



Agenda

Planning Commission Regular Meeting

Wednesday, October 04, 2023 at 6:30 PM

Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 979 8816 0903 Password: 976062

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

CALL TO ORDER, 6:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

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

- [A.](#) Unapproved Regular Meeting Minutes for September 6, 2023

PRESENTATIONS / VISITORS

REPORTS

- [A.](#) City Planner's Report PC-23-054

PUBLIC HEARINGS

PLAT CONSIDERATION

- [A.](#) Staff Report PC-23-057, Thomas Court Subdivision Preliminary Plat Revised

PENDING BUSINESS

NEW BUSINESS

INFORMATIONAL MATERIALS

- [A.](#) 2023 Commission Annual Calendar
- [B.](#) City Manager's Report September 11, 2023 Council Meeting

[C.](#) City Manager's Report September 25, 2023 Council Meeting

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

COMMENTS OF THE STAFF

COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **MONDAY, October 16, 2023 at 6:30 p.m. A Joint Worksession will be held with City Council at 5:00 p.m.** All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

1. CALL TO ORDER

Session 23-15, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:30 p.m. on September 6, 2023 at the Cowles Council Chambers in City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska, and via Zoom Webinar. A worksession was held at 5:30 p.m. On the agenda was a discussion on Ordinance 23-21(S)(A) recommendations to City Council. Commissioner Barnwell had an excused absent from the Worksession.

PRESENT: COMMISSIONERS HIGHLAND, BARNWELL, CONLEY, SMITH, STARK, SCHNEIDER AND VENUTI

STAFF: CITY PLANNER FOSTER, DEPUTY CITY CLERK KRAUSE, PUBLIC WORKS DIRECTOR KEISER

2. AGENDA APPROVAL

Chair Smith read the Supplemental Items into the record Pending Business, Item A. Ordinance 23-21(S)(A), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 22.10.050 to Specify that Preliminary Plats Approved by the City Shall Include All Development Commitments Made to the City. Memorandum from Public Works Director dated August 7, 2023 updated September 6, 2023 and Informational Items, Add Item F. Memorandum from City Planner re: Comprehensive Plan Update and Title 21 Rewrite, Draft resolution Awarding the Contract to Agnew Beck and request for Proposals packet and Request for Qualifications Packet for Comprehensive Plan Update and Title 21 Rewrite. May I have a motion and second to approve the agenda as amended.

HIGHLAND/BARNWELL MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

4. RECONSIDERATION

5. CONSENT AGENDA All items on the consent agenda are considered routine and non- controversial by the Planning Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business. No Motion is necessary

A. Unapproved Regular Meeting Minutes of August 16, 2023

HIGHLAND/BARNWELL MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

6. PRESENTATIONS / VISITORS

7. REPORTS

A. Staff Report 23-052, City Planner's Report

City Planner Foster reviewed Memorandum PC 23-052 for the Commission. He spoke to the following items:

- He provided a link to Title 21 regarding enforcement of code in response to Commissioner Venuti's questions at the last meeting stating that it was prudent to provide a link because the section of code was quite lengthy. He informed the Commission that code enforcement is complaint driven and planning staff will review the complaint received and visit the location. If a review of the permits related to the location, if any, determines that there is non-compliance the property owner will be contacted.
- The Draft Transportation Plan was available online and he does have paper copies which he will put a copy for each Commissioner out in the cabinet located outside the lower lobby entrance for the Commissioner's to pick up at their convenience. Comments from the public are due by October 10th and the Commissioners were strongly encouraged to attend the Open House scheduled for September 26th. Mr. Foster noted that after Public review the draft would come before the Commission for their comments during a worksession which will be forwarded to Council.
 - o In response to concerns regarding a quorum of Commissioners attending the Clerk noted that attendance by the members of the Commission would be included in the weekly Homer News Meeting Notice advertisement.
- The September 20th Planning Commission meeting has been canceled as he will be at the Annual Planning Conference in Anchorage that week.
 - o City Planner Foster responded that currently there are no trainings being offered for Commissioners by the Alaska Planners Association like they once did prior to COVID. There was some discussion about conducting online seminars/training sessions but nothing has been formulated at this time.
- City Planner Foster responded that if the Commission would like a worksession on Bluff Setbacks he could certainly schedule a worksession, if the Commission would like to submit some specifics for discussion and when the Commission would like to target to have a worksession that it would be helpful.

Chair Smith noted that he will provide a written report for the Council meeting but requested a volunteer to provide the report to Council in person or via Zoom. There were no volunteers for the next meeting.

8. PUBLIC HEARINGS

9. PLAT CONSIDERATION

10. PENDING BUSINESS

A. Ordinance 23-21(S)(A), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 22.10.050 to Specify that Preliminary Plats Approved by the City Shall Include All Development Commitments Made to the City. Davis/Erickson. Introduced and Referred to Planning Commission April 10, 2023 Public Hearing August 28, 2023 Remanded Back to Planning Commission for Continued Review Postponed Public Hearing and Second Reading September 25, 2023.

1. Memorandum PC 23-053 from City Planner as backup.
 - i. Agenda Item Report CC-23-092 Ordinance 23-21 dated April 10, 2023
 - ii. Memorandum from Public Works Director dated August 7, 2023 as backup
 - iii. Memorandum dated August 9, 2023 from Public Works Director as backup (provided as laydown at the August 16, 2023 Regular Meeting)
 - iv. City of Homer Subdivision Development Process

Chair Smith introduced the item by reading of the title and then deferred to City Planner Foster to provide his formal report.

City Planner Foster provided a summary review of the actions concerning this topic and referred to his memorandum regarding the key findings from the previous meeting and recommended comments plus a additional recommendations that came out of the worksession held prior to this meeting. He also stated that he did have some language changes as well.

Chair Smith would like to bring forward the language that Public Works Director Keiser suggested to bring the recommendations back to City Council.

Deputy City Clerk Krause read into the record a synopsis of the statement that was said at the worksession as follows:

“Thank the council for bringing forth the issue as it has been beneficial to that effect and would like to recommend that nothing further be done with the ordinance at this time to allow staff to work”

Public Works Director Keiser stated that as a summary of what she stated it was good but it should be embroidered with some language to tie in the recommendations; specifically those shown on page 23 of the packet, to highlight the actual actions that will be undertaken. She expressed her belief that it will assist the Council to understand the next steps if they are told number one some of the discussion has taken place and the depth and breadth of it is important and beneficial and number two, there is some work that needs to be done and here are the specific items that will be undertaken and the Commission is asking their leave to do that work before they move forward on this ordinance.

Chair Smith express his appreciation for the clarification from Public Works Director Keiser as it provided a foundation as to why the Commission is responding the way that they did.

Commissioner Highland expressed some concerns that if the Commission does not approve and submit their recommendations to City Council that they will approve the ordinance as it is written.

Chair Smith assured Commissioner Highland that they can address that aspect in their recommendations to City Council.

Commissioner Stark expressed his views on including Public Works Director Keiser's more elaborate statement where she highlighted the stimulation of discussion, legislative analysis and how everything is done, as a result, the City Planners recommendations and that the Commission requests City Council to adopt those and further request that they withdraw their ordinance since the ordinance would be unnecessary as a result.

City Planner Foster suggested that the Commission address the draft comments, shown on page 23 of the packet, with some minor wordsmithing by motion.

A brief discussion ensued on how best to address the comments and with advice from the Clerk the Commission agreed to formulate motions for each comment.

City Planner Foster read the first recommendation:

HIGHLAND/VENUTI MOVED TO RECOMMEND CITY COUNCIL WITHDRAW ORDINANCE 23-21(S)(A).

There was discussion on making amendments to provide the basis for why the Commission is requesting the ordinance should be withdrawn. Explanation was provided that it may be preferable to address this recommendation last since it would be the outcome of the actions that will be recommended.

HIGHLAND/VENUTI MOVED TO POSTPONE UNTIL DISCUSSION HAS BEEN CONDUCTED ON THE OTHER RECOMMENDATIONS.

There was no further discussion.

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

Motion carried.

City Planner Foster read the next recommendation into the record.

"Recommend an effort to reconcile the Homer City Code for development processes including cross references or consolidation of subdivisions and platting which takes place in Title 22 and construction of subdivisions which takes place in Title 11 and clean-up work and reconciliation of language in the city code."

Commissioner Highland requested clarification of the language for the motion.

HIGHLAND/VENUTI MOVED TO RECOMMEND AN EFFORT TO RECONCILE THE HOMER CITY CODE FOR DEVELOPMENT PROCESSES INCLUDING CROSS REFERENCES OR CONSOLIDATION OF SUBDIVISIONS AND

PLATTING WHICH TAKES PLACE IN TITLE 22 AND CONSTRUCTION OF SUBDIVISIONS WHICH TAKES PLACE IN TITLE 11 AND CLEAN-UP WORK AND RECONCILIATION OF LANGUAGE IN THE CITY CODE.

Brief discussion on incorporation of Title 11.

VOTE. NON-OBJECTON. UNANIMOUS CONSENT.

Motion carried.

City Planner Foster read the next recommendation into the record:

RECOMMEND UTILIZING THE FOLLOWING AGREEMENTS FOR THEIR INTENDED PURPOSE AND DEFINE IN HOMER CITY CODE:

- SUBDIVISION AGREEMENT: REQUIREMENTS FOR SUBDIVISION IMPROVEMENTS
- CONSTRUCTION AGREEMENT: CONSTRUCTING INFRASTRUCTURE SUCH AS ROADS AND UTILITIES
- INSTALLATION AGREEMENT: CONNECTING TO CITY WATER AND SEWER

Public Works Director Keiser stated that there could be confusion between the Subdivision Agreement and Construction Agreement and suggested that they include after the definition of construction agreement the language, “where the lot lines are not changing”

HIGHLAND/ MOVED TO RECOMMEND UTILIZING THE FOLLOWING AGREEMENTS FOR THEIR INTENDED PURPOSE AND DEFINE IN HOMER CITY CODE:

- SUBDIVISION AGREEMENT: REQUIREMENTS FOR SUBDIVISION IMPROVEMENTS
- CONSTRUCTION AGREEMENT: CONSTRUCTING INFRASTRUCTURE SUCH AS ROADS AND UTILITIES, WHERE THE LOT LINES ARE NOT CHANGING
- INSTALLATION AGREEMENT: CONNECTING TO CITY WATER AND SEWER

There was a brief discussion on codified language would contain more precise language for the definitions.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

City Planner Foster read the next recommendation into the record:

“Ensure Preliminary Plat considerations by the Homer Planning Commission include comments when Subdivision Agreement, Construction Agreement, and Installation Agreements are required.

Commissioner Stark suggested a change in the language to use the word references instead of comments

City Planner Foster explained that currently the process when the Commission reviews a Preliminary Plat they recommend approval or adoption with the following comments. This recommendation would require that a standard comment be added denoting what type of agreement would be required, if any.

Further debate ensued on the language to use in the recommendation from the Commission to City Council and that the accuracy of that language depicted the Commission actions during a Preliminary Plat consideration.

Commissioner Stark suggested the following language: “Ensure Preliminary Plat considerations by the Homer Planning Commission include comments referencing when Subdivision, Construction, or Installation Agreements are required.

Further discussion on comments incorporating references such as the Corps of Engineers, and comments having a foundation in city code and an example where one of those agreements would not be required would be a lot line vacation between two lots may not require any type of improvement or one lot dividing into two lots.

HIGHLAND/VENUTI MOVED TO INCLUDE A RECOMMENDATION TO ENSURE PRELIMINARY PLAT CONSIDERATIONS BY THE HOMER PLANNING COMMISSION INCLUDE COMMENTS REFERENCING WHEN SUBDIVISION, CONSTRUCTION OR INSTALLATION AGREEMENTS ARE REQUIRED AND SENT TO THE KENAI PENINSULA BOROUGH.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

City Planner Foster read the next recommendation into the record:

“Recommend providing information and training on the Subdivision Development process to City Council and other relevant city commissions.”

HIGHLAND/VENUTI MOVED TO INCLUDE A RECOMMENDATION TO PROVIDE INFORMATION AND TRAINING ON THE SUBDIVISION DEVELOPMENT PROCESS TO CITY COUNCIL AND OTHER RELEVANT CITY COMMISSIONS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Smith noted that the next recommendation is new and was not included in the memorandum in the packet.

City Planner Foster noted that there are two new recommendations from the worksession. He read the first one into the record: “Create a City of Homer Preliminary Plat Application.”

City Planner Foster explained that there is process outlined in city code but that there is no application that a property owner or applicant can complete to provide basic information. He provided further information on what the Planning Department currently receives and provided recent experience on receiving limited, if

any, contact information from the applicant such as phone, addresses, email, what they actually plan to do and how that impacts the processing of the preliminary plats. He is recommending that a formal one page application be created to contain all information that they need such as phone, address and a descriptive intent

Additional discussion ensued on the content of motion, process, Commission input.

HIGHLAND/VENUTI MOVED TO CREATE AND IMPLEMENT A PRELIMINARY PLAT APPLICATION FORM.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

City Planner Foster stated the last recommendation for the record, as follows: Request withdrawal of Ordinance 23-21(S)(A).

A brief discussion on providing a memorandum to City Council as a cover letter that thanks them for bringing the topic forward as it brought forth some very good discussion ensued. City Planner Foster explained that a memorandum would be provided noting the discussion that was conducted on this ordinance.

HIGHLAND/VENUTI MOVED TO REQUEST CITY COUNCIL WITHDRAW ORDINANCE 23-21(S)(A)

Commissioner Stark suggested adding verbiage to specify that enacting the above recommendations will negate the necessity of Ordinance 23-21(S)(A).

Deputy City Clerk Krause called for a point of order reminding the Commission that a motion that was postponed earlier is on the table, so the Commission needs to bring the postponed motion from the table, and make a motion to amend adding that language would be good.

Chair Smith re-stated for the record the actions that are required at this time was to bring the motion that was postponed earlier from the table and to amend the motion to add the language “enacting the above recommendations will negate the need for the ordinance.” voting on the amendment then vote on the motion as amended.

Deputy City Clerk Krause confirmed and proposed using the correct term to “postpone indefinitely” instead of the word, “withdraw” she can make a technical correction as long as the Commission was agreeable or another motion can be made to amend the motion.

The Commission by consensus agreed to the Clerk making that change in verbiage.

Chair Smith stated the motion as amended for the record:

MOVED TO REQUEST CITY COUNCIL POSTPONE INDEFINITELY ORDINANCE 23-21(S)(A) BECAUSE ENACTING THE ABOVE RECOMMENDATIONS WILL NEGATE THE NECESSITY OF THE ORDINANCE.

Chair Smith called for the vote.

Commissioner Highland requested clarification on voting this motion up or down.

Clarification was provided to the Commission that voting yes to this recommendation is what is desired, if the Commission votes no then the recommendation to withdraw or postpone indefinitely the Ordinance will not go forward to City Council. The Chair has called for a vote so the Clerk will perform a roll call vote instead of unanimous consent.

VOTE. YES. VENUTI, HIGHLAND, STARK, CONLEY, SCHNEIDER, BARNWELL, SMITH.

Motion carried.

City Planner Foster confirmed action was concluded as required by the Commission.

Commissioner Stark requested Public Works Director Keiser to work with the City Planner to draft the memorandum to City Council regarding the Commission's recommendations, specifically to include the wonderfully articulated language regarding the request to amend the city code brought about the recommendations.

11. NEW BUSINESS

12. INFORMATIONAL MATERIALS

- A. 2023 Planning Commission Annual Calendar
- B. City Manager's Report for the Council Meeting on August 28, 2023
- C. Karen Hornaday Park & Bayview Park Public Forums Flyer
- D. City of Homer Draft Transportation Plan Open House Flyer
- E. Kenai Peninsula Borough Platting Committee Notice of Decision
 - 1. Notice of Decision KPB 2022-160R1
 - 2. Notice of Decision KPB 2023-087
- F. Memorandum from City Planner re: Comprehensive Plan Update and Title 21 Re-write

Chair Smith noted the informational materials in the packet.

City Planner Foster commented on the informational flyers for the Park Forums seeking public comment on the proposed master plan re-writes and the Transportation Plan Open House event scheduled later this month.

Discussion ensued on the proposed budget for the Comprehensive Plan (Comp Plan) Update and Title 21 Re-write funding and that the Scope of work has some small tweaks recommended, it was noted that a memorandum was overlooked and did not make the Supplemental Packet which included some recommended changes in the Scope of Work. Further points were made as to City Council understanding and concerns regarding the costs and scope of work, and the fact that the Commission did not see the scope of work prior to Council approval.

City Planner Foster stated that he wanted this item as an informational item so that the Commission was aware of the resolution and award of the Contract to Agnew Beck and get this in motion. He explained that the excerpt from the Request for Proposals was included in the Supplemental Packet. He then encouraged the Commissioners to attend the Draft Transportation Plan Open House.

Chair Smith expressed concern regarding the attendance of four or more Commissioners in attendance at the meeting even though it was acknowledged that the Commission does not approve the Comprehensive Plan, it could cause some issues.

Deputy City Clerk Krause responded that she will include a statement in the weekly meeting notice that Commissioners would be attending that event.

City Planner Foster responded to Commissioner Venuti regarding the Comprehensive Plan being scheduled for an update every five or ten years but he would have to confirm if its codified or policy, noting that the Comp Plan update will take a couple of years with all the public components and reviews and then the time period for updates will be recalculated from that point. He stated that this was a Council priority project.

Commissioner Venuti inquired about Commissioners attending the APA Annual Conference.

City Planner Foster noted that currently and due to previous COVID years there have been no Commissioner Training included in the conference agenda. He was unsure if that would come back but will definitely look into finding some information about that possibility or future online trainings for Commissioners and report back.

Commissioners that attended training sessions during the annual conference expressed how valuable they felt those experiences were and the information provided to a new Commissioner.

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

14. COMMENTS OF THE STAFF

City Planner Foster expressed his appreciation for the hard work that the Commission has undertaken in the last three months, it has been complicated, heavy stuff and they have had several long meetings and worksessions so he wanted to thank the Commission for all their hard work and dedication. He further expressed his appreciation to Ms. Keiser for providing her assistance on the subdivision aspect, it was critical to get the information to the Commission.

Public Works Director Keiser stated it was a great meeting, great work.

15. COMMENTS OF THE MAYOR/COUNCIL MEMBERS

16. COMMENTS OF THE COMMISSION

Commissioner Highland expressed her thanks to Public Works Director Keiser and suggested including the flow chart with the memo that is submitted to Council on the Subdivision Development Process and maybe include it in the Newsletter as it is really informative.

Commissioner Venuti stated it was an interesting meeting and thanked staff for all their great work and the Commissioners for serving tonight.

Commissioner Conley thanked Public Works Director Keiser and City Planner Foster for their hard work and expressed his appreciation for the Clerk keeping the Commission on track.

Commissioner Schneider echoed the sentiments expressed by the Commission for the staff for their terrific work and clarity that they provided tonight. He was still on the learning curve, but this has been a pretty valuable meeting for him and hoped it just gets better and better. Thank you.

Commissioner Barnwell expressed his appreciation for the effort Public Works Director Keiser provided clarifying Ordinance 23-21(S)(A) and that including the Flow chart in the memo would be a great, because it really clarifies the process and the graphics help a lot. He requested that the memo be submitted to the Chair before it goes to Council to make sure it includes the language that the Commission desires to be included. Mr. Barnwell expressed his appreciation for all the Commissioners work and the staff for their efforts and hard work over the last months and articulated his concerns finding Ms. Keiser's replacement. Mr. Barnwell commented on her skill set and providing irreplaceable contributions to the community, noting she was an engineer and attorney. Mr. Barnwell remarked on Public Works Director Keiser high level of diplomacy during a past incident that included the Mayor and noted that she will be missed.

Chair Smith expressed his thanks to City Planner Foster and Public Works Director Keiser, stating that the Commissioners should keep the flow chart in their notebooks for future reference. He further stated that it feels like the Commission is making some forward progress in a reasonable and conscientious manner, so he was satisfied. He complimented the Commissioners for being outstanding volunteers and that they are a great group. Mr. Smith commented to Commissioner Schneider that he may feel like a rookie for a long time noting his personal length of time on the Commission and professing to still feeling like a rookie at times. He then thanked the Clerk for keeping them on track and wished everyone a nice evening.

17. ADJOURNMENT

There being no further business Chair Smith adjourned the meeting at 8:25 p.m. The next Regular Meeting is on Wednesday, October 4, 2023 at 6:30 p.m. A Worksession will be conducted at 5:30 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

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Planning

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Staff Report PI 23-054

TO: Homer Planning Commission
FROM: Ryan Foster, AICP, City Planner
DATE: October 4, 2023
SUBJECT: City Planner's Report

9.25.23 City Council

Ordinance 23-21(S)(A), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 22.10.050 to Specify that Preliminary Plats Approved by the City Shall Include all Development Commitments Made to the City. Davis/Erickson. Introduction April 10, 2023 and Refer to Planning Commission, Public Hearing August 28, 2023, Public Hearing and Second Reading September 25, 2023. Postponed to October 23, 2023.

Commission Calendar Items

The Draft Transportation Plan is available for public comment, the link for providing comments along with the draft plan and additional information can be found here: <https://www.cityofhomer-ak.gov/publicworks/inviting-public-comment-transportation-plan-draft>

Please send comments by Tuesday, October 10, 2023.

After the public review of the Draft Transportation Plan, the Planning Commission will have a work session to review and comment on the plan and then a public hearing to provide comments to the City Council, the approval authority for Comprehensive Plan documents.

Economic Development Commission

The EDC has been working on a Vision Statement, followed by a Mission Statement. The below is their adopted Mission Statement, from their September meeting.

“The Economic Development Advisory Commission (EDC) of the City of Homer is a volunteer advisory body that bridges citizens and city government. Our core mission is to foster sustainable economic growth, safeguard our rich culture and natural heritage, and promote a high quality of life for Homer residents and businesses.

The EDC serves as a resource for our local community by providing a platform for engagement in economic matters. Commissioners facilitate community quality of life initiatives and offer actionable recommendations to the City of Homer. Through collaboration and a lens of diverse perspectives, we aim to bring lasting value to our city. We believe that by engaging with our community and facilitating discussions on sustainable economic growth, we can play a role in shaping a positive economic future for our community.”

The EDC is also very interested in the Comprehensive Plan and looks forward to participating in the plan and with public outreach. Upcoming agenda items include their strategic plan for 2024, and a work session with Council.

Meeting Schedule

The next regular meeting date is **MONDAY** October 16, 2023.

A Joint Work Session with the City Council and Planning Commission is scheduled from 5-6:30pm on Monday, October 16, 2023.

Commissioner Report to Council

10/09/23 _____



City of Homer

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Staff Report 23-057

TO: Homer Planning Commission **23-057**
FROM: Ryan Foster, AICP, Acting City Planner
DATE: September 27, 2023
SUBJECT: Thomas Court Subdivision, Revised Submission

Requested Action: Approval of a preliminary plat to divide lot 1E-, Subdivision Lot 1-E, Subdivision of Tr. No. 1, James Waddell Boundary Survey (HM 63-495), into 3 lots.

General Information:

Applicants:	Karen Ann Christopher & Larry Scott Chambers 4510 Thomas Court Homer, AK 99603	FineLine Surveys PO Box 774 Anchor Point, AK 99556
Location:	Thomas Court, North of East Hill Road	
Parcel ID:	17904014	
Size of Existing Lot(s):	2.02 acres	
Size of Proposed Lots(s):	0.447, 0.946 acres, and 0.631 acres	
Zoning Designation:	Rural Residential District	
Existing Land Use:	Residential	
Surrounding Land Use:	North: Residential South: Vacant East: Vacant West: Residential	
Comprehensive Plan:	1-C-1 Promote infill development in all housing districts.	
Wetland Status:	KFW Wetland/Upland Complex in the southeast portion of the property.	
Flood Plain Status:	Not in a floodplain.	
BCWPD:	Not within the Bridge Creek Watershed Protection District.	
Utilities:	City water and sewer are present on East Hill Road.	
Public Notice:	Notice was sent to 48 property owners of 33 parcels as shown on the KPB tax assessor rolls.	

Analysis: This subdivision is within the Rural Residential District. This plat subdivides one larger lot into three smaller lots. This preliminary plat has been revised and resubmitted for consideration. The ROW, which did not meet City code, has been removed. An access easement is proposed in-lieu of a dedicated ROW. The panhandle(s) layout of the lots allow for water and sewer services without extending mainlines.

Homer City Code 22.10.051 Easements and rights-of-way

- A. The subdivider shall dedicate in each lot of a new subdivision a 15-foot-wide utility easement immediately adjacent to the entire length of the boundary between the lot and each existing or proposed street right-of-way.

Staff Response: The plat meets these requirements.

- B. The subdivider shall dedicate in each lot of a new subdivision any water and/or sewer easements that are needed for future water and sewer mains shown on the official Water/Sewer Master Plan approved by the Council.

Staff Response: City sewer and water mains are located on East Hill Road, the property owner will need to enter into a subdivision agreement with the City according to Homer City Code 22.10.040 (a) and 22.10.050 (Improvement Requirements) regarding any infrastructure improvements including sewer and water connections.

- C. The subdivider shall dedicate easements or rights-of-way for sidewalks, bicycle paths or other non-motorized transportation facilities required by HCC 11.04.120.

Staff Response: The plat meets these requirements. Per HCC 11.04.120 (c)(2). *A means of non-motorized transportation is not warranted because:*

a. There is no route for non-motorized transportation that would connect to any recreational, cultural, civic, educational services or business activities.

b. The existing and projected population density for the property through which the new street will traverse is, pursuant to the most recent version of the Homer Comprehensive Plan, lower than the population densities projected for the Central Business District, Urban Residential Zone or Residential Office District.

Preliminary Approval, per KPB code 20.25.070 Form and contents required. The commission will consider a plat for preliminary approval if it contains the following information at the time it is presented and is drawn to a scale of sufficient size to be clearly legible.

- A. Within the Title Block:
 - 1. Names of the subdivision which shall not be the same as an existing city, town, tract or subdivision of land in the borough, of which a plat has been previously recorded, or so nearly the same as to mislead the public or cause confusion;
 - 2. Legal description, location, date, and total area in acres of the proposed subdivision; and

3. Name and address of owner(s), as shown on the KPB records and the certificate to plat, and registered land surveyor;

Staff Response: The plat meets these requirements.

- B. North point;

Staff Response: The plat meets these requirements.

- C. The location, width and name of existing or platted streets and public ways, railroad rights-of-way and other important features such as section lines or political subdivisions or municipal corporation boundaries abutting the subdivision;

Staff Response: The plat meets these requirements.

- D. A vicinity map, drawn to scale showing location of proposed subdivision, north arrow if different from plat orientation, township and range, section lines, roads, political boundaries and prominent natural and manmade features, such as shorelines or streams;

Staff Response: The plat meets these requirements.

- E. All parcels of land including those intended for private ownership and those to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purposes, conditions or limitation of reservations that could affect the subdivision;

Staff Response: The plat meets these requirements. *No such areas are proposed.*

- F. The names and widths of public streets and alleys and easements, existing and proposed, within the subdivision; [Additional City of Homer HAPC policy: Drainage easements are normally thirty feet in width centered on the drainage. Final width of the easement will depend on the ability to access the drainage with heavy equipment. An alphabetical list of street names is available from City Hall.]

Staff Response: The plat meets these requirements. *An access agreement provides access to the proposed properties.*

- G. Status of adjacent lands, including names of subdivisions, lot lines, lock numbers, lot numbers, rights-of-way; or an indication that the adjacent land is not subdivided;

Staff Response: The plat meets these requirements.

- H. Approximate location of areas subject to inundation, flooding or storm water overflow, the line of ordinary high water, wetlands when adjacent to lakes or non-tidal streams, and the appropriate study which identifies a floodplain, if applicable;

Staff Response: The plat meets these requirements.

- I. Approximate locations of areas subject to tidal inundation and the mean high water line;

Staff Response: The plat meets these requirements.

- J. Block and lot numbering per KPB 20.60.140, approximate dimensions and total numbers of proposed lots;

Staff Response: The plat meets these requirements.

- K. Within the limits of incorporated cities, the approximate location of known existing municipal wastewater and water mains, and other utilities within the subdivision and immediately abutting thereto or a statement from the city indicating which services are currently in place and available to each lot in the subdivision;

Staff Response: The plat meets these requirements.

- L. Contours at suitable intervals when any roads are to be dedicated unless the planning director or commission finds evidence that road grades will not exceed 6 percent on arterial streets, and 10 percent on other streets;

Staff Response: The plat meets these requirements.

- M. Approximate locations of slopes over 20 percent in grade and if contours are shown, the areas of the contours that exceed 20 percent grade shall be clearly labeled as such;

Staff Response: The plat meets these requirements.

- N. Apparent encroachments, with statement indicating how the encroachments will be resolved prior to final plat approval; and

Staff Response: The plat meets these requirements.

- O. If the subdivision will be finalized in phases, all dedications for through streets as required by KPB 20.30.030 must be included in the first phase.

Staff Response: The plat meets these requirements.

Public Works Comments: Please advise the property owner that they will need to enter into a subdivision agreement with the City according to Homer City Code 22.10.040 (a) and 22.10.050 (Improvement Requirements).

The property owner will need to work with the Public Works Department in determining what the standard will be for a driveway within the access easement.

The panhandle(s) layout of the lots allow for water and sewer services without extending mainlines.

Staff Recommendation:

Planning Commission recommends approval of the preliminary plat with the following additional comments.

1. The property owner will need to enter into a subdivision agreement with the City according to Homer City Code 22.10.040 (a) and 22.10.050 (Improvement Requirements).
2. Exceptions to the lot dimensions per KPB 20.30.190 will need to be requested and approved by the KPB Planning Commission.

Attachments:

1. Preliminary Plat Revised
2. Surveyor's Letter
3. Public Notice
4. Aerial Map

NOTES:

1. A BUILDING SETBACK OF 20 FEET IS REQUIRED FROM ALL STREET RIGHTS OF WAY UNLESS A LESSER STANDARD IS APPROVED BY RESOLUTION OF THE APPROPRIATE PLANNING COMMISSION.
2. THE FRONT 15 FEET OF THE 20 FOOT BUILDING SET BACK AND THE ENTIRE SETBACK WITHIN 5 FEET OF THE SIDE LOT LINES IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN THE UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF THE UTILITY TO USE THE EASEMENT.
3. WASTEWATER DISPOSAL: PLANS FOR WASTEWATER THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
4. ANY PERSON DEVELOPING THE PROPERTY IS RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS, INCLUDING A U.S. ARMY CORPS OF ENGINEERS WETLAND DETERMINATION, IF APPLICABLE.
5. HOMER ELECTRIC ASSOCIATION, INC. WAS GRANTED A GENERAL EASEMENT TO ENTER, MAINTAIN, REPAIR, AND CLEAR SHRUBBERY (1/12/1960 BK19, PG104) & (1/10/1961 BK21, PG217).
6. ADDITIONAL EASEMENTS:
ACCESS EASEMENT (10/3/1972 BK66, PG407),
TELEPHONE LINES TOGETHER WITH RIGHT TO ENTER, MAINTAIN, REPAIR, AND CLEAR SHRUBBERY (GLACIER STATE TELEPHONE CO. 7/1/1982 BK128, PG 662)
TELEPHONE LINES TOGETHER WITH RIGHT TO ENTER, MAINTAIN, REPAIR, AND CLEAR SHRUBBERY (TELEPHONE UTILITIES OF THE NORTHLAND 4/23/1987 BK176, PG110)
6. EXCEPTIONS TO 20.30.090 MAXIMUM GRADES, 20.30.120 STREET WIDTHS, & 20.30.190 LOT DIMENSIONS(LOT 1-E-3) WERE GRANTED BY THE PLANNING COMMISSION. MEETING DATE

PLAT APPROVAL:

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING DATED, _____

KENAI PENINSULA BOROUGH

BY: _____

AUTHORIZED OFFICIAL:

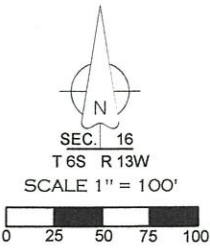
RECEIVED

AUG 25 2023

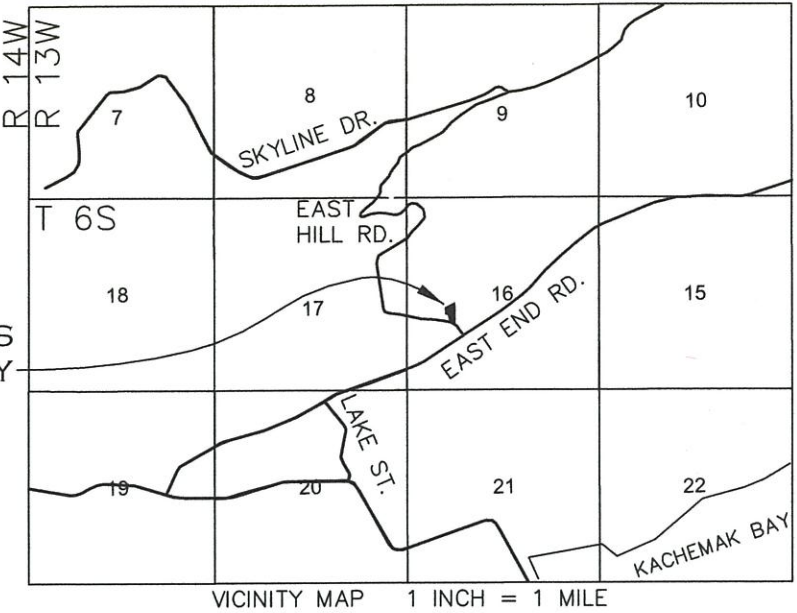
CITY OF HOMER
PLANNING/ZONING

LEGEND:

- FOUND IRON 3/4" IRON PIPE
- FOUND REBAR WITH 2"ALUMINUM CAP
- FOUND 5/8" REBAR
- SET REBAR WITH ALUMINUM CAP (10771-S 2023)



THIS
SURVEY



VICINITY MAP 1 INCH = 1 MILE

CERTIFICATE OF OWNERSHIP:

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN, AND WE HEREBY ADOPT THIS SUBDIVISION PLAN AND BY OUR FREE CONSENT GRANT ALL EASEMENTS TO USE SHOWN.

KAREN ANN CHRISTOPHER
4510 THOMAS CT.
HOMER, AK 99603

LARRY SCOTT CHAMBERS
4510 THOMAS CT.
HOMER, AK 99603

NOTARY'S ACKNOWLEDGEMENT:

FOR: KAREN ANN CHRISTOPHER

ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20__

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES

SURVEYORS CERTIFICATE:

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THE PLAT REPRESENTS A SURVEY MADE BY ME, AND THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THOMAS COURT SUBD.

K.P.B. FILE # 2023-

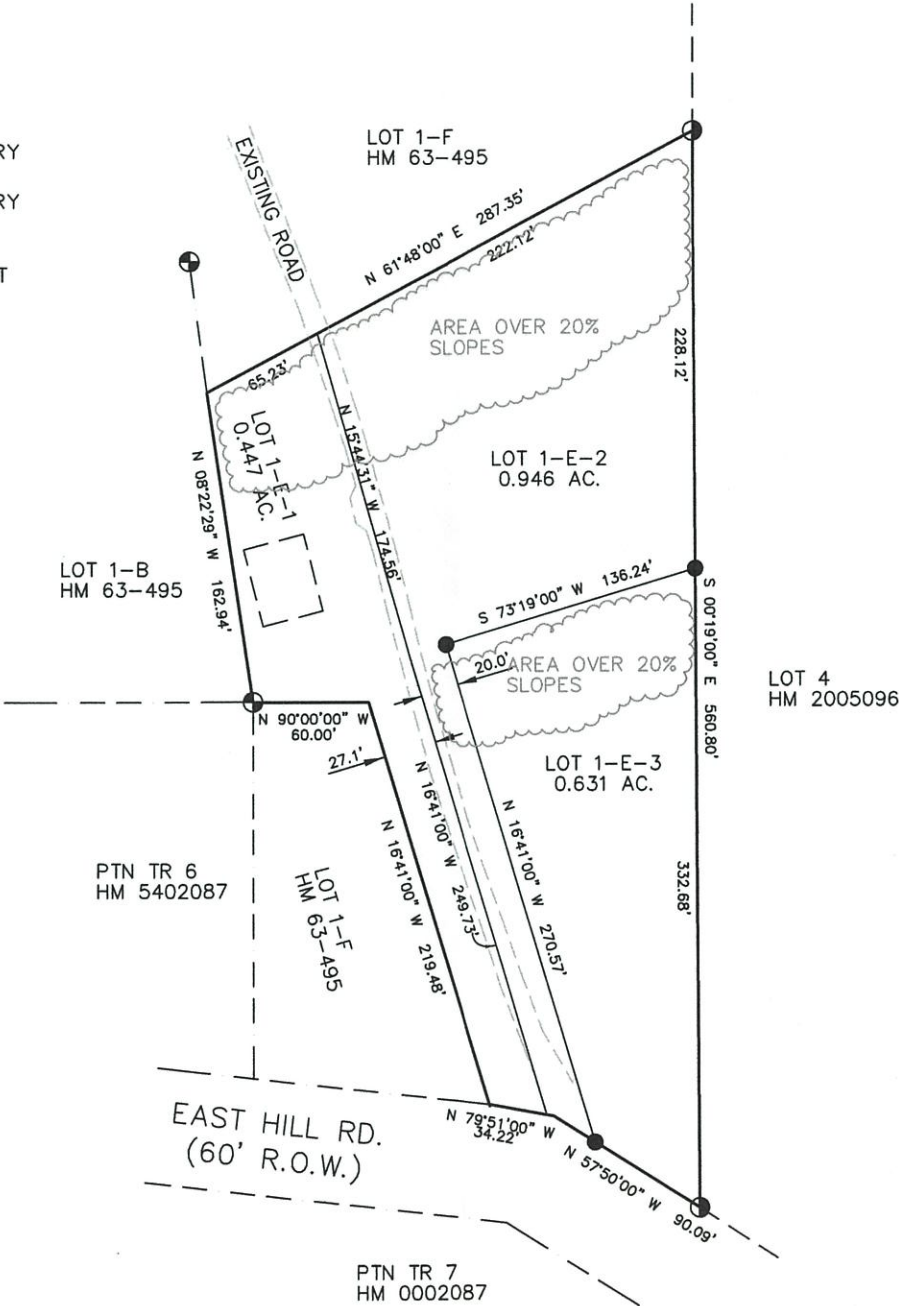
A SUBDIVISION OF LOT 1-E, JAMES WADDELL BOUNDARY SURVEY, SECTION 16, TOWNSHIP 6 SOUTH, RANGE 13 WEST, SEWARD MERIDIAN, KENAI PENINSULA BOROUGH, ALASKA. HOMER RECORDING DISTRICT. containing 2.024 acres.

KAREN ANN CHRISTOPHER & LARRY SCOTT CHAMBERS
4510 THOMAS CT. HOMER, AK 99603

FINELINE SURVEYS

P.O. Box 774
Anchor Point, Alaska 99556
Dmitri D. Kimbrell, RLS (907) 360 6382

SCALE: 1"=100' DATE: 6/20/2023



FineLine Surveys

P.O. 774

Anchor Point, AK 99556

Attn.: Courtney Dodge

Re: Thomas Court Subd.

Courtney

Enclosed are 3 full sized copies of the preliminary plat for the Thomas Court Subd., and a \$300 check to cover the submittal fee.

This proposed platting action would divide lot 1-E, Subdivision of Tr. No. 1, James Waddell Boundary Survey(HM 63-495), into 3 lots. This proposed plat would dedicated a right of way of varying width along Thomas Court. Thomas Court currently has no dedicated right of way, and crosses lot 1-E to access parcels to the north.

Please call with any questions or concerns.

dmitri kimbrell

907 360 6382

NOTICE OF SUBDIVISION

Public notice is hereby given that a preliminary plat has been received proposing to subdivide or replat property. You are being sent this notice because you are an affected property owner within 500 feet of a proposed subdivision and are invited to comment.

Proposed subdivision under consideration is described as follows:

REVISED Thomas Court Subdivision, Preliminary Plat

The location of the proposed subdivision affecting you is provided on the attached map. A preliminary plat showing the proposed subdivision may be viewed at the City of Homer Planning and Zoning Office. Subdivision reviews are conducted in accordance with the City of Homer Subdivision Ordinance and the Kenai Peninsula Borough Subdivision Ordinance. A copy of the Ordinance is available from the Planning and Zoning Office. **Comments should be guided by the requirements of those Ordinances.**

A public meeting will be held by the Homer Planning Commission on Wednesday, October 4, 2023 at 6:30 p.m. In-person meeting participation is available in Cowles Council Chambers located downstairs at Homer City Hall, 491 E. Pioneer Ave., Homer, AK 99603. To attend the meeting virtually, visit zoom.us and enter the Meeting ID & Passcode listed below. To attend the meeting by phone, dial any one of the following phone numbers and enter the Webinar ID & Passcode below, when prompted: 1-253-215-8782, 1-669-900-6833, (toll free) 888-788-0099 or 877-853-5247.

Meeting ID: 979 8816 0903

Passcode: 976062

Additional information regarding this matter will be available by 5 p.m. on the Friday before the meeting. This information will be posted to the City of Homer online calendar page for September 29, 2023 at <https://www.cityofhomer-ak.gov/calendar>. It will also be available at the Planning and Zoning Office at Homer City Hall and at the Homer Public Library.

Written comments can be emailed to the Planning and Zoning 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 4 p.m. on the day of the meeting.

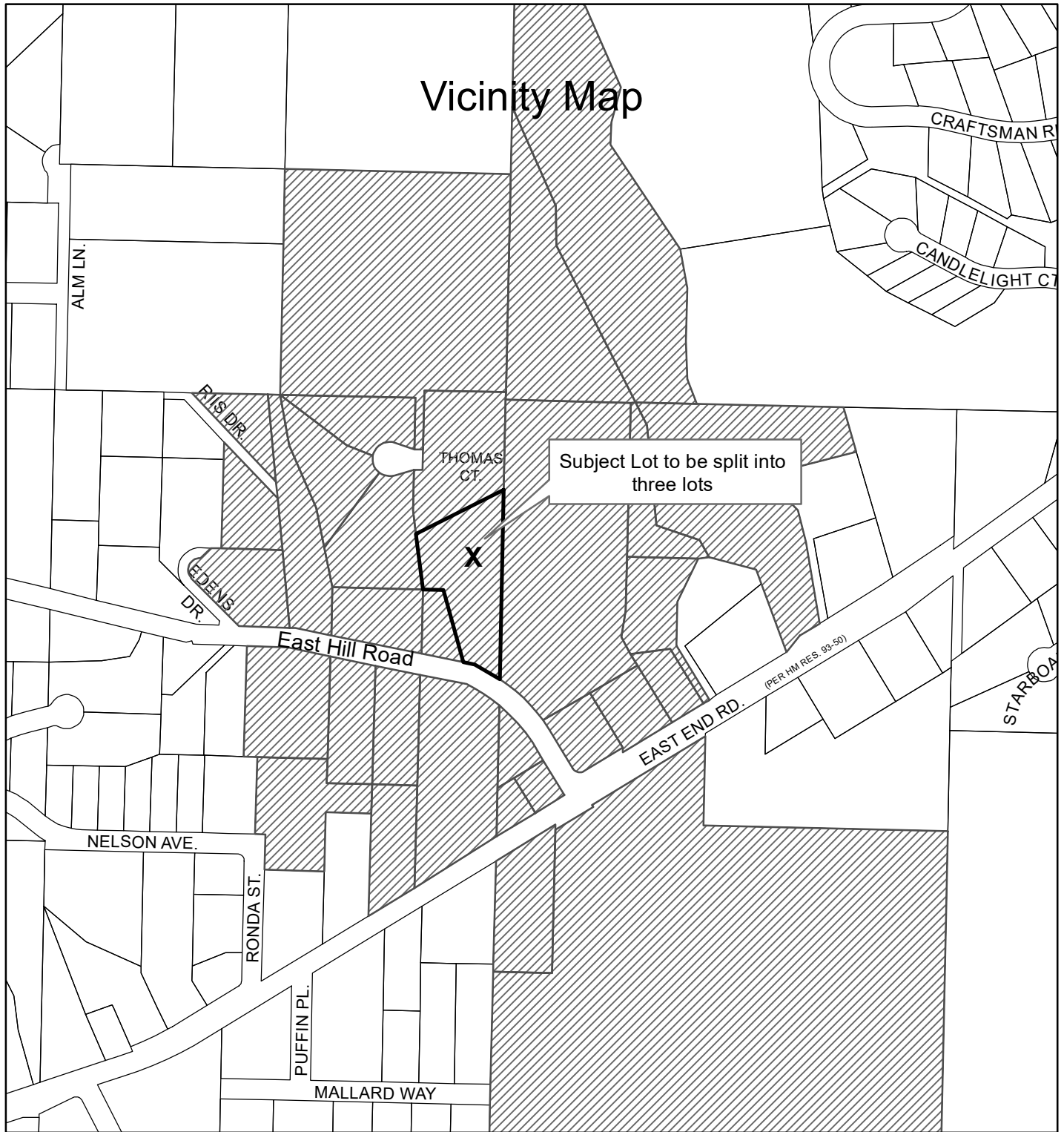
If you have questions or would like additional information, contact Ryan Foster at the Planning and Zoning Office. Phone: (907) 235-3106, email: clerk@cityofhomer-ak.gov, or in-person at Homer City Hall.

NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 500 FEET OF PROPERTY.

.....

VICINITY MAP ON REVERSE

Vicinity Map



City of Homer
Planning and Zoning Department

September 14, 2023

Request for Thomas Court Subdivision Preliminary Plat

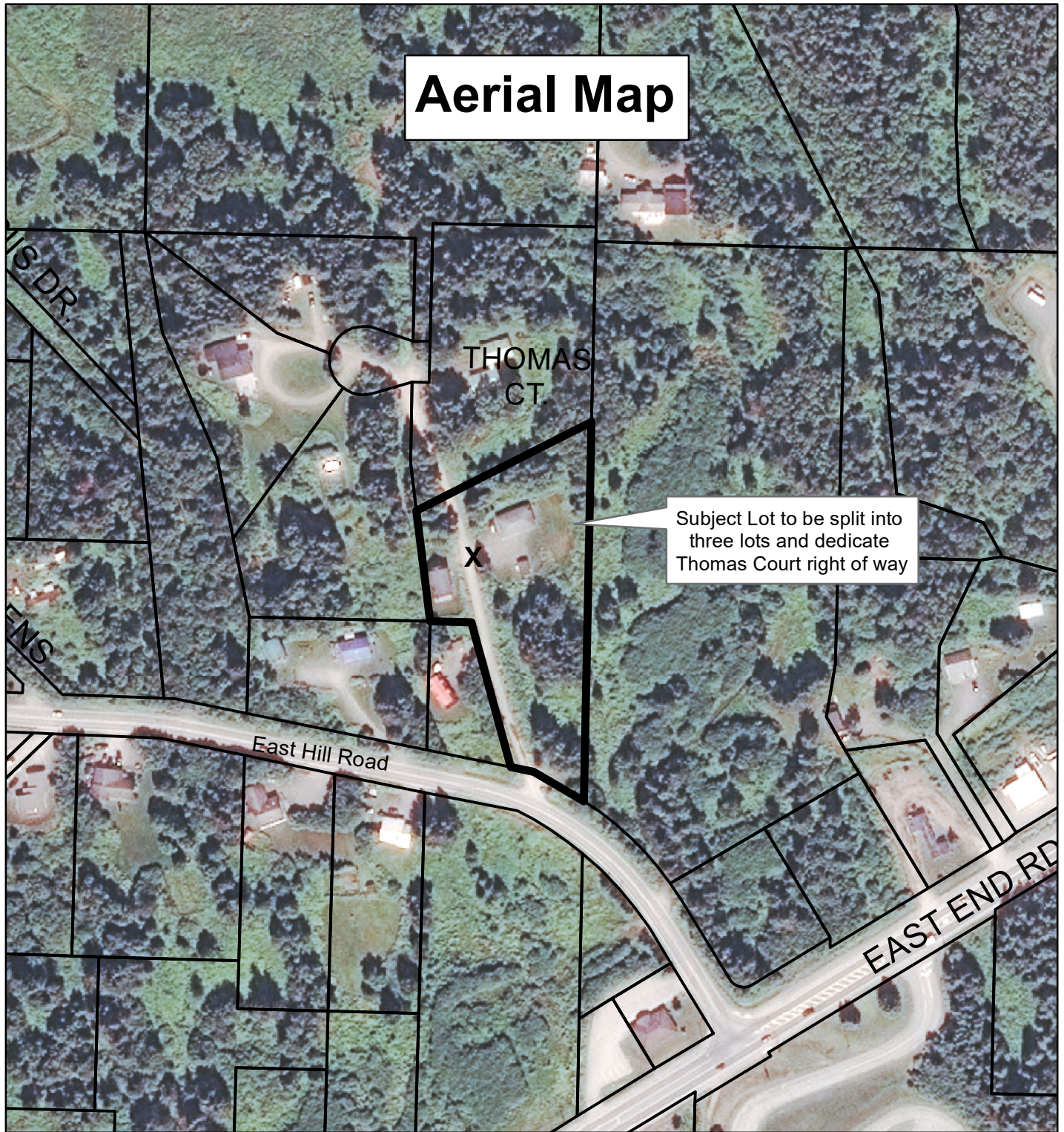
Marked lots are within 500 feet
and property owners notified.

0 250 500 1,000 Feet



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

Aerial Map



City of Homer
Planning and Zoning Department
July 28, 2023

Request for Thomas Court Subdivision Preliminary Plat

Marked lots are within 500 feet
and property owners notified.

0 250 500 Feet



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not responsible for any errors or omissions
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or conclusions drawn therefrom.*

**PLANNING COMMISSION
2023 Calendar**

	AGENDA ITEM DEADLINES	MEETING DATE	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	12/14/22 Public Hearing Items 12/16/22 Preliminary Plat Submittals 12/23/22 Regular Agenda Items	01/04/23		Monday, 01/09/23 6:00 p.m.	•
	12/28/22 Public Hearing Items 12/30/22 Prelim Plat Items 01/06/23 Regular Agenda Items	01/18/23		Monday 01/23/23 6:00 p.m.	•
FEBRUARY	01/11/23 Public Hearing Items 01/13/23 Prelim Plat Items 01/20/23 Regular Agenda Items	02/01/23	Highland	Monday 02/13/23 6:00 p.m.	<ul style="list-style-type: none"> • PC Training on Legislative vs Quasi-Judicial decisions • Developing and Writing Decisions & Findings
	01/25/23 Public Hearing Items 01/27/23 Prelim Plat items 02/03/23 Regular Agenda Items	02/15/23		Monday 02/27/23 6:00 p.m.	•
MARCH	02/08/23 Public Hearing Items 02/10/23 Prelim Plat Items 02/17/23 Regular Agenda Items	03/01/23		Monday 03/13/23 6:00 p.m.	<ul style="list-style-type: none"> • AK APA Conference • Comp Plan & Title 21 Update, Grading Permit, Homer Housing Event Presentation/Discussion
	02/22/23 Public Hearing Items 02/24/23 Prelim Plat Items 03//23 Regular Agenda Items	03/15/23		Tuesday 03/28/23 6:00 p.m.	• Presentation on Old Town, Transportation Plan Updates and Timeline
APRIL	03/15/23 Public Hearing Items 03/17/23 Prelim Plat Items 03/24/23 Regular Agenda Items	04/05/23		Monday 04/10/23 6:00 p.m.	<ul style="list-style-type: none"> • HNMTTP Review • Comp Plan Review
	03/29/23 Public Hearing Items 03/31/23 Prelim Plat Items 04/07/23 Regular Agenda Items	04/19/23		Monday 04/24/23 6:00 p.m.	<ul style="list-style-type: none"> • Amend meeting Schedule to once per month • Amend Public Comment Submittal deadline
MAY	04/12/23 Public Hearing Items 04/14/23 Prelim Plat Items 04/21/23 Regular Agenda Items	05/03/23	Barnwell	Monday 05/08/23 6:00 p.m.	•
	04/26/23 Public Hearing Items 04/28/23 Prelim Plat Items 05/05/23 Regular Agenda Items	05/17/23		Monday 05/22/23 6:00 p.m.	•
JUNE	05/17/23 Public Hearing Items 05/19/23 Prelim Plat Items 05/26/23 Regular Agenda Items	06/07/23		Monday /12/23 00 p.m.	<ul style="list-style-type: none"> • Reappointment Applications will be sent out •

JUNE	05/31/23 Public Hearing Items 06/02/23 Prelim Plat Items 06/09/23 Regular Agenda Items	06/21/23	Monday 06/26/23 6:00 p.m.	•
JULY	06/28/23 Public Hearing Items 06/30/23 Prelim Plat Items 07/07/23 Regular Agenda Items	07/19/23	Monday 07/24/23 6:00 p.m.	<ul style="list-style-type: none"> • Reappointment Application Due • Spit Comp Plan review
AUGUST	07/12/23 Public Hearing Items 07/14/23 Prelim Plat Items 07/21/23 Regular Agenda Items	08/02/23	Monday 08/14/23 6:00 p.m.	<ul style="list-style-type: none"> • Election of Officers • Capital Improvement Plan
	07/26/23 Public Hearing Items 07/28/23 Prelim Plat Items 08/04/23 Regular Agenda Items	08/16/23	Monday 08/28/23 6:00 p.m.	<ul style="list-style-type: none"> • Training - City Clerk's Office
SEPTEMBER	08/16/23 Public Hearing Items 08/18/23 Prelim Plat Items 08/25/23 Regular Agenda Items	09/06/23	Monday 09/11/23 6:00 p.m.	<ul style="list-style-type: none"> • Economic Development Visitor • Draft Transportation Plan Link • Ord 23-21(S)(A)
	08/30/23 Public Hearing Items 09/01/23 Prelim Plat Items 09/08/23 Regular Agenda Items	09/20/23	Monday 09/25/23 6:00 p.m.	This Meeting has been canceled as Planning Staff will be attending annual Training Conference
OCTOBER	09/13/23 Public Hearing Items 09/15/23 Prelim Plat Items 09/22/23 Regular Agenda Items	10/04/23	Monday 10/09/23 6:00 p.m.	<ul style="list-style-type: none"> • Floodplain or other Hazard regulation Overview
	09/27/23 Public Hearing Items 09/29/23 Prelim Plat Items 10/06/23 Regular Agenda Items	10/16/23	Monday 10/23/23 6:00 p.m.	<ul style="list-style-type: none"> • Annual Meeting Schedule
NOVEMBER	10/11/23 Public Hearing Items 10/13/23 Prelim Plat Items 10/20/23 Regular Agenda Items	11/01/23	Monday 11/27/23 6:00 p.m.	
DECEMBER	11/15/23 Public Hearing Items 11/17/23 Prelim Plat Items 11/24/23 Regular Agenda Items	12/06/23	Monday 12/11/23 6:00 p.m.	<ul style="list-style-type: none"> • Review Commission Bylaws, Policies and Procedures • Town Center Plan Review

*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.



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

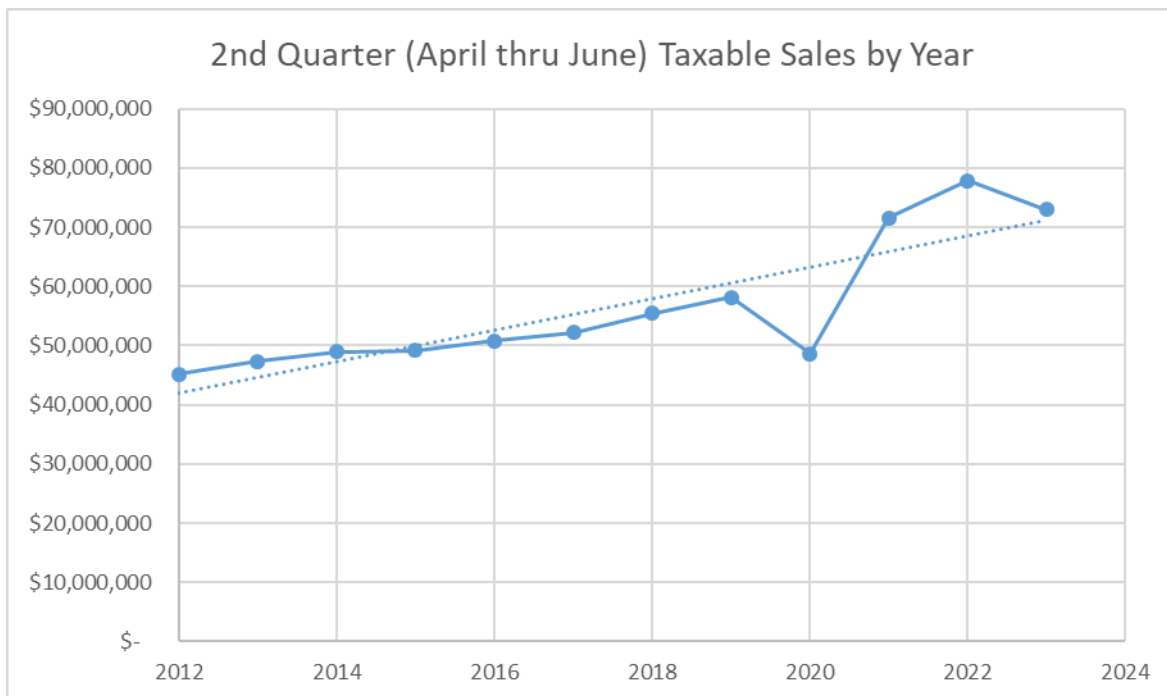
citymanager@cityofhomer-ak.gov
(p) 907-235-8121 x2222
(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 6, 2023
SUBJECT: City Manager's Report for September 11, 2023 Council Meeting

Early Season Sales Tax Update

The second quarter of 2023 (fourth quarter of fiscal year 2023) experienced a decrease in taxable sales over the same period the year prior. This dip in revenue was experienced throughout the Kenai Peninsula Borough. While posting a year over year decrease in a quarter isn't ideal, it's important to contextualize this with the reminder that this is still the second best revenue performance for the April to June period within the history of the City of Homer. It will probably be some time before State economists explain what they believe drove the Borough-wide decline, but I see two likely contributors: 1. The poor weather this year may have been a significant impediment to in-state travelers who constitute a significant portion of our shoulder and peak season visitors. 2. The sales tax cap does more damage to revenues as inflation drives up prices and the values of individual transactions around the City.



It is worth noting that while in-person sales tax was down, remote seller's sales tax is performing well above our budget forecasts. We are also seeing increases in property tax that exceed our forecasts. If the first quarter of FY24 underperforms similarly to the last quarter of FY23, we have the benefit of the new fiscal year to

consider our course of action for the rest of the year. It's possible that performance of other revenue sources will cover the difference. If it appears like they won't, we are well positioned to make adjustments this winter.

Harbor Staff Tours the Coast Guard Cutter Aspen

Port staff including Bryan Hawkins, Amy Woodruff, Aaron Glidden, Del Masterhan, and Matt Clarke met with the Coast Guard executive staff of the Cutter Aspen on board the ship. The Port Director asked for the meeting so that we could both welcome the new ship to the port and share contact information with operations level staff at both the Port and the Cutter. We spoke about day to day operations, maintenance responsibilities for the Cutter's berth, Dock and parking area, and snowplowing/sanding. We took the opportunity to update the ship's staff on the Port Expansion project and the Small boat station project. Numbers were exchanged and faces put to names.

Short Term Rental Code

After our last meeting, I set to work creating a draft short term rental code inspired by conversations at Council meetings and in the community; existing programs in Soldotna, Seward, Juneau; and the code I worked with previously in Eureka, CA. That code has been shared with relevant staff for comments and adjustments. Once the draft has cleared that review, we will reconnect with the Council sponsors of previous short term rental actions.

Park Plans – Public Engagement Opportunities

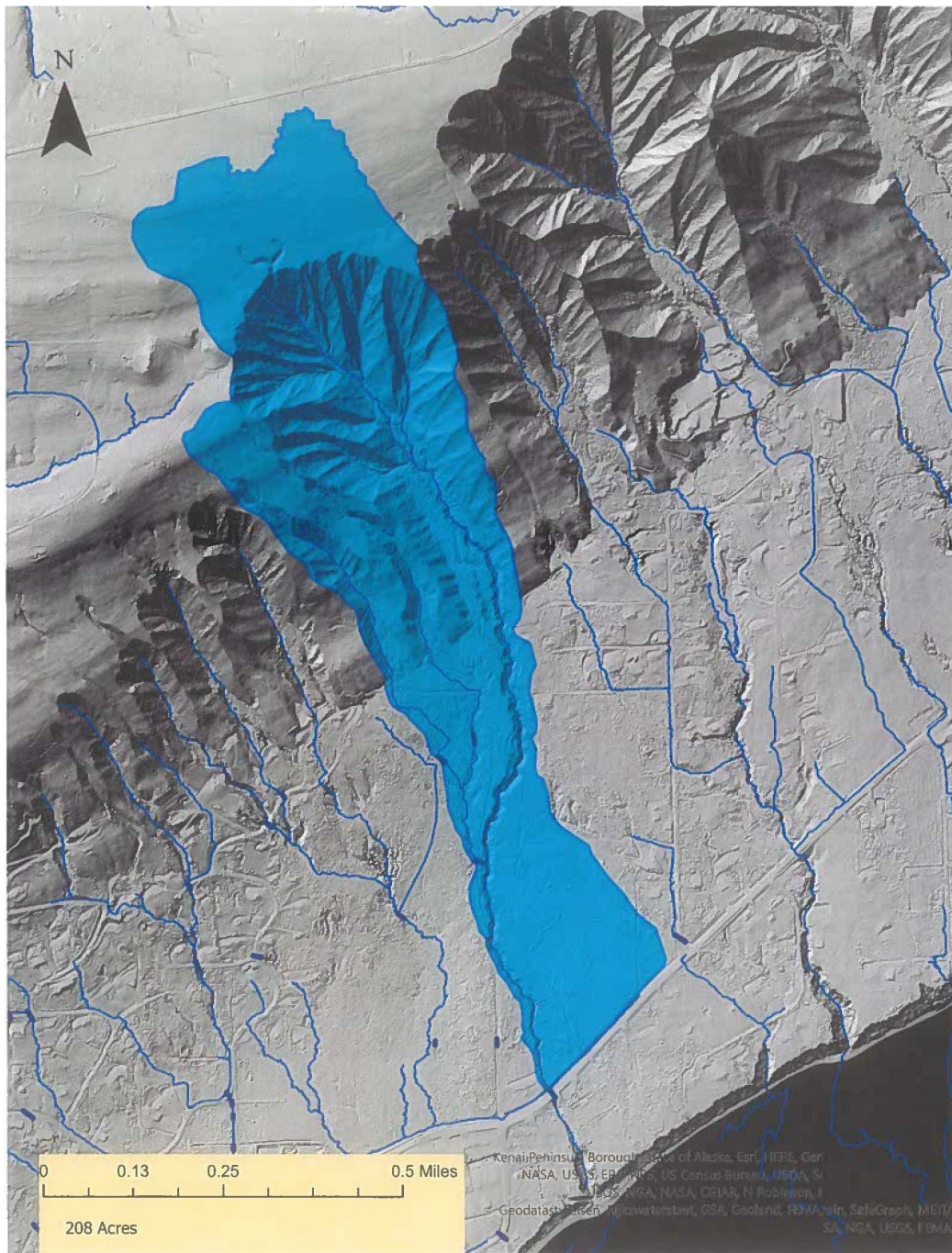
Corvus Design will be in Homer on September 12th to host public meetings to gather input for the Bayview Park Plan and the Karen Hornaday Park Plan. Council and the Public are invited to join us for a Bayview Park public forum at noon in the park, a Karen Hornaday Park public forum at 3pm in the park, and a final public forum at City Hall at 5:30pm. A flyer for the event is enclosed with this report.

East End Road Mud Flow

We recently had a lot of rain that led to a lot of mud washing across East End Road from Kachemak City into Homer. Below is an account of that event and its impacts from Public Works Director Keiser.

Last week, a mudslide surged down a steep canyon just west of the new Meadows Subdivision, in Kachemak City, and swept mud and debris-laden water over East End Road, depositing a heavy layer of silt over the road and downstream into the Bagel Shop commercial area. The AK DOT dispatched equipment to clear the road and in their haste, sheared off the top of a City of Homer manhole. They left an over 24" opening, through which mud, sticks and whatnot poured for many hours, spiking flows to Homer's Waste Water Treatment Plant with over 500,000 gallons of cold, muddy water. Todd Cook and the bacteria were not happy! Public Works used the Vactor Truck to pump out the manhole, cleared the debris, and repaired the damaged section. Meanwhile, the DOT proceeded to clear the road and restore the ditch, depositing their ditch spoils onto the Public Works' ditch spoil yard on East End Road. We agreed to allow this in an effort to restore road access as quickly as possible, with the understanding the State would remove the material, so as not to overload the limited capacity at the yard. Further, sadly, the Bagel Shop was flooded and forced to close temporarily.

So, what happened? Simply put, the heavy rain exceeded the carrying capacity of the drainage and became a "flash flood", carrying branches and even small logs down the canyon. If you look down into the canyon, which, in long stretches, is about 75' deep and over 100' across, you can see where flooding water has scoured the steep slopes as it rushed downstream.



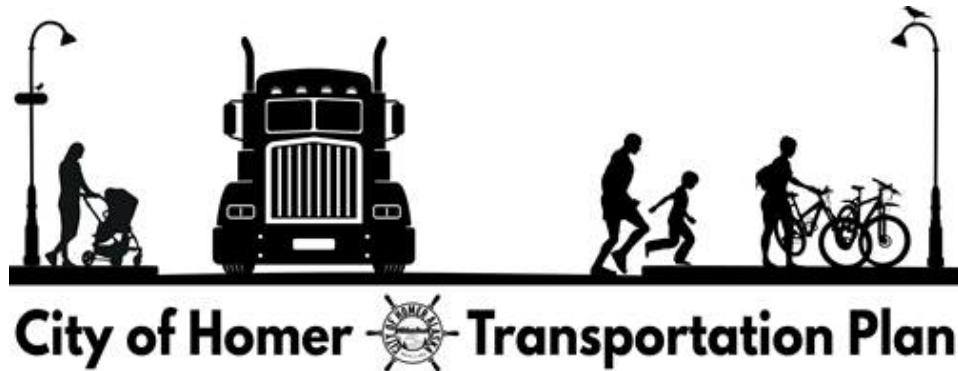
This graphic shows the stream's substantial, natural drainage area and the slope that has eroded over time. One local property owner remembers playing in the stream as a boy, over 45 years ago, and jumping across the channel. Over time, man-made devices have exacerbated the situation. For example, several smaller streams have been diverted, adding even more water to the main channel before it crosses East End Road. It is quite likely the culvert at East End Road is undersized, especially when blocked with branches and other debris.

Why does this matter to Homer? First, it's a clear example of how the State's ability to maintain its roads can adversely affect City of Homer residences and businesses. Further, there are other streams in Homer where this same situation exists; that is, where upstream development has the ability to adversely affect downstream property. As we address this in the near future, it's good to have this real life example of the importance of effective storm water management.

Transportation Plan Update

The public review draft of the Transportation Plan is out! Copies of the plan and comment forms are available at City Hall and the library, or via the City website. There will be a public presentation and open house on Tuesday, September 26th at the college, 6-8 pm. Comments on this draft will be accepted until October 10th. Thereafter, a draft with revisions based on public comment will be presented to the Planning Commission in late 2023, followed by the City Council in 2024. Council will be provided with a full project update in September.

<https://www.cityofhomer-ak.gov/publicworks/inviting-public-comment-transportation-plan-draft>



Seldovia Regional Partnership

Last year Council passed a joint resolution with Seldovia Village Tribe and the City of Seldovia (Resolution 22-082). The main goal of the resolution was to “increase collaboration and mutual benefit of each community’s residents.” On Friday, September 7th I will be traveling to Seldovia for an annual meeting with the administrators of our partner organizations to discuss regional issues and ways we can support each other. We had a similar meeting last year in September which was very productive.

Consistency of Bid Awards

At our last meeting there was a request to have a more consistent approach to how we communicate background information related to resolutions awarding bids using funds from existing appropriations. Staff has been working on developing something that will be consistent and repeatable while also answering the common questions that accompany those types of items. You should see the first steps of that in this meeting’s packet, however, be advised that it is not the final form. We’re still working on a solution that can be used as the template going forward.

Library Siding Follow Up

At our last meeting, Mayor Castner had some questions regarding the wall construction of the Library. We researched the issue and there is a watertight layer immediately underneath the siding, made of a product called WallShield. The product provides water protection, but it is not designed to withstand permanent exposure to the elements. The manufacturer notes that it “sustains six months UV and climate exposure prior to cladding installation.”

Deaccessioning of Poopdeck Trail Sign Posts

Sign posts associated with the Poopdeck Trail on Hazel are set to be removed from the trail as well as the municipal art collection due to deterioration beyond a reasonable means of conservation. This action was

supported by a motion of the Parks, Art, Recreation & Culture Commission. A memo with more information is included with this report.

Attachments:

- September Employee Anniversaries
- Parks Open Forum Flyer
- PARC Memo 23-025 Deaccessioning Poopdeck Sign
- Council Work Session Schedule



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: September 11, 2023
SUBJECT: September 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.

Aaron Glidden	Port	19	Years
Ryan Browning	Police	13	Years
Tracie Whitaker	Police	9	Years
Lisa Linegar	Police	8	Years
Jakob Richter	Fire	4	Years
Charles Benson	Police	2	Years
Samantha Cunningham	Fire	2	Years
Jessica McGuire	Finance	1	Year

Bayview Park & Karen Hornaday Park

Public Forums



The City of Homer invites the public to come and discuss ongoing plans for the **Bayview and Karen Hornaday Parks**.

Public comments and questions regarding either park project are welcome at any of the three public forums scheduled. On-site planning exercises will focus on the respective park.

TUESDAY • SEPTEMBER 12 • 2023



BAYVIEW PARK PUBLIC FORUM

Location: 195 W Bayview Ave, Homer, AK 99603

Time: 12:00 PM — 1:00 PM

SCAN ME!



KAREN HORNADAY PARK PUBLIC FORUM

Location: 475 W Fairview Ave, Homer, AK 99603

Time: 3:00 PM — 5:00 PM

SCAN ME!



CITY HALL PUBLIC FORUM

Location: Upstairs Conference Room at Homer City Hall, 491 E Pioneer Ave, Homer, AK 99603

Time: 5:30 PM — 6:30 PM

SCAN ME!

For more park project information scan the QR codes or go to:

Bayview Park Project
<https://www.cityofhomer-ak.gov/publicworks/bayview>

Karen Hornaday Park Master Plan Update
<https://www.cityofhomer-ak.gov/publicworks/karen-hornaday-park-master-plan-update>

Questions?

Matt Steffy, Parks & Trails Planner
907-435-3178
msteffy@ci.alaska.ak.us



AGENDA ITEM REPORT

Deaccessioning the Poopdeck Trail Sign Posts

Item Type: Informational
Prepared For: Mayor Ken Castner and Homer City Council
Through: Robert Dumouchel, City Manager
Date: August 29, 2023
Staff Contact: Renee Krause, Deputy City Clerk II

At the June 15, 2023 regular meeting the Parks, Art, Recreation & Culture Commission made a final decision that the remaining post for the Poopdeck Trail sign were crumbling and in a state of decomposition, posed a safety hazard and should be removed.

In accordance with the adopted Policies and Procedures for deaccessioning works of art that were included in the Municipal Art Collection, City Council is to be notified by Memorandum of the decision by the Commission. Following is the excerpt of the minutes from the June 15, 2023 regular meeting:

PENDING BUSINESS

9. A. Deaccessioning the Poopdeck Trail Sign Posts

Chair Lewis introduced the item and noted that Public Works Director Keiser was not present. He noted the motion that was on the table and confirmed with the Clerk that they need to vote on that motion.

LOWNEY/ROEDL MOVED THE PARKS, ART, RECREATION & CULTURE ADVISORY COMMISSION RECOMMENDS DEACCESSIONING THE SIGN POSTS AT THE BASE OF THE POOPDECK TRAIL ON HAZEL AVENUE DUE TO DETERIORATION BEYOND REASONABLE MEANS OF CONSERVATION AND DIRECT PUBLIC WORKS STAFF TO REMOVE AND DISPOSE OF AS SCHEDULE PERMITS AND FURTHER REQUEST THE MUNICIPAL ART COLLECTION BE UPDATED AS REQUIRED.

Commissioner Archibald stated that in his conversations with Public Works Director Keiser the posts are crumbling, Parks Maintenance Coordinator Felice related that it was difficult to maintain the area.

Deputy City Clerk Krause reported that Library Director Berry would prefer to see it removed since it was a hazard.

Commissioner Fair requested clarification on the act of decommission versus deaccession.

Deputy City Clerk Krause provided clarification that deaccessioning would remove the item from the city art collection and since the posts were in a state of deterioration they would be removed and properly disposed of by Public Works.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WORK SESSION

AGENDA CALENDAR 2023

Council Meeting Dates	4:00 p.m. Worksession Topic
Monday, May 8	
Tuesday, May 22	<i>Coast Guard ws 2 5 COW @ 4</i>
Monday, June 12	<i>2023 City of Homer Salary and Benefits Survey</i>
Monday, June 26	<i>FY24/25 Capital Budget</i>
Monday, July 24	<i>HDR-Homer Harbor Expansion Alternatives Screening and Next Steps</i>
Monday, August 14	<i>HERC & Hazardous Materials Update – Economic Development Manager & Recreation Manager</i>
Monday, August 28	<i>2024-2029 Capital Improvement Plan & FY25 Legislative Priorities - Special Projects & Communications Coordinator</i>
Monday, September 11	<i>HHE study funding and timeline status by the USACE Project Development Team</i>
Monday, September 25	<i>Ord 23-49 Amend Title 2 & Re-Organization</i>
Monday, October 9	<i>HERC – Economic Development Manager & Recreation Manager</i>
Monday, October 23	
Monday, November 27	<i>Recreation</i>
Monday, December 11	
Monday, December 18 If needed	



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Homer, Alaska 99603

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Memorandum

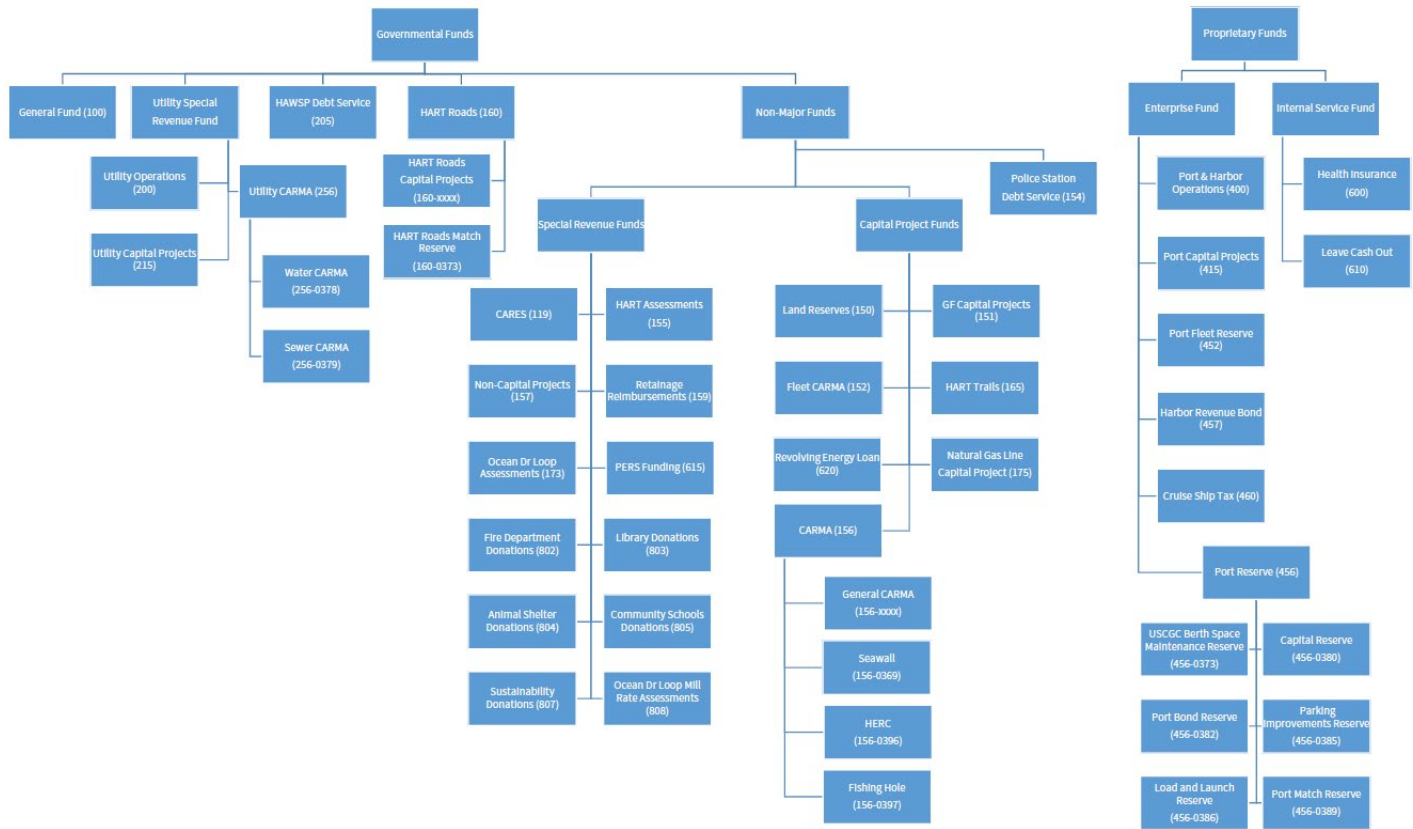
TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 20, 2023
SUBJECT: City Manager's Report for September 25, 2023 Council Meeting

Bayview and Hornaday Park Public Engagement Meetings

Consultants Peter Briggs and Linda Pringle from Corvus Designs were in Homer on the 12th and 13th to host a series of meetings with the public, user groups, and staff as part of the initial process for the Bayview Park and Karen Hornaday Park Master Plans. I attended the two rainy in-park meetings along with an intrepid crew of community members and City staff who didn't let a little precipitation get in the way of the public engagement process. Fans of Bayview Park had a great discussion about their visions for the future of the well-used neighborhood resource. Later in the afternoon, the Hornaday Park meeting offered some shelter under the gazebo and an interactive stakeholder experience (a local five-year old's birthday party). From here, Corvus will be working with staff on plans for both parks. We expect results will come back to Council later this year.



Fund Review



Staff is preparing for a work session on October 23rd that will be the first in a series related to the various funds within the City. We'll evaluate each and give Council an opportunity to give policy guidance. We are currently developing a work sheet that can be used to ensure we have a consistent approach to the 40 plus funds that need to be reviewed. I anticipate that we will start with internal service funds and possibly a few special revenue funds. This process will take a while for Council to review each fund, but I expect that it will be worth the effort to have a refreshed understanding and written policy for all funds.

Transportation Plan Update

The public review draft of the Transportation Plan is out! Copies of the plan and comment forms are available at City Hall and the library, or via the City website. There will be a public presentation and open house on Tuesday, September 26th at the college, 6-8 pm. Comments on this draft will be accepted until October 10th. Thereafter, a draft with revisions based on public comment will be presented to the Planning Commission in late 2023, followed by the City Council in 2024. Council will be provided with a full project update in September.

<https://www.cityofhomer-ak.gov/publicworks/inviting-public-comment-transportation-plan-draft>

Sinkhole at Deep Water Dock

In July staff noticed a hole developing next to the approach to the Deep Water Dock. Upon investigation we found erosion spanning from under the approach to where the dock trestle transitions to shore. Immediately after discovering the damage we closed off one lane of the trestle so as to keep the dock schedule open. We then rented a large 1" steel plate to span over the damage so as to accommodate truck and crane movement. Working with Public Works and HDR, Harbor staff came up with a plan for what will hopefully be a permanent solution. The affected area had to be excavated and built back with concrete blocks and heavy road fabric. We will also be working toward reinforcing the water side of the approach bulkhead before winter sets in, but

that will be a separate project. This is the second time that we have had to make emergency repairs to this general location and we are trying our best to install a long-lasting solution. We may need to come to Council at a future meeting to access Port Reserve funds for this emergency repair.



Community Jails

In 2022 we had a lobbying success related to Community Jail funding. Homer and the other approximately 15 communities that hold jail contracts with the State of Alaska were able to get an increase for the program that was shared equally between programs. Through meetings hosted by the Alaska Municipal League, Chief Robl, Lt. Browning, and I have continued to engage in advocacy regarding issues with jails and our relationship with the Department of Corrections. It's uncertain as to whether we'll see more changes or elevated funding this year, but we are actively collaborating in the process.

Fire Hall Plumbing Issues

Over the last couple years we have had ongoing issues at the Fire Hall with plumbing. This past week we worked with a plumber to fix some problems that were making the kitchen unusable. Fire and Building Maintenance are working together to figure out a plan for keeping the Fire Hall's plumbing system functional. We may come back to Council at a future meeting to discuss an appropriation to support repairs at the Fire Hall.

Alaska Hazardous Waste Program Changes

The State of Alaska is considering regulation changes that would create a hazardous waste program under the federal Resource Conservation and Recovery Act (RCRA). The reason this is exciting for Homer is that it could lead to changes in landfill regulations that may make it possible for a future facility to accept construction and demolition waste with amounts of PCBs under the current federal threshold (like we've determined through testing of the small HERC building). Staff is doing research and may come to a Council meeting in October with a resolution providing direction to staff to comment to the State on behalf of the City (comment period closes October 30th).

Comprehensive Plan and Zoning Code Update

We anticipate bringing a resolution to Council on October 9th which would authorize award of a contract for the Comprehensive Plan and Zoning Code update project. City Planner Ryan Foster discussed it with the Planning Commission at a recent meeting, and we should be ready to go at our next Council meeting.

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Slope Stability-Erosion Mitigation Program						
Kachemak Drive Peatland Water Quality Improvement (Kahcemak Sponge)	\$4,388,791	NOAA Habitat Conservation KBNERSS led/City partner	\$ 1,188,275.00 (land acquisition)	\$ 418,000.00 (land acquisition)	Submitted Awarded 4/1/2023 Award Executed	UAA accepted award; sent sub-award agreement to City Ord 23-46 to accept sub-award introduced 6/26/23 Grant is for Kachemak Drive peatlands acquisition
Beluga Slough Stormwater Treatment System	\$ 690,000.00	Alaska Clean Water Actions	\$ 153,307.00	\$ 107,182.00	Submitted 11/9/2022 Awarded 3/1/2023 Accepted via Ord 23-16(S)	City Council approved grant agreement Ord City costs in-kind + elibigle for funds from ADEC Clean Water Revolving Loan Fund
Transportation						
Transportation Planning	\$ 960,000.00	Safe Streets For All KPB Applic/City partner	\$ 960,000.00	\$ 23,000.00 (in-kind)	Award announced KPB executing grant agreement	Application approved Reso 22-063
Non-Motorized Trans Network (REACH Project)	\$ 1,500,000.00	Fed RAISE Planning Grant	\$ 1,500,000.00	\$ -	Submitted 2/28/2023 NOT FUNDED 6/28/23	HDR application support Reso 22-087 approved Project support Reso 23-012 approved Application made it to Secretary of Transportation Desk Not awarded but deemed a Merit Application; encouraged to apply again next FY.
Homer All-Ages & Abilities Pedestrian Pathway	\$ 3,900,000.00	State of AK Transportation Alternatives (TAP)	\$ 3,432,000.00	\$ 468,000.00	Submitted 2/15/2023 Advanced to final round: Public Evaluation Board (PEB) Awaiting DOT cost estimate (AK DOT&PF manages/constructs project)	HAPP sections in PW's 5-year road plan Project support Reso 23-011 approved Date of PEB Review pending Unknown award date; Perf period end date June '25 (\$500,000 set aside in HART for grant matching)
Main Street Rehab/ Sidewalk South	\$ 4,200,000.00	State of AK Community Transportation Program (CTP)	\$ 3,696,000.00	\$ 504,000.00	Submitted 2/15/2023 Advanced to final round: Public Evaluation Board (PEB) Awaiting DOT cost estimate (AK DOT&PF manages/constructs project)	Main St in 7-10 year horizon in PW Road Plan Project support Reso 23-011 approved Date of PEB Review pending Unknown award date; Perf period end date June '25 (\$500,000 set aside in HART for grant matching)
Port & Harbor						
Float Systems 4 & 1 Replace	\$ 59,289,547.00	Fed Port Infrastructure Development Projects (PIDP)	\$47,135,190	\$ 12,154,357.00 (20.5% match)	Submitted 4/28/2023 Awaiting decision	HDR application support Ord 23-12 approved Council approved project support Reso 4/24/2023 Could apply for PIDP or RAISE '24 if '23 unsuccessful Added to STIP as illustrative project Revenue bond or TIFIA loan for match
		Municipal Harbor Grant	\$ 5,000,000.00	\$ 5,000,000.00	Grant for construction only must complete design to apply	If funded, leverages State match to lower City match on Federal PIDP Grant

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Float Systems 4 & 1 Replace		Denali Commission Grant			Application not begun Due date 4/14/24	Can be used as non-Federal Match May not be competitive - \$1M max award Could apply in '24 for Design/Engineering
Fish Grinding Building Replace & Drainage Improvements	\$ 374,978.00	ADFG Dingle-Johnson	\$ 250,000.00 (preliminary)	\$ 93,744.50 (preliminary)	Submitted 7/12/2022 Preliminary award announced 7/7/2023	Finalizing project cost estimate and award amount 25% local match funds in FY23 capital appropriation Ordinance to accept the grant forth coming
Building Code Development	\$ 587,500.00	State BRIC Sub-Grant (Building Resilient Infrastructure & Communities)	\$ 470,000.00	\$ 117,500.00 (covered by State of Alaska)	Submitted 12/21/2022 Accepted for further review Awaiting decision	Council Approved application Reso 22-086 As a sub-applic State covers local match
Parks & Recreation						
Bayview Park Renovations	\$ 139,230.00	State of AK Healthy & Equitable Community Round 2	\$ 74,919.00	\$ 52,314.00 Addl redistribution funds requested	Submitted 4/24/2023 Awarded 5/8/2023 Accepted via Ord 23-36	Council Approved Resolution 23-031 \$12,000 donation from Kach Bay Rotary Additional funds from HART approved in COH Cap budget
Utilities - Infrastructure Resilience						
Spit Road Erosion Mitigation	\$ 1,812,052.00	Federal PROTECT Grant	\$ 1,812,052.00	-	Submitted 8/18/2023	Application requested planning funds for Homer Spit Erosion Mitigation. City of Homer is project sponsor, but if awarded City will enter MOU with DOT to implement grant activities
Raw Water Transmission Main		FEMA Disaster Mitigation	\$ 1,988,650.00 (direct project costs)	-	Submitted 1/30/2020	4/11/23: Responded to latest FEMA request for information 5/2/23: Congressional Delegation approved award 7/11/23: FEMA working on Period of Performance Waiver
IT - Communications						
Cybersecurity (City-wide Cybersecurity Assessment and Remote Backup System for Cybersecurity Response & Recovery)	\$ 252,794.00	AK Division of Homeland Security FY22 State & Local Cyberscurity Grant Program	\$ -	\$ 252,794.00	Submitted 8/31/2023	
Public Safety Communications (HPD Backup Repeater & Radio Equip HVFD APX-600 Radio Upgrade)	\$ 119,046.56	AK Division of Homeland Security FY23 State Homeland Security Grant Program	\$ 88,196.56	\$ -	Submitted 1/31/2023 Prelim Award Announcement 9/18/2023	Ordinance to accept the grant will be forth coming after receipt of Obligating Award Document



City of Homer Transportation Plan

OPEN HOUSE

Doors open at 5:30 for a light snack
Presentation + breakout groups start at 6 pm

Co-Hosted With Homer Drawdown

**The public
review draft of the
Transportation Plan is out!**

Please attend a public presentation and open house on the draft City of Homer Transportation Plan. Comments on this draft will be accepted until October 10th, 2023.

**SCAN ME
to access the latest
Transportation Plan draft
and updates**



TUESDAY
September 26th 2023
6:00 PM — 8:00 PM



UAA/KPC Kachemak Bay Campus
Pioneer Hall, Room 201
533 E Pioneer Avenue
Homer, AK 99603

Next steps: a revised draft based on public comment will be presented to the Planning Commission late 2023, followed by City Council in 2024. Council will be provided with a full project update in September 2023.

Copies of the plan and comment forms are available at City Hall and the library, or via the City website.



Submit Draft Feedback to Kenny Engineering, LLC at:
homer.transportationplan@kinneyeng.com

Open House Questions? Contact:

Julie Engebretsen, Economic Development Manager
Phone 907-435-3119
jengebretsen@ci.homer.ak.us

