fail to invest in these vital places as their communities grow and change.

AARP, 80 Cities and **Trust for Public Land** have come together to highlight the importance of parks — and give community leaders (and park advocates from all corners) tools they can use to both create and improve green spaces and public places for people of all ages.

Visit [AARP.org/LivableParks](https://www.aarp.org/LivableParks) to download a PDF of this guide or order a free printed edition.

Several of the parks projects pictured in this guide were created with support from the **AARP Community Challenge** grant program. Learn about this annual opportunity at [AARP.org/CommunityChallenge](https://www.aarp.org/CommunityChallenge).

Learn about our new publications and other programs by subscribing to the free, weekly **AARP Livable Communities e-Newsletter** at [AARP.org/LivableSubscribe](https://www.aarp.org/LivableSubscribe).



▲ Suwanee, Georgia (page 5)



▲ Anchorage, Alaska (page 33)



▲ Eastport, Maine (page 28)



▲ Richmond, California (page 11)

CITY OF HOMER COMMUNITY REC PRESENTS:



2022

Ski & Winter Gear Swap

Wednesday, November 9th, 5:30-7:30pm

Homer High Commons

&

MOUNTAINFILM ON TOUR

HOMER

Wednesday, November 9th, 7pm

\$10/ticket Homer High Theater

Barter, trade, sell or give away your winter and ski gear. **HHS Ski team** will be waxing skis as a fundraiser. Stay and watch the **Telluride Mountainfilm** show at 7pm!

HOWL will be providing soup for sale & dessert fundraiser for the **AK to DC Trip!**



Film Playlist [HERE](#)

City of Homer Community Rec Presents:



235-6090

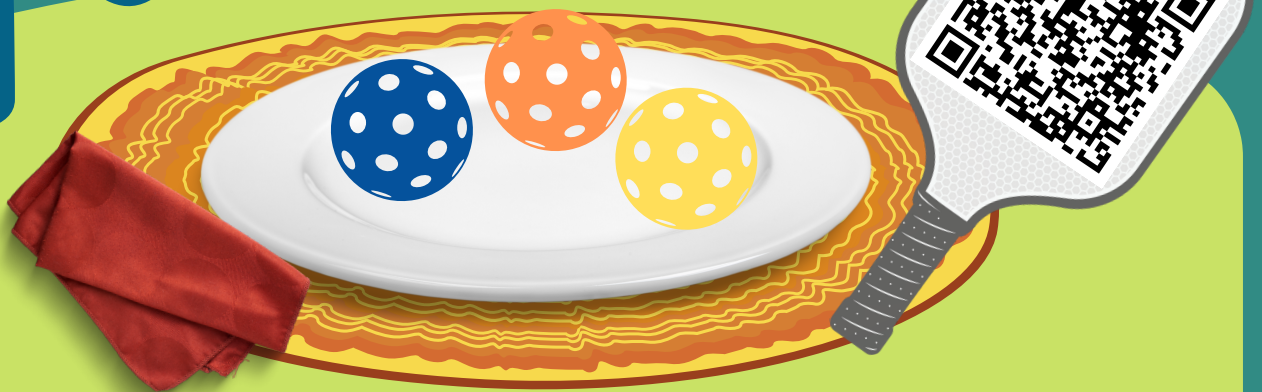
LUNCH TIME BEGINNER PICKLEBALL

SPECIAL OFFER

**1ST
TIME
FREE!**



SERVING A FUN TIME!



**For beginners who want to
learn to play pickleball.**

Thursdays 11am-1pm at HERC Gym

\$3/visit

Equipment provided

CITY OF HOMER COMMUNITY REC PRESENTS:

I WANT YOU



TO PLAY DODGEBALL



MIDDLE SCHOOL 7TH & 8TH GRADERS ONLY

**EVERY
TUESDAY &
THURSDAY**

4-5PM

**\$2/VISIT
OR 25
PUSH-UPS**

CONTACT THE REC OFFICE | INFORMATION 235-6090

113

KPBSD POSTS FLYERS AS A COMMUNITY SERVICE. SUCH POSTING DOES NOT CONSTITUTE AN ENDORSEMENT FOR OR AGAINST THE MATERIALS AND VIEWPOINTS EXPRESSED IN THEM.

PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

2022 Calendar

	AGENDA DEADLINE	MEETING	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY		No Regular Meeting			
FEBRUARY	Wednesday 2/09 5:00 p.m.	Thursday 2/17 5:30 p.m.		Monday 2/21 6:00 p.m.	<ul style="list-style-type: none"> Letter to the Editor Topics Art Policy Review & Amendments
MARCH	Wednesday 3/09 5:00 p.m.	Thursday 3/17 5:30 p.m. Worksession at 4:30 p.m.		Monday 3/21 6:00 p.m.	<ul style="list-style-type: none"> Amended Art Policy Review Art Donation HNMTTP Revision Review Worksession on Multi Use Community Center Proposal
APRIL	Wednesday 4/13 5:00 p.m.	Thursday 4/21 5:30 p.m. Worksession at 4:30 p.m.		Monday 4/25 6:00 p.m.	<ul style="list-style-type: none"> Schedule Beach/Park Walk Through for May Worksession – Commissioner Training by City Clerk
MAY	Wednesday 5/11 5:00 p.m.	Thursday 5/19 5:30 p.m.	Robert Archibald	Monday 5/23 6:00 p.m.	<ul style="list-style-type: none"> Recreation & Parks Fee Schedule Review Letter to the Editor Topics Budget & Financial Goals Review
JUNE	Wednesday 6/8 5:00 p.m.	Thursday 6/16 5:30 p.m.		Monday 6/27 6:00 p.m.	<ul style="list-style-type: none"> Capital Improvement Plan Review: Recommendations for Any New Parks & Rec-Related Projects Fund Expenditure Review & recommendations Commissioner Volunteer for CC Report
JULY		No Regular Meeting			
AUGUST	Wednesday 8/10 5:00 p.m.	Thursday 8/18 5:30 p.m.		Monday 8/22 6:00 p.m.	<ul style="list-style-type: none"> CIP Project Recommendations
SEPTEMBER	Wednesday 9/18 5:00 p.m.	Thursday 9/16 5:30 p.m.		Monday 9/27 6:00 p.m.	<ul style="list-style-type: none"> Fall Park/Beach Walk-Thru Schedule Park Clean Up Day Reappointment Notices & Applications
OCTOBER	Wednesday 10/13 5:00 p.m.	Thursday 10/21 5:30 p.m.		Monday 10/25 6:00 p.m.	<ul style="list-style-type: none"> Terms Expire October 31st Approve 2022 Meeting Schedule
NOVEMBER	Wednesday 11/9 5:00 p.m.	Thursday 11/17 5:30 p.m.		Monday 11/28 6:00 p.m.	<ul style="list-style-type: none"> Election of Chair & Vice Chair
DECEMBER		No Regular Meeting			

*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. Masks are optional**



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 6, 2022
SUBJECT: City Manager's Report for October 10, 2022 Council Meeting

Main Street Sidewalk Construction

We're just waiting on a break in the weather to pave the sidewalk... almost done!

Master Transportation Plan and Trail Symposium

On October 1st, the City and Homer Drawdown co-hosted the Homer Pathways Forward: Non-Motorized Transportation Symposium. Thanks to Homer Drawdown and Kachemak Campus for this event partnership! The event was well attended and the public had a lot of great comments and suggestions. It was great to be back in person and see community members fully engaged. There were many take-aways, but one theme stood out: The sidewalks and paths that people most care about are on roads the City doesn't own. We will be discussing this more in the future.



Next up for the Transportation Plan are two surveys; one is a survey monkey, and the other is a mapping tool where people can make comments with a pinpointed location. You can find the project website and surveys here: <https://www.cityofhomer-ak.gov/publicworks/transportation-plan>. Paper survey copies are available at the Library and City Hall. Economic Development Manager Julie Engebretsen and Brad Parsons of the Independent Living Center will be providing broad project overviews to all City Boards and Commissions during the month of October. An update will be provided to Council at the October 24th meeting. The next community meeting is scheduled for Wednesday, November 9th at the college.

Comprehensive Plan and Zoning Code RFP

Two major priorities set in the Council's 2022 visioning work session were the updates of the Comprehensive Plan and the Zoning Code. A staff working group, together with councilmembers Aderhold and Davis, collaborated to create an RFP for consulting services. We have chosen to put them out for proposal together to ensure a smooth transition from Comprehensive Plan to Zoning Code rewrite. We don't typically bring draft RFPs to Council, but this is a particularly large/important project and we wanted to make sure the Council had a chance to see this document before it hits the street. You will notice that the RFP contains instructions not to exceed \$650,000. Based on experience, current market conditions, and general market research, we believe that this multi-year project can be accomplished at or below that number. We have not yet asked Council for an appropriation, but I have mentioned throughout the last year that these updates were projects I had in mind as potential uses of the \$1.5M Council moved into the General Fund CARMA account earlier this year (Ordinance 22-09).

Homeland Security Site Visit

We recently received a visit from an audit team working for the State's office of Homeland Security. They came to review our Homeland Security grants for 2018, 2019, 2020, and 2021. The audit consisted of an extensive review of our financial files for each grant year and an on-site evaluation of various equipment to ensure the accuracy of our grant equipment inventory reports. Our financial files were found to be in very good order and our equipment inventory report checks were also positive. The team complimented Homer for doing things the right way and submitting required reports as needed and on time. The visit took half the time anticipated largely due to our team's strong performance in grant management.

AMLJIA Board of Trustees

The Alaska Municipal League (AML) Board of Directors and the Alaska Municipal League Joint Insurance Association (AMLJIA) Board of Trustees have voted to approve me as an AMLJIA trustee. I will officially take my seat on the Board at their December meeting held during the AML conference. To prepare for the transition, I attended the most recent quarterly meeting of the AMLJIA Board of Trustees in Anchorage. I also participated in a strategic planning session. The board meets quarterly and will pay for any required travel.

Cities of Opportunity Cohort

I nominated Economic Development Manager Julie Engebretsen to participate in a statewide cohort for the Alaska Municipal League's new "Cities of Opportunity" program. She was accepted to the program which is now underway. The cohort will meet monthly over the next year with an emphasis on economic development and healthy communities, in concert with the Alaska Conference of Mayors. Determinants of economic development and community health include the physical, social, economic, and work and service environments. The cohort includes up to twenty municipal leaders to share experiences and challenges, evaluate community data trends, identify potential local government roles, produce a road map for local action, and connect with strategic partners to discuss implementation. At the first meeting, Julie was able to share with other communities the success of Homer's Community Health Needs Assessments, and the

partnerships created through MaPP. Julie is looking forward to sharing our learned experiences with colleagues in other Alaskan communities, as well as to learn from their successes.

Budget Priorities and Planning

We are scheduled to have a discussion regarding Council budget priorities at our next meeting (October 24th), there will also be a public hearing. This will be the first of many opportunities to talk about what you want to see in the FY24/25 budget.

As part of an initiative to increase outreach to boards and commissions early in the budget process, Finance Director Walton has been meeting with different bodies to talk about the FY24/25 budget. She met with the Library Advisory Board and Port Commission in their respective September meetings to discuss the FY24/25 budget process and to answer any budget related questions. The FY24/25 budget schedule was distributed and discussed. Future capital planning and spending was a hot topic in both meetings. Director Walton is also scheduled to meet with the Economic Development Commission (EDC) on Tuesday, October 11th. The plan is to share the FY24/25 budget schedule and to be available to answer any questions the EDC has regarding the budget process.

Caselle Fiscal Year Conversion

With the completion of the FY21 audit, we were able to make some large structural changes to our Caselle account to accommodate for the change of fiscal year initiated by Ordinance 20-89. Caselle staff led the transition, with support from Finance and IT staff. This software modification was the last major piece of our transition from a calendar year to a fiscal year. Finance is currently confirming that the transition was completed appropriately.

Enclosures:

1. October Employee Anniversaries
2. Comprehensive Plan and Zoning Code Update memo and RFQ/RFP



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: October 10, 2022
SUBJECT: October Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Paul Raymond	Public Works	9	Years
Charles Lee	Police	2	Years
Emily Larson	Fire	1	Year



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov
(p) 907-235-8121 x2222
(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Ryan Foster, Special Projects Coordinator
DATE: September 27, 2022
SUBJECT: Request for Proposal/Request for Qualifications for Updating the Comprehensive Plan and Zoning Code

An update of the Comprehensive Plan and modernization of the Zoning Code was identified as a Council priority during the 2022 Visioning work session held in March at the Pratt Museum. The Title 21 Zoning and Planning Code has been updated in sections over the years, but it has not had a significant update in decades. It is generally viewed as difficult to work with by the public and City staff and unable to achieve the vision and goals currently set out in the Comprehensive Plan. The Comprehensive Plan underwent a technical update in 2018, but since the Zoning and Planning Code implements the vision of the Comprehensive Plan, it is highly recommended to undergo a full update of the Comprehensive Plan in advance of a Code rewrite.

Given the above current situations, City staff are proposing to move forward on a two-phase project, starting with a new Comprehensive Plan and ending with a complete update of the Title 21 Zoning and Planning Code. In hiring a consultant firm to fully update the two most important regulatory documents for planning and development in the City of Homer, staff recommends a two-stage process:

- Stage 1 - Request for Qualifications (RFQ): Reviewed and scored by a selection committee.
- Stage 2 - Request for Proposals (RFP): Those firms selected through the RFQ process will then submit an RFP, with a not to exceed amount of \$650,000, for review by a selection committee that will evaluate the proposals and make a recommendation to the City Manager.

An additional component necessary for project success is a budget of \$30,000 for advertising, outreach, and materials, such as food, for public meetings.

Comprehensive Plan Update (Phase I)

What it is: A Comprehensive Plan establishes, at a high level, a vision, goals, and objectives for the future development of the City. A new Comprehensive Plan would directly influence and guide the complete update of the Title 21 Zoning and Planning Code, established as Phase II of this project. This plan also helps determine the best approach to the topics of parking, density, form/layout, mobility/connectivity, building height, sustainability, green infrastructure, and coordinating land use and transportation plans to name a few.

What Homer gets:

1. Delivery of a completely updated Comprehensive Plan.
2. A vision and guidance for the update of the Title 21 Zoning and Planning Code.
3. Public and key stakeholder outreach to better inform and guide the Comprehensive Plan.
4. Detailed consideration of the topics of parking, density, form/layout, building height, mobility/connectivity, sustainability, and green infrastructure.
5. Alignment of the Comprehensive Plan with Council Goals, Master Transportation Plan and Non-Motorized Trails and Transportation Plan (currently under development), Homer Spit Plan, and the Town Center Development Plan.
6. Presentation of the Comprehensive Plan to the Planning and Zoning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval.
7. Consultants, by taking on the bulk of the project (with a limited support role by City staff), free up City staff to continue to provide day-to-day services, ensures on-time project deliverables, and utilizes consultant subject matter expertise.

What Homer receives when complete: A Comprehensive Plan that guides the future development of the City over the next 20 years and addresses the unique planning challenges of the community, such as limited developable land, a strong demand for housing, and consideration of our unique geographical and topographical conditions.

Title 21 Zoning and Planning Code Update (Phase II)

What it is: The City's Title 21 Zoning and Planning Code defines the processes, establishes zoning districts, and associated development standards for land use development in the City. The Zoning and Planning Code is the regulatory framework that implements the vision, goals, and objectives established in the Comprehensive Plan.

What Homer gets:

1. Delivery of a completely updated Title 21 Zoning and Planning Code.
2. A modernized code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code.
3. A code that provides for the implementation of the vision of the new Comprehensive Plan.
4. Consultants conduct all public and key stakeholder outreach to better inform and guide the new code.
5. Alignment of the new Title 21 Zoning and Planning Code with the new Comprehensive Plan, Master Transportation Plan and Non-Motorized Trails and Transportation Plan (currently under development), Homer Spit Plan, and the Town Center Development Plan.
6. Presentation of the new Title 21 Zoning and Planning Code to Planning and Zoning Commission and Council public hearings for recommendation and approval.
7. Consultants, by taking on the bulk of the project (with a limited support role by City staff), free up City staff to continue to provide day-to-day services, ensures on-time project deliverables, and utilizes consultant subject matter expertise, especially in writing code.

What Homer receives when complete: An updated Title 21 Zoning and Planning Code that will allow the City to realize the vision and goals defined in the Comprehensive Plan with updated processes and development standards. In addition, greater efficiency, clarity, and user friendliness will be built into the zoning code.

Attachments

Request of Qualifications for Comprehensive Plan and Zoning Code Update

Request for Proposal for Comprehensive Plan and Zoning Code Update

City of Homer

Request for Qualifications

City of Homer Comprehensive Plan and Zoning and Planning Code Update

Issue date: Issue date: TBD



Submittal Deadline:

4:30 pm, TBD

City of Homer Comprehensive Plan and Zoning and Planning Code Updates

Issue date: TBD

The City of Homer is soliciting qualifications from qualified firms to perform the work for **City of Homer Comprehensive Plan and Zoning and Planning Code Updates**.

The first Homer Comprehensive Plan was adopted in 1954. The most current comprehensive plan is the 2018 edition, which received a technical update. A new Comprehensive Plan is necessary to establish a current vision, goals, and objectives for the future of the City and a new zoning code will be required to implement that vision.

The City wishes to have this work conducted immediately upon issuance of contract.

RECEIPT OF QUALIFICATIONS DEADLINE: Qualifications will be accepted until 4:30 p.m., Alaska Standard Time, TBD. Qualifications shall be submitted via hard copy at the City Clerk's Office, City of Homer, 491 E Pioneer Ave, Homer, AK 99603. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

SCOPE OF WORK: The work will consist of two phases. Phase I: helping the City of Homer complete a new Comprehensive Plan, and Phase 2: helping the City of Homer update the Zoning and Planning Code. The work will include involvement with stakeholders, including, but not limited to the City Council, City staff, community members, and community interest organizations. Timeline for completion of this work is two years, one year for each phase of the project.

EVALUATION CRITERIA: The City will select firms to interview. The City will enter negotiations with one firm deemed to provide the best value for the project, including cost and other factors. Interested parties shall submit the following items with their Statements of Qualifications:

1. Letter of interest.
2. Description of the team and its ability to meet City of Homer needs.
3. Statements of Qualifications shall include the following information:
 - a. Name(s) of firm serving as prime and any subconsultants as well as Organization Chart.
 - b. A brief history of the firm(s) serving on the team, including applicable licenses.

c. Resumes of key personnel, which shall include, as a minimum, the following personnel:

- i. Project Manager
- ii. Design Lead
- iii. Economic Lead
- iv. Code Writing Lead

e. Information demonstrating team's record of performance on past projects for communities similar in size and character to the City of Homer. Provide names and telephone numbers of five client contacts for reference purposes.

f. Information demonstrating team's record of performance with cost control and project scheduling.

g. Five writing samples demonstrating team's effectiveness writing (i) complex text for lay audiences and (ii) enforceable code. Writing samples may contain graphics.

Scoring of firms

- | | |
|--|-------------------|
| 1. Team's past experience with projects of comparable size and complexity: | 100 Points |
| 2. Team's past experience with cost control and project scheduling | 100 Points |
| 3. Experience of Key Personnel | 100 Points |
| 4. Writing samples | 100 Points |
| 5. Positive report from references: | <u>100 Points</u> |

Total: 500 Points

**Request for Proposals
By the City of Homer, Alaska
Professional Services to Update
Homer's Comprehensive Plan and Zoning and Planning Code**

Proposals for professional services to update the City of Homer's Comprehensive Plan and Zoning and Planning Code will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska until 4:00 P.M., Date: TBD, 2022. The time of receipt will be determined by the City Clerk's time stamp.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the desired services. The City reserves the right to negotiate the scope of work with the selected firm to meet budgetary goals. If a negotiation is unsuccessful, the City may enter negotiations with the next highest rated firm. The work includes, but is not limited to the following:

- Develop a City of Homer Comprehensive Plan
- Fully Update the Zoning and Planning Code

Please direct all questions regarding this project to:

**Ryan Foster, Special Projects Coordinator
City of Homer, Administration
491 E. Pioneer Avenue
Homer, Alaska 99603
907-299-8529**

Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this XXth day of Month, 2022.

CITY OF HOMER

Robert Dumouchel, City Manager

Request for Proposals
By the City of Homer, Alaska
Professional Services to Update the
City of Homer's Comprehensive Plan and Zoning and Planning Code

The City of Homer, Alaska is requesting proposals from pre-qualified firms who were pre-qualified as result of the City's earlier Request for Statements of Qualification process. Proposals from firms who have not been pre-qualified will not be accepted

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Schedule

I. Introduction

The City of Homer is soliciting proposals from prequalified teams to produce a comprehensive plan and fully update the zoning and planning code. These documents will help guide future development and growth for the City of Homer with an outlook of 20 years.

The City of Homer is growing up. We are a relatively young city facing a transition point in our history. We are an eclectically developed pioneer community at the end of the road in Alaska, on its way to becoming a more intentionally developed small city, endeavoring to be best in class for municipal governance, services, and quality of life. Homer is a very significant city in Alaska, in part, because we are the transition point between the road system and numerous off-road communities. We also have a highly active port & harbor which is likely to experience a significant expansion during the Comprehensive Plan's useful life.

Homer is motivated to become the best small city in Alaska, and it all starts with planning. We are extremely excited to conduct a significant update to our Comprehensive Plan and Zoning and Planning Code. It is important to understand that this update is not about maintaining the status quo, it's about transformative change as it relates to land use, while still maintaining Homer's community character.

The first Homer Comprehensive Plan was adopted in 1954. The most current comprehensive plan received a technical update in 2018. Since 1999, the City has adopted a Non-Motorized Trails and Transportation Plan, a Transportation Plan, Homer Spit Plan, and the Town Center Development Plan, which are additional components to the Comprehensive Plan.

The City expects that public involvement will be a grass-roots effort emphasizing outreach to, and contribution from, a variety of stakeholders, including citizens, businesses, community groups/organizations, local agencies, City advisory boards/commissions, and the City Council. The City further expects the community participation plan will be innovative and consider the use of focus groups as well as intensive short-term teams or work groups, such as workshops, to identify issues, create a community vision, and to assist in establishing the goals and objectives.

The goal is for both phases (Phase I: the comprehensive plan and Phase II: zoning and planning code update) to be completed within two years after award of the contract; however, complex issues may require more in-depth study, which may result in an extension of the completion date and negotiation to amend the contract. As in many Alaskan communities, the summer months are the "busy months" for Homer residents. One distinctive aspect of Homer is that many seasonal business operators live elsewhere during the winter months. The Proposer should develop a schedule that is flexible enough to allow busy residents and business owners/operators the opportunity for significant input throughout the planning process, while recognizing the seasonal nature of the community.

II. Scope of Services

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to develop a Homer Comprehensive Plan and a Zoning and Planning Code Update as a two-phased project in accordance with the standards and criteria of the City of Homer.

Phase I: Comprehensive Plan

The project goals for updating the comprehensive plan are

1. Create a fully updated Comprehensive Plan.
2. Determine the best approaches to the topics of housing, parking, density, form/layout, building height, sustainability, mobility/connectivity, and coordinating with the motorized and non-motorized transportation (the Master Transportation Plan is currently being updated).
3. Identify strategic actions that the City can proactively engage in to ensure the success of the Comprehensive Plan, e.g., site acquisition, infrastructure investment, etc.
4. Provide a vision and guidance for the Phase II update of the Title 21 Zoning and Planning Code.
5. Conduct public and key stakeholder outreach to better inform and guide the Comprehensive Plan.
6. Align the Comprehensive Plan with other City plans such as Master Transportation Plan, Capital Improvement Plan, and City Council Goals.
7. Deliver the Comprehensive Plan to the Planning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval.
8. City staff provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Homer Comprehensive Plan will include, but not be limited to, the following tasks:

Task 1. Background Research and Analysis

In Task 1, the consultant will complete a review of all-relevant planning, financial, and development documents that relate to development, planning regulation, and protection of Homer's built and natural environment. Examples of such documents include:

- 2018 Homer Comprehensive Plan Update
- Town Center Development Plan
- Homer Spit Comprehensive Plan
- Community Design Manual
- ADA Transition Plans
- Climate Action Plan
- Long Range Transportation Plan
- 2005 Homer Area Transportation Plan (currently being updated)
- Non-Motorized Transportation and Trails Plan (currently being updated)
- Adopted Water and Sewer Master Plan
- Census and growth projections
- Homer City Code (in particular Title 21 Zoning and Planning Code)
- Capital Improvement Plan/Legislative Requests/State Transportation Improvement Program Requests

- City of Homer Annual Budget
- Beach Policy
- Homer Land Allocation Plan
- 2022 Local Hazard Mitigation Plan
- State of Alaska tourism information
- State of Alaska planning enabling legislation
- Review of KPB planning and platting powers, with city granted planning powers of the city and extraterritorial power over the Bridge Creek Water Protection District

At the completion of Task 1 the consultant should be knowledgeable with the history, social and land use development patterns, culture, environmental opportunities/challenges, development constraints, infrastructure, and fiscal issues facing Homer.

Task 2. Public Participation Process

The design of an effective public participation process is a critical element for the successful completion of the Homer Comprehensive Plan and Zoning and Planning Code Updates. The consultant shall design and implement a public participation process that ensures members of the public are actively involved in the planning effort. The consultant should identify methods that do not require long standing commitments of time by members of the public yet provide for meaningful input. The use of charrettes/workshops, open houses, work sessions, online web pages/surveys, focus groups, and study circles or other suitable methods is encouraged. The consultant will work with City staff throughout the public participation process, to provide:

- Meeting Coordination
- Facilitation of Meetings
- Open Houses
- Advertisements
- Informational Handouts
- Newsletters and Other Mailings
- On-going Updates

The proposal shall identify the Public Participation Team that will be responsible for the production, publication, and distribution of informational materials and mailings. The Proposal shall include a Public Participation Matrix, which identifies the expected points of engagement with the public, identifying the recommended roles for City staff, community stakeholders, and the consultant personnel.

Task 3. Site Analysis and Identification of Issues and Concerns

Task 3 utilizes information from the background research, site visits, and constraints mapping to analyze, and create maps and analysis illustrating the City's existing conditions. The mapping and analysis shall include:

- Brief Study Area Overview
- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Land Use and Community Design (including density, layout, and form)
- Housing
- Mobility and Transportation Network including parking
- Infrastructure (Gray and Green)

- Sustainability
- Environmental Issues/Hazards/Constraints including Flood Regulations
- Public Facilities and Services
- Recreation Facilities
- Economic Development/Opportunities
- Local Government Boundaries
- Slope Hazard Analysis

Key issues, concerns, and constraints shall be identified.

Task 4. Preparation of Goals, Objectives, and Recommendations

Based upon the information obtained in the previous tasks, the consultant shall collaborate with the community to develop goals, objectives, and recommendations.

Task 5. Development or re-development strategies

In addition, the consultant shall prepare an overall development and/or redevelopment strategy and more specific policies for the use of the land – utilization of city owned land, land acquisition and/or disposal strategies, infrastructure improvements, commercial areas, public open space, and facilities.

Task 6. Preparation of Future Growth and Development Alternatives

The consultant shall review projections of future population and economic growth and the resulting impact on land use and development patterns. Alternatives will include evaluation and discussion of future development, redevelopment, conservation practices, and impacts on public infrastructure.

The alternatives shall be described in both a narrative and graphic/mapping manner. The purpose of these alternatives is to allow the public to become more aware of the impacts of future growth in Homer and to assist in developing goals, objectives, and recommendations. The identification of the most preferred development scenario is part of this task.

Task 7. Recommendations for Implementation

Task 7 shall consist of preparing recommendations for achieving the goals, objectives, and recommendations of the Comprehensive Plan Update. Standard implementation techniques such as zoning and subdivision regulation changes should be considered, as well as other techniques such as growth management, impact fees, encouraging walkable development centers or nodes, etc. In addition, this task shall result in the following:

- A timeframe for identified actions.
- A table allocating responsibilities for actions among the various governmental agencies and where applicable, not-for-profit organizations having interests in conducting the programs.
- A schedule of proposed Capital Improvement Projects.
- A general description of any land use development regulations or incentives that may be adopted by the City to achieve the goals, policies, and guidelines set forth in the plan.
- A description of other procedures that the City may use in monitoring and evaluating the implementation of the plan.
- A statement describing proposed programs of public services or changes in existing programs to include estimates of the needed increase in personnel, equipment, supplies, and related matters.

- The proposed development criteria to be incorporated into any recommended or existing land development regulations.
- Identification of potential funding sources for projects or other issues identified during the planning process.
- A description of measures to be implemented to promote economic, social, and environmental sustainability.

Task 8: Presentations

The consultant will be required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the plan when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; and Port and Harbor Commission may be warranted. A minimum of six presentations should be included with the possibility of more to be negotiated.

Task 9: Final Plan

Draft a final Comprehensive Plan based on findings from Tasks 1-8 working closely with City staff and providing an opportunity for public review and comments on draft version(s).

Project Schedule

The proposal should include a schedule of major milestones for a one-year project for Phase I. The City anticipates the schedule should include, but not be limited to, the following stages:

- Project Start-Up
- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Public Participation Process
- Task 3 – Site Analysis and Identification of Issues and Concerns
- Task 4 – Preparation of Goals, Objectives, and Recommendations
- Task 5 – Development or re-development strategies
- Task 6 – Preparation of Future Growth and Development Alternatives
- Task 7 – Recommendations for Implementation
- Task 8 – Presentations
- Task 9 – Final Plan

Deliverables

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All deliverables will be considered Works for Hire; that is, owned by the City of Homer upon payment of consultant's invoices.

Website with hyperlinks (to be kept current through the end of the consultant's contract)

Draft and Final Documents:

- Formatted for an 8 1/2" x 11" Document with 3-ring binder
- Provide all electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.

Maps in Documents should meet the following specifications:

- ESRI GIS Mapping Products
 1. ESRI Shapefile Format and any associated ArcGIS/ArcMap project files/.mxd. An Adobe PDF file is also required of any GIS map product.
 2. All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color
- 11” x 17”, folded (maximum size for inclusion in a bound document)

Phase II: Zoning Code Update

The project goals for updating the zoning code are:

1. Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands while improving efficiency and user friendliness into the code.
2. Identify best code format and create a new code that enables development to take place as a mixture of uses, rather than large areas of single land use or greenfield development.
3. Align with and implement the vision of the Comprehensive Plan.
4. Conduct all public and key stakeholder outreach to better inform and guide the updated Title 21 Zoning and Planning Code.
5. Align the updated Title 21 Zoning and Planning Code to support implementation of related City plans such as Transportation Master Plan, Stormwater, and Water/Sewer Plan.
6. Present the updated Title 21 Zoning and Planning Code to the Planning Commission and City Council public hearings for recommendation and approval.
7. City staff provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Homer Title 21 Zoning and Planning Code should include, but not be limited to, the following tasks:

Task 1. Data Collection, Background Research and Analysis

Conduct analysis utilizing existing maps for future development and/or potential infill and utilizing feedback from City staff along with constraints mapping. Existing conditions analysis and mapping should include (much of this task can utilize information developed in Phase I of the project):

- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Mobility and Transportation Network
- Infrastructure
- Environmental Conditions/Constraints

Task 2. Technical Review of Existing Code and Recommendations

Conduct a technical review to evaluate the strengths and limitations of the current Title 21 Zoning and Planning Code and make preliminary recommendations for updating and making the

document consistent with overall City policies, including the goals of the Comprehensive Plan. Provide a review based on discussions with and feedback received from code administrators and code users including City Staff, design professionals, and the local development community. The Project Team should also draw from its planning experience with other communities and knowledge of land use regulatory tools. The review should evaluate the suitability of the existing Zoning and Planning Code by determining deficiencies and inadequate elements that may create inconsistent interpretations. Submit a diagnostic report that also identifies the steps required to make the Zoning and Planning Code consistent with existing practices in the City, as well as national best practices.

Task 3. Public Participation Process

Provides for public/stakeholder participation to create the overall guiding vision for the new Zoning Code. This shall include providing for a public review of the draft code, as well as a public hearing process at the Planning Advisory Commission and City Council.

Task 4. Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type

Recommend the best code format and draft a new code that enables the vision and goals of the comprehensive plan to be implemented, while considering alignment with other City plans and goals. Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code. Consider future development to take place as a mixture of uses, rather than large areas of single land use or greenfield development.

Task 5. Draft Code

Draft a new code based on findings from Tasks 1-4 working closely with City staff and providing an opportunity for public review and comments of draft version(s).

Task 6. Presentations

The consultant is required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the code when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; and Port and Harbor Commission may be warranted. A minimum of four presentations should be included (identifying whether they are in-person or virtual) with the possibility of more to be negotiated.

Task 7. Final Code

Draft a final Zoning and Planning Code based on findings from Tasks 1-6, working closely with City staff and providing an opportunity for public review and comments of draft version(s).

Project Schedule

The proposal should include a schedule of major milestones for a 1-year project for Phase II. The City anticipates the schedule should include, but not limited to, the following stages:

- Project Start-Up
- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Technical Review of Existing Code and Recommendations
- Task 3 – Public Participation Process
- Task 4 – Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type
- Task 5 – Draft Code
- Task 6 - Presentations
- Task 7 – Final Code

Deliverables

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All work products will be considered Works for Hire; that is, owned by the City of Homer once the consultant's invoices are paid.

Website with hyperlinks (maintained through the end of the consultant's contract)

Draft and Final Documents:

- Formatted for an 8 1/2" x 11" Document with 3-ring binder
- Provide all electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.
- Publish Code online

Maps in Documents should meet the following specifications:

- ESRI GIS Mapping Products
 1. ESRI Shapefile Format and any associated ArcGIS/ArcMap project files .mxd).
An Adobe PDF file is required of any GIS map product.
 2. All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color
- 11" x 17", folded (maximum size for inclusion in a bound document)

III. General Requirements

The following information is presented as a general guideline for the preparation of the proposals, though not intended to be an exhaustive list of project requirements.

- A. It is the responsibility of the Proposers to estimate the actual level of effort required to complete the work.
- B. Homer will provide Over the Shoulder review of draft planning documents to provide timely comment and input.
- C. All deliverables shall be in a format and on media approved by the City. Upon completion, the Owner shall be furnished with digital files of all documents.

IV. Proposal Format and Content

Direct questions regarding this proposal to Ryan Foster, Special Projects Coordinator, City of

Homer, (907) 299-8529 or rfoster@ci.homer.ak.us.

Proposals, which do not address the items listed in this section, may be considered incomplete and may be deemed non-responsive by the City.

PROPOSAL FORMAT

A. Letter of Transmittal

B. Proposed Work Plan

1. Include a Work Plan that illustrates how you will perform the Work and demonstrates your understanding of the project
2. Include a proposed schedule demonstrating how you anticipate the Work will flow so you can complete the project in a timely manner.
3. Identify major challenges that might interfere with your ability to complete the project in a timely manner.

C. Fee Proposal and Rate Schedule

1. Submit a Fee Proposal to perform the Scope of Services described in your Work Plan.
2. Provide an exact statement of the services to be provided within the fees proposal and fee schedule to be used in billing for services, including out-of-scope services.
3. Provide a Fee Schedule showing fully loaded billing rates for the personnel who will be working on the Project.

D. Submit one (1) original and six (6) hard copies of the completed Proposal in a sealed, opaque envelope marked as follows:

**City of Homer
Comprehensive Plan and Zoning and Planning Code Update**

PROPOSAL DATED _____, 2022.

The Proposals shall be addressed to:

City of Homer, City Clerk
491 East Pioneer Avenue
Homer, Alaska 99603

Proposals shall be received at the office of the City Clerk until 4:00 PM, Date TBD.

V. Evaluation Criteria and Selection Process

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

A selection committee will evaluate the proposals and make a recommendation to the City

Manager. The committee will use the following criteria in deriving a numerical score for each proposal:

a. **Work Plan.** The various elements of the Work Plan will be evaluated for clarity, effectiveness, and compliance with RFP requirements.

Task 1	100 Points
Task 2	100 Points
Task 3	100 Points
Task 4	100 Points
Task 5	100 Points
Task 6	100 Points
Task 7	100 Points

b. **Schedule.** The Proposer's Schedule will be evaluated for its expected ability to achieve the effectiveness results in a timely manner. 200 Points

c. **Price.** Evaluated based on the do not exceed amount of \$650,000 100 Points

TOTAL POSSIBLE POINTS = 1000

VI. Schedule

Proposals due:	4:00 pm	Date: TBD
Award design contract:		Date: TBD
Notice to proceed:		Date: TBD
Completion of contract:		Date: TBD