



## Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

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

# City of Homer Agenda

**Parks, Art, Recreation & Culture Advisory Commission Regular Meeting**

**Thursday, October 21, 2021 at 5:30 PM**

**City Hall Cowles Council Chambers In-Person & via Zoom Webinar**

**Webinar ID: 990 6701 0473 Passcode: 295088**

**Dial: (669)900-6833 or (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. Green Cemeteries by Barb Seaman **page 3**

## **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. Regular Meeting Minutes for August 19, 2021 and September 16, 2021. **page 24**

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

A. Staff Report for Recreation - Mike Illg, Recreation Manager **page 41**

B. Fall Park Beach Walk Through Site Visit Report

C. Parks & Trails Report - Matt Steffy, Parks Superintendent **page 50**

D. Public Works Report - Jan Keiser, Public Works Director **page 55**

## **PUBLIC HEARING**

**PENDING BUSINESS** (15 minute time limit)

**NEW BUSINESS** (15-20 minute time limit)

- [A.](#) Memorandum from Deputy City Clerk re: PARC Bylaw Amendments - Proposed Draft PARC Bylaws - Approved PARC Bylaws Adopted 10/14/2019 **page 56**
- [B.](#) Kachemak City Park Revitalization Project **page 76**
- [C.](#) Memorandum from City Clerk re: Meeting Schedule for 2022 **page 78**
- [D.](#) Memorandum from Deputy City Clerk re: Recommendation on Land Purchase **page 83**
- [E.](#) Request from City Attorney for Further Analysis on the Amendments to the City of Homer Gift, Donation and Art Policies, Procedures & Guidelines **page 93**

#### **INFORMATIONAL MATERIALS**

- [A.](#) 2021 PARC Annual Calendar **page 111**
- [B.](#) City Manager's Report for October 11, 2021 **page 112**
- [C.](#) Letter to the Editor - Dogs in Public Places **page 118**
- [D.](#) Notice of Funding Opportunity Executive Summary: ARPA **page 119**
- [E.](#) Addressing Homelessness in Parks: An Inclusive Practices Guide **page 166**
- [F.](#) Creating Parks and Public Spaces for People of All Ages: A Step by Step Guide **page 195**
- [G.](#) Winter Placemaking Guide **page 239**

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

#### **COMMENTS OF THE CITY STAFF**

#### **COMMENTS OF THE COMMISSION**

#### **ADJOURNMENT**

Next Special Meeting is **Thursday, December 2, 2021, 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.

## **Green Burial information for Conservation Cemetery**

**A Conservation Cemetery is a meaningful memorial landscape that contributes to the ecological, cultural and collective health of the property by protecting habitat and the open space surrounding the community.**

**“ Green Burial” is a way of caring for the dead with minimal environmental impact that aides in the conservation of natural resources, reduction of carbon emissions, the protection of community health and the restoration or preservation of significant habitat.**

**Kachemak Heritage Land Trust’s board of directors might be willing to take on the stewardship role. Or, if it is more appropriate, the chosen property could be owned by the city, a private LLC or group of partners or another appropriate non-profit organization existing specifically to protect and preserve natural land in perpetuity. To guarantee protection from future inappropriate development, the conservation easement could be written and enforced by a non-profit organization acting as steward and manager. The cemetery would be approved and managed with funds raised and generated by fees for service held in the form of a stewardship fund, or it could be owned by a private landowner and available for perpetual use as a green burial cemetery for Homer residents protected by a conservation easement, forever. My intent is to assist the City of Homer, and the community, in choosing, acquiring and dedicating a location, designing, building and perpetually protecting a beautiful green burial cemetery to serve the Kenai Peninsula community for generations to come.**

**Additional actions require working with the City of Homer’s Parks and Recreation Commission to draft a conservation easement and use its maps to show watershed, landownership, water quality and drainage. More steps include acquiring software to manage records of burial plots, soil maps, adding water and sewer, possibly creating an adjacent pet cemetery, pet burial policy, and landscape plan and regulations to guide policies for a carbon sequestration program. A funeral director is required to obtain a burial transit permit prior to**

transporting a body. The Health Department may embalm a body if it cannot reach its destination within 24 hours of death but only with the family or legal representative of the diseased person. Refrigeration serves the same purpose as embalming but there are no laws in Alaska guiding this.

We could create a carbon emission management plan for the acreage required, and a water quality testing program both designed by Cook Inlet Keeper, install of security fencing with a 1-2 locking gates would be necessary and collaboration with the Homer funeral director and similar service organizations including permits and licenses.

Signs will be needed including notices of cemetery regulations, dedication at all gates, and water and sewer facilities must be put in place. The construction of a storage shed, and a small well designed chapel should be considered, as well as parking areas, benches and planting of native plants. Spectacular views are integral to the successful cemetery design and planning for this feature should be taken advantage of as frequently as possible.

Other actions needs include;

Record keeping system and equipment including GPS,

Land purchase (at least 15 acres) or donation of land from City of Homer or Kenai Peninsula,

Water quality testing program, manage drainage if necessary with Cook Inlet Keeper and manage carbon emissions program,

Equipment (small) tractor, chainsaw, fencing, hand tools, shed, signage, chapel, gravel, parking, access.

Trail and bench construction and maintenance,

Construct Columbarium/Mausoleum,

and, use only bio-degradable materials including pine box, organic pods, wicker baskets, "Eternal Reefs" (Cement ball underwater. Creates habitat for fish)



93 registered Green Burial Cemetery sites nationally,

54% of Americans are considering green burial, 72% of cemeteries report an increased demand,

A green burial might charge 5% to 15% or less than a typical burial which includes a plot price, stewardship fund contribution, (payments ok) fee goes into endowment fund and/or trust fund,

Typically, a burial is expected to cost between \$4,100 - \$11,600 or more. Smaller non- profit burials may cost \$200 - \$500 for a standard burial with some extras (This is a guess. More research needs to be done!)

Potential income sources include, stewardship donations, carbon credits, carbon credits, plot purchases and burial fees, grants and donations.

The most common American ways of burial are some of the most resource intensive industries utilizing hard woods (caskets) mining for minerals.

Each year an estimated 22,500 new cemeteries are built. Each year, 827,060 gallons of embalming fluid are used, 90,272 tons of steel are used for caskets, 2,700 tons of copper and bronze are used in caskets, 1,636,000 tons of reinforced concrete are used for vaults, enough formaldehyde to fill 8 Olympic-sized swimming pools every year, enough metal to rebuild the Golden Gate Bridge and enough concrete to build a 2 lane highway across the US every year. 1 in 2 people chose cremation (approximately 1,313,209 people). Every human body cremated uses as much energy in the form of gas and electricity as a 500 mile car trip and is responsible for 10 % of all mercury which comes from dental fillings during the cremation process. In 2006, 490 million pounds of Co2 impacted our atmosphere. Every human body cremated uses as much energy in the form of gas and electricity as a 500 mile car trip. Cremation also contributed 10% of all mercury omitted into the air and atmosphere which comes from dental fillings during the cremation process.

Further estimated costs to the family include purchase of the burial plot, opening and lowering the burial container/casket, closing the grave, installing the headstone, review of health certificate, legal review of any advance directive and review of the organizations legal right to long term custody of burial ground, and its cold ground policy. I'm looking forward to your questions and further conversation!

COPY

Ref: 23<sup>rd</sup>



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FILED FOR RECORD  
OCCONEE COUNTY, S.C.  
REGISTER OF DEEDS

## CONSERVATION EASEMENT

2006 OCT 11 P 12:47

State Forever

PO Box 2308

Greenville, SC 29602

006653

THIS CONSERVATION EASEMENT made and entered into this 11<sup>th</sup> day of October, 2006 by and between **MEMORIAL ECOSYSTEMS, INC.**, a corporation organized and existing under the laws of the State of South Carolina (hereinafter referred to as "Grantor"), and **UPSTATE FOREVER**, a non-profit corporation organized and existing under the laws of the State of South Carolina (hereinafter referred to as "Grantee").

### WITNESSETH:

WHEREAS, Grantor is the owner in fee simple of certain real property, more particularly described on Exhibit A, attached hereto and hereinafter referred to as the "Protected Property";

WHEREAS, the Protected Property functions as a green burial cemetery dedicated to landscape-level conservation and providing economical, environmentally sensitive, and alternative approaches to conventional burials; and

WHEREAS, Grantor promotes and encourages ethical and sustainable practices in the deathcare system and, when possible, the use of the burial process as a means of facilitating ecological restoration and protecting and preserving valuable natural areas of distinctive beauty; and

WHEREAS, the Baseline Report dated October 11, 2006 prepared by Grantee and approved by Grantor (hereinafter referred to as "the Baseline Report") fairly and accurately describes the condition of the Protected Property as of the date of this Conservation Easement; and

WHEREAS, the Protected Property contains significant frontage on Ramsey Creek, a wide variety of native flora and fauna,

and exceptionally diverse habitat for wildlife (the foregoing values being hereinafter referred to collectively as "conservation values") of great importance to Grantor and Grantee and the people of Oconee County and the State of South Carolina; and

WHEREAS, Grantor intends that the conservation values of the Protected Property be preserved and maintained in accordance with the terms and conditions provided herein; and

WHEREAS, Grantor intends that the Protected Property will be open to the general public in accordance with guidelines established by Grantor to insure all activities are respectful and have a low ecological impact; and

WHEREAS, Grantor is desirous of conveying to Grantee a Conservation Easement pursuant to the terms of the South Carolina Conservation Easement Act of 1991 (S.C. Code of Laws Ann. §§ 27-8-10, et. seq.) (hereinafter referred to as "the Act"); and

WHEREAS, Grantee is a qualified "holder" within the meaning of the Act and is otherwise authorized to receive, hold and enforce conservation easements; and

WHEREAS, Grantee, by accepting this Conservation Easement, has committed to honor and defend the terms, conditions and purposes stated herein in perpetuity for the benefit of the citizens of Oconee County, the State of South Carolina and the nation; and

WHEREAS, Grantor's Board of Directors has approved the granting of this Conservation Easement;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and promises contained herein, Grantor does hereby grant, bargain and convey unto Grantee, its successors and assigns forever, this Conservation Easement in perpetuity over the Protected Property subject to the following conditions and restrictions:

1. **Restrictions on Uses of the Protected Property.**

**A. Development.** There shall be no building or development or any residential, commercial or industrial use or activity of any nature undertaken or allowed on the Protected Property or any portion thereof except as provided in Section 1 (B).

**B. Ramsey Creek Preserve.** Grantor shall have the right to construct, operate, and maintain on the Protected Property a green burial cemetery known as "Ramsey Creek Preserve" subject to the following conditions and restrictions:

(1) **Density of Burials.** There shall be no more than an average of seventy-five whole-body burials per acre and no more than three hundred ashes burials per acre. Grantor may increase the average number of whole body burials by (a) providing a written justification for such increase that has been approved by Grantor's Board of Directors and (b) receiving Grantee's written consent to the increase. The justification may be based on financial grounds. Grantee may withhold its consent if it reasonably determines that the requested increase would substantially impair the conservation values of the Protected Property. There shall be no limit on the scattering of ashes unless it is determined that the volume of ashes is changing soil chemistry in a way that impairs the conservation values of the Protected Property.

(2) **Burial Locations.** No whole body burials shall occur in jurisdictional wetlands or in areas that would substantially impair the conservation values of the Protected Property. The locations of these particularly sensitive areas are shown in Exhibit B. No whole body burials shall occur on slopes with a gradient greater than twenty degrees within a six foot area or additional areas as defined by Grantor and approved in writing by Grantee. Burials in the 100 year flood plain of Ramsey Creek will be limited to

those sold and promised prior to the signing of this Conservation Easement and shall not exceed ten whole body burials.

- (3) *Embalming.*** No embalmed bodies shall be permitted.
- (4) *Vaults.*** No vaults shall be permitted.
- (5) *Burial Containers.*** Burial containers shall consist of biodegradable materials.
- (6) *Additional Structures and Facilities.*** Grantor shall have the right to maintain and operate all existing structures on the Protected Property, as described in the Baseline Report. In addition, Grantor may construct and operate additional structures and facilities such as chapels, pedestrian trails, boardwalks, observation decks, benches, picnic shelters, parking areas, restroom facilities, maintenance facilities and ancillary structures, provided that Grantee shall approve in writing a plan for such structures and facilities before any construction shall begin.
- (7) *Memorials.*** Markers shall be made of stone consistent with the local surface geology and shall comply with Grantor's requirements and guidelines.
- (8) *Protection of Native Plants.*** Grantor shall exercise its best efforts to protect existing native plant species at the Protected Property and to restore and enhance conditions for such species. All plants used for restoration and memorials shall be site appropriate species native to the region.
- (9) *Soil disturbance, removal, and replacement.*** Grantor shall use reasonable measures to insure that removed soils are replaced in the same area when conducting burials. As much as reasonably practical, removed topsoil (approximately the top 12 inches) will be replaced at the top of the burial sites so as to encourage reestablishment of native vegetative covers.
- (10) *Mechanical Equipment.*** Grantor shall have the right to use and operate the mechanical equipment described in Exhibit C at the Protected Property

except in any area that is within 50 feet of the bank of Ramsey Creek.

**(11) *Operating and Management Requirements.***

Grantor has established extensive requirements for the operation and management of the Ramsey Creek Preserve. Grantor shall have the right to administer and enforce such requirements provided they do not conflict with or are not inconsistent with the purposes of this Conservation Easement. In the event of such conflict or inconsistency, this Conservation Easement shall prevail.

**C. *Subdividing.*** The Protected Property shall not be subdivided.

**D. *Signs.*** There shall be no construction or placing of signs, billboards, or any type of advertising devices or materials on the Protected Property except for directional signs required by law, for "no trespassing signs," signs required for management of the Protected Property, signs required for institutional controls of human activities associated with the Protected Property, signs required for purposes of public safety, and for signs associated with the uses and activities, particularly environmental education, described in Section 1 (B) hereof.

**E. *Riparian Buffers.*** Grantor shall not disturb or alter any area that is within 100 feet of the bank of Ramsey Creek except as follows: (1) to construct and maintain pedestrian trails, decks, exhibits, benches, shelters and similar facilities with Grantee's prior written consent; (2) to eliminate undesirable or invasive species provided such removal shall be in accordance with the best management practices of the South Carolina Forestry Commission (or successor agency) and is first approved in writing by Grantee; (3) to install no more than three hundred ashes burials per acre; and (4) to bury a total of no more than ten bodies but such burials shall be at least 50 feet from the bank of Ramsey Creek and shall be first approved in writing by Grantee.

**F. *Removal of Trees and Vegetation.*** Grantor shall have the right to remove trees, shrubs and vegetation from the Protected Property in order to (1) operate the Ramsey Creek Preserve in accordance with Section 1 (B); (2) to install the facilities permitted in Section 1 (B) (6); (3) to eliminate undesirable or invasive species provided such removal shall be in accordance with the best management practices established by the South Carolina Forestry Commission (or successor agency) and is first approved in writing by Grantee; and (4) to remove diseased or dead trees that present a hazard to life or property.

**G. *Hunting and Fishing.*** Hunting and fishing shall be permitted on the Protected Property in accordance with applicable law and for purposes of scientific research or for controlling nuisance species.

**H. *No Other Disturbances.*** Except as may be reasonably required in connection with any of the uses and activities expressly permitted by this Conservation Easement and except for the installation, use and maintenance of erosion control measures in full compliance with applicable laws and regulations, there shall be no filling, excavating, diking, or mining; no removal of topsoil, sand, gravel, rock, minerals or other materials; no dumping of trash, garbage, or any other material; and no alteration of the topography of the land in any manner.

**2. Representation of Title.** Grantor represents and warrants that it owns valid, fee simple absolute title to the Protected Property and has the right to grant and convey this Conservation Easement and that the Protected Property is free and clear of all mortgages, liens and encumbrances of any nature whatsoever (except for encumbrances relating to cemeteries).

**3. Inspection.** Grantee and its agents, contractors and representatives shall have the right, in a reasonable manner and at reasonable times, and with prior notice to Grantor, to enter the Protected Property for the purpose of inspecting it to determine compliance with the provisions of this Conservation Easement.

**4. Grantee's Remedies.** If Grantee determines that a violation of this Conservation Easement has occurred, is occurring or is threatened, Grantee shall give written notice to Grantor of such violation and demand corrective action to cease or cure the violation or where such violation involves injury to the Protected Property resulting from any use or activity inconsistent with the purposes of this Conservation Easement, to restore the Protected Property so injured. If Grantor fails to cease or cure the violation within thirty days after receipt of Grantee's notice or, if the circumstances are such that the violation cannot be cured within the thirty day period, Grantor does not begin curing such violation within the thirty day period, or if Grantor fails to continue diligently to cure the violation until finally cured, Grantee may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Conservation Easement. In such action, Grantee may seek a temporary or permanent injunction, damages for violation of this Conservation Easement, including damages for the loss of the conservation values of the Protected Property, and an order requiring Grantor to restore the Protected Property to the condition that existed prior to injury.

If Grantee, in its reasonable discretion, determines that a violation of this Conservation Easement has occurred or is occurring and that circumstances require immediate action to prevent or mitigate significant damage to the conservation values of the Protected Property, Grantee may pursue its remedies under this Section 4 without prior notice to Grantor and without waiting for the thirty day notice of cure to expire.

Grantor agrees that Grantee's remedies for violation of the terms of this Conservation Easement are inadequate and that Grantee shall be entitled to the injunctive relief described in this Section, both prohibitive and mandatory, in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Conservation Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Grantee's remedies described in this Section 4 shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.



In the event Grantor is determined by any court of competent jurisdiction to have violated the terms of this Conservation Easement, all costs incurred by Grantee in enforcing the terms of this Conservation Easement against Grantor, including, without limitation, costs of suit and attorneys' fees, and any costs of restoration necessitated by Grantor's violation of the terms of this Conservation Easement shall be borne solely by Grantor.

In the event Grantor brings action against Grantee and Grantee is determined by any court of competent jurisdiction to have violated the terms of this Conservation Easement, all costs and fees are born solely by Grantee.

Enforcement of the terms of this Conservation Easement shall be at the discretion of Grantee, and any forbearance by Grantee to exercise its rights under this Conservation Easement in the event of any breach of any provision of this Conservation Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such provision or of any subsequent breach of the same or any other provision of this Conservation Easement or of any of Grantee's rights under this Conservation Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

Nothing herein shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Protected Property resulting from causes beyond Grantor's reasonable control, including, without limitation, fire, floods, storms or unauthorized wrongful acts of third persons.

**5. Costs and Liabilities.** Grantor retains all responsibilities and shall bear all costs and liabilities of any kind relating to the ownership, operation, upkeep, and maintenance of the Protected Property, including maintenance of adequate comprehensive general liability insurance coverage. Grantor shall keep the Protected Property free of any liens arising out of any work performed for, materials furnished to, or obligations incurred by Grantor.

6. **Taxes.** Grantor shall pay before delinquency all taxes, assessments, fees, and charges of whatever description levied on or assessed against the Protected Property by competent authority.

7. **Extinguishment.**

(a) If circumstances arise in the future which render the purpose of this Conservation Easement impossible to accomplish, this Conservation Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction, and the amount of the proceeds to which Grantee shall be entitled, after the satisfaction of prior claims, from any sale, exchange, or involuntary conversion of all or any portion of the Protected Property subsequent to such termination or extinguishment, shall be determined, unless otherwise provided by South Carolina law at the time, in accordance with paragraph 7(b) below. Grantee shall use all such proceeds in a manner consistent with the conservation purposes of this grant.

(b) This Conservation Easement constitutes a real Protected Property interest immediately vested in Grantee, which, for the purposes of this Section 7, the parties stipulate to have a fair market value determined by multiplying the fair market value of the Protected Property unencumbered by the Conservation Easement (minus any increase in value after the date of this grant attributable to improvements) by the ratio of the value of the Conservation Easement at the time of this grant to the value of the Protected Property, without deduction for the value of the Conservation Easement, at the time of this grant. The values at the time of this grant shall be those values used to calculate the deduction for federal income tax purposes allowable by reason of this grant, pursuant to Section 170(h) of the Internal Revenue Code, as amended. For the purposes of this provision, the ratio of the value of the Conservation Easement to the value of the Protected Property unencumbered by the Conservation Easement shall remain constant.

8. **Assignment.** This Conservation Easement is assignable, but Grantee may assign its rights and obligations under this Conservation Easement only to an organization which is a qualified organization at the time of transfer under Section 170(h) of the Internal Revenue Code, as amended (or any successor provision then applicable), and the applicable regulations promulgated

thereunder, and which is authorized to acquire and hold Conservation Easements under South Carolina law, and any such assignment shall be first approved in writing by Grantor, which approval shall not be unreasonably withheld. An express condition of such assignment is that the assignee organization shall have the commitment, ability and resources to meet its responsibilities and obligations under this Conservation Easement and to take the necessary steps to protect the conservation values of the Protected Property.

If Grantee shall cease to exist or to be a qualified organization under Section 170(h) of the Internal Revenue Code, or if Grantee is unable or unwilling to carry out its obligations under this Conservation Easement, then Grantee's rights and obligations shall become immediately vested in The Nature Conservancy. If The Nature Conservancy is no longer in existence at the time the rights and obligations under this Conservation Easement would otherwise vest in it, or if at such time The Nature Conservancy is not qualified or authorized to hold conservation easements under Section 170(h) of the Internal Revenue Code, as amended (or any successor provision then applicable) or if The Nature Conservancy shall refuse such rights and obligations, then the rights and obligations under this Conservation Easement shall vest in such other qualified organization as a court of competent jurisdiction shall direct pursuant to applicable law.

**9. Rules of Construction.** The parties recognize and agree that the primary purposes of this Conservation Easement are to preserve the Protected Property predominantly in its present condition and to protect the conservation values of the Protected Property. Accordingly, this Conservation Easement shall be liberally construed in favor of these purposes. If any provision is found to be ambiguous, an interpretation consistent with the primary purposes of this Conservation Easement that would render the provision valid shall be favored over any interpretation that would render it invalid.

**10. Modification.** This Conservation Easement may not be modified or amended except pursuant to a written agreement signed by both parties. Any such modification or amendment shall be consistent with the purposes of this Conservation Easement.

**11. Resolution of Disputes.** The parties shall promptly and in good faith attempt to resolve any dispute arising out of or relating to this Conservation Easement. If those negotiations are not successful, the parties shall in good faith attempt to resolve the dispute through mediation. The parties shall appoint a mutually acceptable person who has been certified as a civil mediator by South Carolina Board of Mediator and Arbitrator Certification (or successor agency). If the parties cannot agree on who should serve as mediator, such Board (or successor agency) shall appoint the mediator. The mediation will be held no later than ninety days after the dispute has arisen, and the costs of the mediation shall be shared equally by the parties. The mediation shall be governed by the rules established by the South Carolina Supreme Court for civil mediations. Except as provided in Section 4 of this Conservation Easement, no judicial action may be instituted by either party until after such mediation has been held. If the mediation is not successful and a judicial action is instituted, the parties shall not assert the defense of the statute of limitations or laches based upon the time devoted to attempting to resolve the dispute in accordance with this Section 11.

**12. Notice.** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by first class mail, postage prepaid, addressed as follows:

To Grantor:            George William Campbell, MD  
                              (or successor)  
                              Memorial Ecosystems, Inc.  
                              111 W. Main Street  
                              Post Office Box 188  
                              Westminster, SC 29693

To Grantee:            Dana H. Leavitt (or successor)  
                              Land Trust Director  
                              Upstate Forever  
                              Post Office Box 2308  
                              Greenville, S.C. 29602

13. **Severability.** If any provision of this Easement is determined by a court of competent jurisdiction to be void and unenforceable, all remaining terms shall remain valid and binding.

14. **Binding Effect.** The burdens of this Conservation Easement shall run with the Protected Property in perpetuity and shall be enforceable against Grantor and its successors and assigns and all future owners of the Protected Property and all persons or entities having any interest therein, in perpetuity. The benefits of this Conservation Easement shall inure to Grantee and its successors and assigns and to the citizens of Oconee County and of the State of South Carolina.

FILED FOR RECORD  
OCCONEE COUNTY, S.C.  
REGISTER OF DEEDS  
OCT 11 P 12:47

IN WITNESS WHEREOF, Grantor and Grantee have executed this Conservation Easement as of the date and year first above written.

WITNESSETH:

Grantor:

Shannon Dickson  
Macy Duncan

MEMORIAL ECOSYSTEMS, INC.

By: George William Campbell, MD  
George William Campbell, MD  
President

Grantee:

UPSTATE FOREVER

Shannon Dickson  
Macy Duncan

By: Dana H. Leavitt  
Dana H. Leavitt  
Land Trust Director

STATE OF SOUTH CAROLINA

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) ACKNOWLEDGEMENT

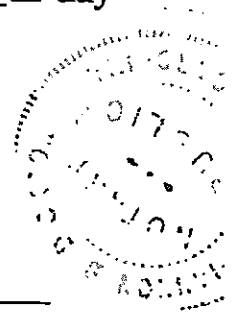
COUNTY OF OCONEE )

I, Shannon B Dickson, a notary public for the State of South Carolina, do hereby certify that George William Campbell personally appeared before me and acknowledged being the Grantor Memorial Ecosystems, Inc. and acknowledged the due execution of the foregoing Conservation Easement this 11th day of October, 2006.

Shannon B Dickson

Notary Public for South

My commission expires: 10-6-2009



STATE OF SOUTH CAROLINA

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) ACKNOWLEDGEMENT

COUNTY OF OCONEE )

I, Shannon B Dickson, a notary public for the State of South Carolina, do hereby certify that Dana H. Leavitt personally appeared before me and acknowledged being the Land Trust Director of the Grantee Upstate Forever and acknowledged the due execution of the foregoing instrument this 11th day of October, 2006.

Shannon B Dickson

Notary Public for South

My commission expires: 10-6-2009



## EXHIBIT A

All that certain piece, parcel or tract of land lying and being situate in the State of South Carolina, County of Oconee, Tugaloo Township, **containing 32.20 ACRES**, more or less, as shown and more fully described on a Plat thereof by Michael L. Henderson, PS #6946, dated 2-19-98 and recorded in Plat Book A632, page 7, records of Oconee County, South Carolina.

This is the identical lot of land conveyed to Memorial Ecosystems, Inc. by deed of George William Campbell and Kimberly A. Campbell, recorded on the 24<sup>th</sup> day of September, 1998 in Deed Book 996 at page 29, records of Oconee County, South Carolina.

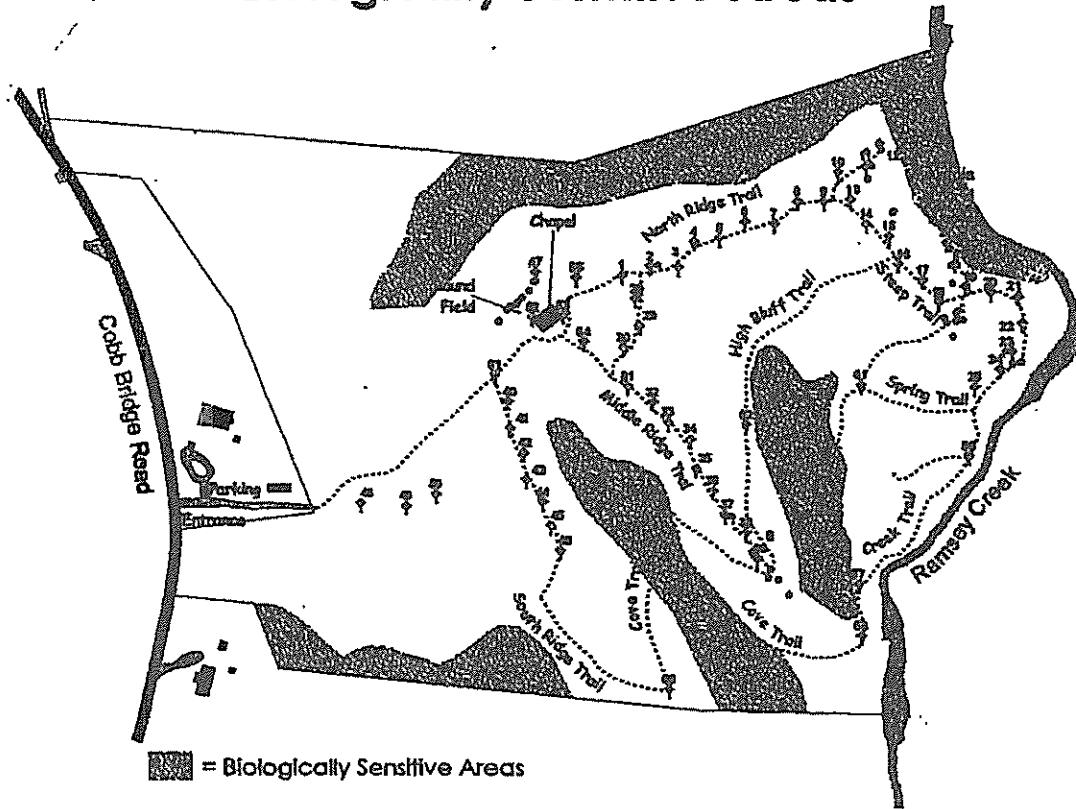
FILED FOR RECORD  
OCONEE COUNTY, S.C.  
REGISTER OF DEEDS

2006 OCT 11 P 12:47



## Exhibit B

### Biologically Sensitive Areas





# PENINSULA MEMORIAL CHAPEL & CREMATORY

Kenai, Alaska  
(907) 283-3333

Homer, Alaska  
(907) 235-6861

Sterling, Alaska  
(907) 260-3333

Seward, Alaska  
(907) 224-5201

Fax - (907) 283-6116

Mailing Address

5839 Kenai Spur Hwy. - Kenai, Alaska 99611

Email: [pmc@alaskanfuneral.com](mailto:pmc@alaskanfuneral.com)

[www.alaskanfuneral.com](http://www.alaskanfuneral.com)

## GENERAL PRICE LIST

Effective October 19, 2020 - Prices are subject to change without notice

The goods and services shown below are those we can provide to our families. You may choose only those items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must be items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected.

**PAYMENT POLICY:** Payment for services and merchandise is expected prior to services rendered. We accept payment by cash, check or credit card (Visa, Mastercard, Discover or American Express). Pre-arrangements may be funded through a funeral plan with our Funeral Home. We do not invoice estates. If finances are a concern, please consult with your Funeral Director.

### PROFESSIONAL SERVICES

#### Basic Services of Funeral Director & Staff

**\$ 1,150.00**

Our services include conducting the arrangement conference, planning the services, consulting with the family and officiates, sheltering of remains, preparing and filing necessary notices, obtaining authorizations and permits, coordinating with cemetery, crematory, and/or other third parties, and a proportionate share of our basic operating costs. This fee for our basic services and overhead will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for Direct Cremation, Immediate Burials and Forwarding or Receiving Remains.)

#### Embalming

**\$ 650.00**

Embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial.

### OTHER PREPARATIONS OF THE BODY

Dressing, Casketing & Cosmetology	\$	295.00
Sanitation and Preparation in lieu of Embalming	\$	295.00
Restoration and/or Autopsy Repair (When Necessary)	Starting at \$	275.00
Refrigeration	Days 1-7 are No Charge      Days 7-14 / per day	\$ 20.00
	Each Day After 14th Day	\$ 50.00

### USE OF FACILITIES AND STAFF

Funeral Service (Service with the Decedent present)	\$	595.00
Memorial Service at the Funeral Home (Service with or without cremated remains present)	\$	595.00
Memorial Service at other location (Service with or without cremated remains present)	\$	395.00
Public Visitation at the Funeral Home or Other Location	\$	395.00
Graveside Service (Does not apply if preceded by Funeral Service)	\$	395.00
2nd Private One Hour Family Only Viewing (during normal business hours)	\$	250.00

### SPECIAL CHARGES

Weekend Service or After Business Hours Service Fee**	\$	500.00
Holiday Service Fee (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas Day)	\$	800.00
**These Fees are in addition to our Regular Services Fees. They do not Apply for Public Visitations held at the Funeral Home		
Administrative Fee for Completing Death Certificate (when Funeral Home is not involved)	\$	75.00

(Normal Hours of Operation are Monday-Friday 8 a.m.-5 p.m.)

## TRANSPORTATION

<b>Transfer of Deceased to Funeral Home</b> (\$3 per mile beyond 25 mile radius)	<b>\$ 395.00</b>
<b>Funeral Coach / Hearse</b> (\$3 per mile beyond 25 mile radius)	<b>\$ 395.00</b>
<b>Service / Utility Vehicle</b> (\$3 per mile beyond 25 mile radius)	<b>\$ 395.00</b>
<b>Transportation To/From Anchorage Airport</b>	<b>\$ 195.00</b>

## OTHER SERVICES

<b>Crematory Fee</b> (This Fee is for the Use of the Crematory <u>only</u> and <u>does not</u> include Basic Services or Transfer Charges)	<b>\$ 1,250.00</b>
<b>Mailing of Certified Copies of Death Certificate(s)</b> (by U.S. Priority Mail)	<b>\$ 10.00</b>
<b>Packaging and Mailing of Cremated Remains</b> (by U.S. Priority Express Mail) <b>Starting At</b>	<b>\$ 95.00</b>

## MERCHANDISE

<b>Caskets</b> (A Detailed list can be obtained at the Funeral Home)	<b>\$1,895.00 to \$3,995.00</b>
<b>Cremation Tray</b>	<b>\$ 75.00</b>
<b>Outer Burial Container</b> (Non-Biodegradable, Water & Chemical Resistant Polymers)	<b>\$ 895.00</b>
State or local law does not require that you buy a container to surround the casket in the grave. However, some cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements.	
<b>Air Tray</b> <i>Used for transfer of casketed remains by common carrier such as a Transport Co. or Airline</i>	<b>\$ 275.00</b>
<b>Combination Shipping Unit</b> <i>Used to transfer remains without casket by common carrier such as a Transport Co. or Airline</i>	<b>\$ 275.00</b>
<b>Cremation Urns</b> (A Detailed list can be obtained at the Funeral Home)	<b>\$25.00 - \$450.00</b>
<b>Cremation Jewelry</b> (A detailed list can be obtained at the Funeral Home)	<b>\$135.00 and up</b>
<b>Memorial Markers/Headstones</b> (A Detailed list can be obtained at the Funeral Home)	<b>\$335.00 and up</b>
<b>Guest Books with personalized printing</b>	<b>\$35.00 - \$125.00</b>
<b>Tribute Blanket</b>	<b>\$ 150.00</b>
<b>Memorial Folders</b> (with photographs and personalization)	First 100 Cards <b>\$ 80.00</b>
	Each Additional 100 Cards <b>\$ 55.00</b>
<b>Acknowledgement/Thank You Cards</b> (2 boxes of 25 cards/bx.)	<b>\$ 25.00</b>
<b>Wood Flag Case</b> (Cherry or Walnut Stained)	<b>\$ 75.00</b>

## SPECIAL CHARGES

This list does not include prices for cash advance items, such as cemetery charges, death certificates, newspaper notices, and flowers. The prices for these items will be shown on your itemized bill or the statement describing the funeral goods and services you selected.

<b>Forwarding Remains to Another Funeral Home</b>	<b>\$ 1,995.00</b>
Our charge includes: Basic Services of Funeral Director & Staff, Transfer of deceased to Funeral Home, Embalming, Combination Shipping Unit or Air Tray if Casket is purchased, and Transportation to the Anchorage airport.	
<b>Receiving Remains from Another Funeral Home</b> (without any ceremony)	<b>\$ 1,450.00</b>
Our charge includes: Basic Services of Funeral Director & Staff, Transfer of deceased to Funeral Home, and Transportation to a local cemetery.	
<b>Immediate Burial</b>	<b>Starting at \$1,995.00</b>
Our charge for an immediate burial (without ceremony) includes: Basic Services of Funeral Director & Staff, Transfer of Deceased to Funeral Home, Dressing & Casketing, and Transportation to local cemetery.	
<b>A) Immediate Burial with Customer Provided Casket</b>	<b>\$ 1,995.00</b>
<b>B) Immediate Burial with Minimum 20 Gauge Metal Casket</b>	<b>\$ 3,890.00</b>
<b>Direct Cremation</b>	<b>\$1,950.00 to \$1,995.00</b>
Our charge for a Direct Cremation (without a ceremony) includes: Basic Services of Funeral Director & Staff, Transfer of Deceased to Funeral Home, Cremation Process, Cremation Tray, and a Temporary Container for the cremains. <i>If you want to arrange a direct cremation, you can use an alternative container. Alternative Containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are cardboard trays.</i>	
<b>A) Direct Cremation with Customer Provided Container</b>	<b>\$ 1,950.00</b>
<b>B) Direct Cremation with Funeral Home Provided Cardboard Tray</b>	<b>\$ 1,995.00</b>

## MISSION STATEMENT

*"Our mission at Peninsula Memorial Chapel is to provide the best care for your loved one and you, their family & friends. We strive to provide the dignified, compassionate service that is of the utmost importance at this critical time in your life. It is our philosophy to treat those we care for as if they were our own loved ones."*

Session 21-07, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:33 p.m. on August 19, 2021 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

**PRESENT:** COMMISSIONERS ARCHIBALD, LEWIS, FAIR, LOWNEY, HARRALD, GALBRAITH, AND ROEDL

**STAFF:** COMMUNITY RECREATION MANAGER ILLG  
DEPUTY CITY CLERK KRAUSE  
PARKS SUPERINTENDENT STEFFY

### **AGENDA APPROVAL**

Chair Lewis called for a motion to approve the agenda.

LOWNEY/FAIR MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

Karin Marks, city resident and chair of the Economic Development Advisory Commission commented on the Wayfinding and Streetscape Plan and encouraged the Commissioners to provide comments on the development of this plan. She thanked them for allowing Ms. Engebretsen the opportunity to make the presentation to the Commission.

### **VISITORS/PRESENTATIONS**

- A. City of Homer Wayfinding and Streetscape Plan Project Update- Julie Engebretsen, Deputy City Planner

Chair Lewis introduced the presentation by reading of the title and invited Deputy City Planner Engebretsen to make her presentation to the Commission.

Mw. Engebretsen provided a PowerPoint presentation to the Commission highlighting the work done by the consultant as well as some of the recommended strategies and draft design elements regarding signage and identification of various parts of the city. She facilitated question and answers on the following:

- Materials used to create the pilings signage
- Sign clutter and enforcement, placement
- Use of Information kiosks

- Removal or consolidation of business signs in one location for multiple businesses
- Use of the previous authorized signage for parks and will that be incorporated
- Business signage is regulated by zoning and they are each allowed by City Code to have a set amount of signage
- Having uniform signage that is directional and travelers can train themselves to look for the certain design or color.
- Traffic Analysis for the downtown area
- Consistent language and messaging will do wonders
- Funding for the signage
- Defines destination points
- Simplistic approach, faster travel equals larger signage with less words

## **RECONSIDERATION**

## **CONSENT AGENDA**

A. June 17, 2021 Regular Meeting Minutes

Chair Lewis requested a motion to approve the agenda.

LOWNEY/FAIR MOVED TO APPROVE THE CONSENT AGENDA.

ARCHIBALD/HARRALD MOVED TO AMEND THE CONSENT AGENDA TO INCLUDE THE MINUTES FROM THE JUNE 17, 2021 MEETING PROVIDED IN THE SUPPLEMENTAL PACKET.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. Community Recreation Report - Recreation Manager Illg

Community Recreation Manager Illg reviewed his written staff report with the commission, highlighting the following topics:

- City facilities and updates on mask requirements
  - Many volunteers do not support the wearing of masks which has reduced the number of volunteers available to assist with programming
- Budget was approved for a part time staff to serve at the West Homer Elementary school with programming for third to sixth graders but is on hold until more information is obtained on case counts
- ARPA Annual Conference will be October 6-7 in Soldotna

Recreation Manager Illg facilitated discussion on the following:

- Part Time Staff use is for targeted demographics of third through sixth grade students and how that will be coordinated to work with existing programs already being conducted in those facilities
- Status of the HERC information was requested at the June 17<sup>th</sup> meeting for this meeting and a Staff Working Group was created by the City Manager and they are working on a presentation for City Council to be given to Council in September. The HERC has been utilized to provide working and office space for the Parks department.
  - o A decision is needed on what can be done with the facility and if it is to use the facility then efforts are required to bring it up to standards
  - o Decisions are up to the City Council on the disposition of the HERC

B. Parks & Trails Maintenance Report - Parks Superintendent Steffy

Parks Superintendent Steffy spoke to his staff report and commented on the following:

- Revenues from camping
- Self Pay Kiosks installed
- Installation of benches at WKFL
- Temporary benches placed throughout the city
- Compliments received on the peony beds
- Working with the ADA Committee on logging compliance issues at parks and playgrounds
- Working with the Trails Alliance on shared interests
- Skateboard Park half pipe components have arrived and installation will be sent out to bid.

He facilitated discussion on the following:

- Reber Trail trimming efforts
- Bathroom maintenance on the Homer Spit
- Trash problems in the area where the Beluga Slough drains out on Lake Street/Ocean Drive recommendation to place a trash can in that area
  - o Placement of a bench in that area for bird viewing would be beneficial
- Use of parks funding to support all the groups and while their volunteer help is valuable what process is used to determine who gets additional funding and who doesn't.
  - o The volunteer hours are not tracked or quantified by city staff unless reported by the group
  - o Documentation and communication would be great to have in the future
- Temporary Seasonal Staff issues are related to those persons leaving for better permanent employment, remaining staff get tired of cleaning toilets and garbage all day due to the lack of adequate staffing. Some Seasonal Staff have talents and skills that are not being accessed.
- Meeting with Kachemak City arranged by Homer City Mayor, they will be submitting a funding request for \$10,000 in support from the City of Homer and this will be submitted to the Commission for recommendation of approval.
  - o Kachemak City has donated to the Hockey Rink, Library and SPARC
  - o Beneficial to the City of Homer as well as Kachemak City residents
  - o Competitive user groups for city spaces

- Funding Sources

C. Public Works Director Report - Jan Keiser, PE

Chair Lewis introduced the item and requested Parks Superintendent to provide Ms. Keiser's report.

Parks Superintendent Steffy verbally reviewed Public Works Director Keiser's PowerPoint presentation for the Commission. He elaborated on the following:

- Bishop's Beach Bathroom funding is contingent on the Special Assessment District formation for Charles Way/Bunnell Avenue
- Karen Hornaday Park Road Realignment
- Karen Hornaday Park Pedestrian Trail – ADA Compliant
  - Did not have the status update on the grant award
- Airport Terminal Improvements
- Main Street Sidewalk Improvements is moving forward and completion is hopefully in 2022
- Fleet Vehicle replacement funding
- Rerouting the upper Reber Trail above the bench to add additional switchbacks
- Baycrest Overlook Restroom will not be replaced by the State and they have stated that the city cannot have portal toilets there, the city is welcome to remove the existing facility.
- Non-motorized Trails and Transportation Plan

Deputy City Clerk Krause provided information on the parking expansion project for Safeway towards the east. She was not aware of the actual secondary egresses onto Hazel but would not be surprised.

Parks Superintendent Steffy facilitated discussion on the following:

- Karen Hornaday Park restroom project and funding
  - Water and Sewer lines were condemned and require replacement
  - Funding sources need to be determined as it cannot all come from HAWSP
- Pedestrian issues with the ongoing road project was the basis for closing the trails at the park
- Improvements at the ballfields delays the generation of future revenues for the ballfields at Jack Gist Park
  - Is the grant funding still available or use of existing funding
    - Use of infrastructure funding for shovel ready plans
- Groundwater research in relation to development of land, hard surfaces and concerns regarding the amount of water running down the hill.

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

A. Discussion on Beaches and the City of Homer Leash Law

Chair Lewis introduced the item by reading the title and opened the floor for discussion.

The Commission discussed the issues presented by the public comment. Chair Lewis assisted discussion on the following:

- Using a positive approach to encourage compliance
- Offering leashes at the doggie bag stations

LOWNEY/HARRALD MOVED TO PROVIDE INEXPENSIVE LEASHES FOR PUBLIC USE ALONG WITH EDUCATIONAL SIGNAGE.

Parks Superintendent Steffy reported that this is an ongoing issue and comes up all year round in the city parks and campgrounds. The issue is city code title 19 under campgrounds states that it prohibits the animals to be at large<sup>1</sup> but when you look at the definition for “at-large” in city code means on a leash or under verbal control. So legally in the city having your animal off leash it not prohibited but what is prohibited is bad behavior. He provided examples of previous experience with a normally well behaved dog, noting at the same time it comes down to enforcement and who is enforcing those regulations which leads to the ongoing question.<sup>2</sup> He supported the idea of loaner leashes and suggested allowing local businesses to sponsor/provide leashes with their logos or business name on them. He acknowledged the lend-leash program by the KHLT and how successful.

Recreation Manager Illg supported the idea of the leash program and suggested the Commission use some of their funds to purchase leashes to start and maybe include the schools to offer the kids a chance to construct something that can be used for the leashes. He did not believe that enforcement would happen by parks staff or the police.

Further comments by the Commission covered the following:

- Similar to the Kids Don't Float program with life vests at Recreational Areas
- Great idea to offer to local businesses and get input for designs plus using commission funds
- Conduct a PR push to speak about beach and leash etiquette and where you can run your dog off leash
- The expectation of dogs to be under voice command is over-rated
- Offering the leashes would be a good start in the direction of expecting dogs to be leashed especially in parking lots.
- Enforcement should not be an issue as it is in the city code

ARCHIBALD/ROEDL MOVED TO AMEND THE MOTION TO USE UP TO \$500 DOLLARS FROM THE COMMISSION FUNDS TO PURCHASE LEASHES.

Further discussion ensued on providing additional information at the next meeting on available programs, drafting a letter to the editor or even looking into an editorial where there is not such a

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<sup>1</sup> Title 19.08.070 Certain acts prohibited. (f) Allow any dog owned, harbored, or controlled by himself to be at large in any City-owned or City-controlled campground. All fecal wastes of any dog discharged or deposited on any lands within a City-owned or City-controlled campground shall be immediately removed by the person owning, harboring, or controlling said animal and shall be deposited in trash receptacles or otherwise stored in containers pursuant to HCC [19.08.080](#);

<sup>2</sup> Title 20.04.020 definitions “At large” means that an animal is off the property of its owner and not under the direct control of a competent person.



restriction on number of words and just adding a hook to the existing doggie bag dispenser posts and the success that they have had with the doggie bags and clean-up efforts.

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

Motion carried.

There was no further discussion on the motion as amended.

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

Motion carried.

- B. Bi-annual review of the City of Homer Accession, Gift and Donation Policies and Procedures for Art

Memorandum from Deputy City Clerk II as backup

Chair Lewis introduced the item by reading of the title and opened the floor to discussion by the Commission asking for questions.

Deputy City Clerk Krause facilitated discussion on the following:

- Amendments to the existing policy to include a mural policy which a draft can be provided at the next meeting.
  - o The Mural Policy would be a section of the Policies and Procedures for Art
- The 1% for Art Program requires separation as it currently resides in the bylaws
- Inventorying the Municipal Art Collection and establishing procedures
  - Currently there are approximately 5 items that need to be accounted for in the notebook that is maintained
- Too many requirements in the existing policy
- Storage, insurance and removing artwork process as outlined in the KPBSD
- Develop procedures and protocols for donation of real property other than art such as benches, pavilions, etc.
- Addressing the issues of damaged artwork that was accepted by the City, replacement of unsafe or damaged components of a recreational site.
- How the 1% for Art Program is applied versus the existing Art policy and the application of the requirements to the proposed donation.
  - o The city once accepting the artwork is taking on the replacement or repair and maintenance of that artwork
  - o If a piece of artwork or donated item is damaged then it needs to be reported to the City and it would fall under the parks or PW to repair or replace that item.
  - o Creation of a deferred maintenance account for art
    - Deaccessioning is included in the existing policy was not included in the packet

- 1% for Art Program funds cannot be used or separated for maintenance and or repair. Funding is strictly for the purchase or commissioning of art for the new or renovated public facility.

C. Memorandum from City Clerk re: Amending Homer City Code 2.58 Boards and Commissions regarding Teleconferencing, Attendance and Vacancies

Chair Lewis introduced the item and asked if any of the Commissioners if they had any comments, concerns or questions for the Clerk.

Commissioner Archibald commented on the 50% of meetings and noted that if a commissioner missed half the meetings they should consider resigning.

There were no further comments concerns of recommendations from the Commission on the proposed amendments.

D. Memorandum from Deputy City Clerk II re: November Meeting

Chair Lewis introduced the item and invited the Clerk to speak to the memorandum in the packet.

Deputy City Clerk Krause reported that when the Commission approved their 2021 meeting calendar the changes that the Alaska Association of Municipal Clerks were making in the scheduling of their annual conference was overlooked. The annual conference was conducted on the Saturday through Tuesday evening and the Commission met on that following Thursday. Now the dates for the conference are Wednesday through Saturday. The Clerk's Office is requesting that the Commission reschedule their November meeting to December or cancel altogether.

The Commission agreed by consensus to reschedule the November 18, 2021 meeting to December 2, 2021 at 5:30 p.m.

**INFORMATIONAL MATERIALS**

- A. City of Homer Beach Policy and Management Plan Adopted August 9, 2021
- Resolution 21-053
  - Presentation to City Council on August 9, 2021

Deputy City Clerk Krause provided an update on the status of the beach access points in response to Commissioner Lowney, noting that Deputy City Clerk Tussey was working with Public Works and Planning to get updated information on the access.

Commissioner Lowney requested that when that information has been completed that it be on the agenda for the Commission to determine how they will review and update that

information on a regular basis since currently it is stated that the Commission will review the access points every three years.

B. Parks Art Recreation & Culture Advisory Commission Annual Calendar

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Parks Superintendent Steffy thanked the Commission for their support and referenced the Burning Basket event was coming up in a couple of weeks.

Recreation Manager Illg stated that it was a great meeting lots of good information and input. He will bring back information on the lend leash program for the next meeting. He expressed his appreciation for Deputy City Clerk Krause, noting that she does a wonderful job for the Commission and as a co-worker and fellow human being.

Deputy City Clerk Krause thanked Recreation Manager Illg for the compliment. She reminded the Commissioners that elections were coming up and that the Candidacy Filing period had closed for both appointment and to fill the vacancy for the Council seats.

**COMMENTS OF THE COMMISSION**

Commissioner Galbraith commented that he may try to attend the meeting in person next month.

Commissioner Archibald complimented Deputy City Clerk Krause on her efforts to keep them all straight and noted that there was many instances of interference when she was on her microphone.

Commissioner Roedl asked if Matt needed trash cans and commented that the Commission should use some of their funds to purchase trash cans. He noted that Matt should check with the Department of Transportation as they always had numerous empty 55 gallon drums sitting empty in response to Matt's explanation that he has funds to purchase cans but Petro Marine hasn't had any to sell which is who he usually purchases cans from.

Commissioner Harrald stated that the Commission is lucky to have the city staff as there is just so much happening in parks and recreation, which is so important right now. She corrected that it is always important, but with everything happening, it seems more so now that the city trails and parks are one of the most important parts of the town and with the amazing crew that the city has and how productive they have been keeping everything going. She expressed that she supports all recreation and all the things happening around town. Ms. Harrald further expressed her support for funding recreation, which often comes from taxes and that is one of the things that makes Kachemak City, Kachemak City is because they did not want to pay the taxes. Taxes that could fund things such as a pump track and tennis court. Kachemak City is very generous to Homer because they do not have facilities, they use Homer's facilities because they don't have a tax structure that would build those facilities in Kachemak City. Ms. Harrald expressed that she had a really big knee jerk reaction to helping them by using Homer

taxpayer monies to support a portion of the population outside of our town that has purposely not been a part of our structure.

Chair Lewis stated that Kachemak City does not have an additional property tax deduction for senior citizens where Homer does offer a \$20,000 tax deduction to property owners, he also commented that Kachemak City residents still pay a full property tax even when they reach 65.<sup>3</sup>

Commissioner Harrald responded that she was not aware of that information but it still did not change her mind on the use of taxpayer dollars to fund Kachemak City facilities.

Commissioner Lowney echoed the sentiments expressed for Deputy City Clerk Krause and appreciated her being there and it is greatly appreciated knowing that she can count on her to provide them with the information that they need for them to make good decisions. She seconded what Commissioner Harrald stated and believed that the Commission should have a deeper conversation on the topic of funding for Kachemak City and in reference to scheduling a Fall Park Beach Walk through and Park Clean up. She then expressed her appreciation for meeting in person even though there are still concerns and appreciate everyone wearing masks.

Deputy City Clerk Krause explained that the Fall Park Beach Walk Through and Clean-up is scheduled to be on the agenda for September for them to schedule.

Commissioner Fair reiterated the comments regarding meeting in person expressing how tired he was of Zoom meetings and that while they were wearing masks it was still nice to attend the meeting and see one another. He then asked if each Commissioner would send him an email with information on the dog leashes he will draft something up and send it to the Clerk for further distribution.

#### **COMMENTS OF THE CHAIR**

Chair Lewis thanked everyone, noting that it has been very entertaining and hopefully they shall meet again the numbers will have started going down again and life gets back to whatever is normal again.

#### **ADJOURNMENT**

There being no further business to come before the Commission the meeting adjourned at 7:55 p.m. The next regular meeting is scheduled for Thursday, September 16, 2021 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

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

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<sup>3</sup> The State of Alaska exempts the first \$150,000 of assessed value for all senior citizens 65 years of age and over and disabled veterans with a 50% or more service connected disability. The Kenai Peninsula Borough exempts \$50,000 in assessed values for homeowners and offers Senior Citizens Exemption up to \$300,000

Session 21-08, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:30 p.m. on September 17, 2021 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

**PRESENT:** COMMISSIONERS ARCHIBALD, LEWIS, ROEDL, FAIR, HARRALD, LOWNEY, GALBRAITH,  
STUDENT REPRESENTATIVE FLORA

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

### **AGENDA APPROVAL**

Chair Lewis called for a motion to approve the agenda.

LOWNEY/HARRALD MOVED TO APPROVE THE AGENDA.

Chair Lewis noted that the Clerk has requested the agenda to be amended to add Staff Report for Parks Superintendent Steffy under Reports.

ARCHIBALD/ LOWNEY – SO MOVED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

### **VISITORS/PRESENTATIONS**

### **RECONSIDERATION**

### **CONSENT AGENDA**

### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

- A. Memorandum from Deputy City Planner re: HERC Feasibility Funding

Chair Lewis introduced the item by reading of the title, noting that there would be a worksession by City Council on Monday, September 20, 2021 at 5:00 p.m. on this topic and Ordinance 21-58. He opened the floor to questions and comments of the commission.

There were no comments or questions from the commission.

B. Community Recreation Report - Recreation Manager Illg

Community Recreation Manager Illg stated that he will not be able to attend the worksession on Monday. He commented that that he was hopeful Council would approve the ordinance to fund the issuing of a RFP for the feasibility study and engage public involvement or coming up with a plan for a new multi-use community center. He reported that Tim Dillon with KPEDD gave a presentation and provided information on an possible funding source and he will be meeting with the City Manager, Public Works Director, Julie Engebretsen and himself.

Recreation Manager Illg facilitated questions, answers and comments on the following:

- Timeline to form a task force including member appointments
- Issuing a Request for Proposals for a consultant to provide the services and public input required for the application of the available grants
- Major repairs are needed on the HERC facility soon if they are still planning on using it
- Confirmation of receipt of any grant funding prior to demolition of the HERC
- Previous work done by the HERC Task Force focused on the building not really what was needed or wanted by the community, such as the Boys and Girls Club
- The proposed new facility would be a multi-use community center not just for recreation but meetings, classes and more to offer. It would not be another SPARC or even HERC facility

Commissioner Fair requested clarification on the timeline.

Deputy City Clerk Krause provided the Commission with the input received from Mr. Dillon regarding the EDA grant and the time line given at Monday's Council meeting.

Chair Lewis recalled Mr. Dillon stating that there would be more opportunity for public private partnerships being awarded the grants. He then requested volunteers for if and when a Task Force was formed and the Commission was invited to sit on it.

Commissioner Lowney volunteered and there were no objections.

Community Recreation Manager Illg continued to review the remainder of his report and stated that they are partnering with The Center for youth programming to be held at the HERC; he will again be assisting with COVID Booster Clinics when time arrives. He then reminded the Commission about the ARPA Conference and encouraged the commission to attend, noting that both he and Parks Superintendent Steffy would be presenting.

C. Parks & Trails Maintenance Report - Parks Superintendent Steffy

Chair Lewis introduced Parks Superintendent Steffy and invited him to provide his report.

Parks Superintendent Steffy spoke to his staff report and commented on the following:

- Camping Summary for August \$24800 August 2020 22000 and August 2019 39500

- Revenue for Camping has been as high as 210,000 and as low as 170800
  - April 1 to August 30 Season \$752440
  - Potential to generate three quarters of a million dollars for just the city campgrounds
- Staffing continues to be a limiting factor in Parks lost three, gained one
- Pay Kiosks are up and running
- Installation of the half pipe was put out to bid but there was no interest from local contractors due to busy schedules
  - Parks Staff will work on it as their schedules allow
- Hickerson Cemetery has been busy
  - First case of the wrong placement of cremains was experience so they were disinterred and reburied in the proper location. Thanks to Rachel Tussey for her assistance.
- Port & Harbor has taken over their portion of the Harbor campground
- Site Accessibility Surveys
- Trails Program with the Independent Living Center at Karen Hornaday Park
- Volunteer beautification for the Bartlett Restroom
- Seasonal transition of restrooms and pulling trash cans from the field
- Rotary memorials are progressing and boulders have been selected for placement of plaques
- Met with Homer Drawdown and made initial selections of murals and requested additional information on how the mural will look
- Alders have been removed from the area between the campground and the playground and will be turned into a berry patch with trails between the two and placement of a picnic area
- Talks ongoing with developer on creating a park within the Quiet Creek Area and that plan/design will be coming before the commission for recommendations

Parks Superintendent Steffy responded to questions from the Commission on the following:

- The number of spaces lost due to displacement of the camp sites at the fishing hole campground
  - Numbers were down, impacted by the closed borders between the Lower United States and Alaska

D. Public Works Director Report - Jan Keiser, PE

Chair Lewis invited Public Works Director Keiser to provide her report for the commission.

Public Works Director Keiser reviewed and fielded questions and comments on the following:

- new program to reduce the carbon emissions of lawn mowers
- development and implement invasive pest management
- no new hardscaping
- using plant materials that would attract wildlife and be attractive
- developing the existing turf such as Superintendent's Park into a pollination garden
- offering education to eradicate the orange and yellow hawkweed
- Percentage of area to remove from the schedule for mowing. These areas are currently kept as turf which could be turned into vegetation such as Triangle Park and Superintendent's Park

## **PUBLIC HEARING**

## **PENDING BUSINESS**

### **A. Review and Discussion on Proposed Amendments to the Donation Gift Policy**

Chair Lewis introduced the item and deferred to the Clerk.

Deputy City Clerk Krause reviewed the amendments and updates to the policy and then spoke to the new mural policy and procedures. She requested any comments, changes or recommendations from the Commission. She noted that she included the School District Policies regarding art and donations so that the Commission can have it for comparison.

Deputy City Clerk Krause facilitated discussion on the following:

- Art that requires repairs or maintenance and whose responsibility is that
  - o Parks is to review exterior art pieces and report to the Clerk's Office
  - o If art is located in a department then those personnel are to report to the Clerk's Office
  - o Line 209-213 covers this requirement under the section Inspection and Maintenance of Artwork
- Art that is donated for placement outside is to be as vandal proof as possible and be able to weather a coastal climate
  - o The artist is supposed to include the average maintenance costs of the donation so that the Commission and Council are aware of the costs of the artwork
- Acceptance or approval of art prior to seeing the actual artwork.
  - o Groups or artist should be able to provide a conceptual idea of what is being proposed.
  - o Pre-approval by the commission on proposed mural concepts or ideas
  - o A Member of the Commission sits on Selection Committees as well as members of the Parks staff
  - o Concerns with groups presenting ideas that are not defined and the Commission giving the go ahead
  - o All proposed art that is being recommended to be placed on a city maintained facility will need to be presented to the Commission who will forward the application to the City Council for final approval. The Commission can schedule a public hearing to allow public opinion on murals or artwork that may not be accepted or appropriated

ARCHIBALD/LOWNEY - MOVED TO ADOPT THE AMENDED AND UPDATED CITY OF HOMER ACCESSION, DEACCESSION GIFT AND DONATION POLICIES AND PROCEDURES

Discussion ensued on the information provided regarding the Kenai Peninsula Borough School District. Reference was made to de-accessing donations is addressed on line 215 of the policy and specifically line 241 shows gifting to a non-profit organization.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



B. Dog Leash Lending Program

Chair Lewis introduced the item by reading of the title and deferred to Recreation Manager Illg.

Recreation Manager Illg referenced his report included in the packet that the reported that the Friends of the Homer Animal Shelter will provide the leashes that are needed and requested that the Commission install signage for the program. He noted that Parks Staff would be responsible for maintaining the leash supplies and installation of the signs.

Chair Lewis inquired if there was a slogan that could be put on the signage.

ROEDL/LOWNEY MOVED TO EXPEND FUNDING PREVIOUSLY DESIGNATED TO PURCHASE LEASHES BE REDIRECTED TO PURCHASING SIGNAGE.

Discussion ensued on outreach and it was noted that information can be distributed through the City website, newsletter and through the City Manager's Report and the city Facebook pages. Additional comments were made on encouragement for enforcement of dog regulations including licensure can be highlighted in the educational campaign.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**NEW BUSINESS**

A. Letter to the Editor – Topic Selection Draft

Chair Lewis introduced the item by reading of the title and recommended that the topic should be about the Lend a Leash program and contain information regarding the city regulations.

Discussion ensued on coordinating with the Harbor to have the program available on the Harbor floats, reporting incidents of vicious dogs; dog licenses are available at the shelter, and cost is \$25 for two years if neutered or spayed and \$100 for two years if not and proof rabies is needed; Creating a webpage dedicated to the Lend a Leash program that has links to all the information regarding licensing, leashing, etc.

Commissioner Fair stated that the topic should be a focused piece not an editorial.

Deputy City Clerk Krause provided clarification on where in city Code that the reference can be found regarding leashes.

Parks Superintendent Steffy noted that City Code does not specifically state that all dogs must be leashed but that no animal is permitted to be at large and the definition in city code for at large is either leashed or under voice command and that is what makes the leash issue so difficult to enforce in the city.

Commissioner Harrauld commented on the value of having definitions in the beginnings of all policies and the like.

Deputy City Clerk Krause reviewed the definition of “at large” as listed in the city code. She noted that the re-write of the Title 20 did remove the voice command.

Commissioner Fair will draft and submit to the Clerk for review and submission. He further noted that when things are left to interpretation then you will not get the all the cooperation that you might ordinarily get.

**B. Scheduling a Fall Park or Beach Site Visit**

Chair Lewis introduced the item by reading of the title and asked when the Commission would like to schedule the walk through and where.

Commissioner Lowney recommended that the Commission visit Bishop’s Beach. She noted that Rika Mouw is working on architectural drawing of possibilities for that park; parking has always been an issue, bringing water and plumbed restrooms to the park. She commented on some of the issues and development that could be discussed and provide some input for the planning.

Commissioner Fair agreed and added that signage is needed. He recounted an incident with someone driving the wrong way. He believed that the placement of signage and flow of the use of that park. He will not be able to attend unless it is after the October 6<sup>th</sup>.

Discussion ensued on selecting two dates and final choices were September 30<sup>th</sup> at 4:00 p.m. or October 11<sup>th</sup> at 3:30 p.m. Those dates were acceptable to Ms. Mouw and parks staff would make sure that additional amenities were available for their use to review maps and drawings.

**INFORMATIONAL MATERIALS**

- A. Parks Art Recreation & Culture Advisory Commission Annual Calendar
- B. City Manager’s Report for September 13, 2021

Chair Lewis volunteered to attend the next Council meeting on September 27<sup>th</sup>

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Deputy City Clerk Krause thanked the Commission for reviewing and looked forward to hearing the slogan for the Lend a Leash program suggesting Commissioner Flora could get recommendations from the students. She then announced that the Library and Friends of the Homer Public Library are soliciting art to be hung in the Library and the RFP’s are due on September 30<sup>th</sup> so they will meet to pick the art sometime in October.

Commissioner Roedl volunteered to serve on the committee.

Recreation Manager Illg stated that it was a good meeting, he will work with Matt on the Leash program and he will not be attending the October or November meetings.

Public Works Director Keiser reported that the most complaints that they get is dogs off leash in campgrounds and she would support and fight for the requirement that all dogs must be on leash in campgrounds. She then announced that coming soon, not sure when, homelessness and homeless persons camping in restrooms and using campgrounds as encampments and other park space as encampments as the City Manager is working with the Kenai Peninsula Homeless Coalition to collaborate on what our homeless issues are in the community and try to figure out solutions and we are bringing forth our concerns about camping in these unconventional places.

### **COMMENTS OF THE COMMISSION**

Commissioner Archibald thanked Commissioner Fair for his taking on the letter to the editor and sharing his creative abilities.

Commissioner Galbraith apologized for arriving late he could get onto the Zoom meeting. It was a good meeting.

Student Commissioner Flora thanked the Commission for having her and apologized for being quiet today but appreciated learning what the Commission does and looks forward to being on the commission.

Commissioner Roedl stated it was a good meeting and will need a reminder about the Committee he volunteered for.

Commissioner Lowney welcomed Sidney and appreciated her comment about being quiet tonight and looks forward to having her participation in future discussions. She stated that it has been insightful to tour our parks through the eyes of ADA scenario and it really brings to light how difficult it is to navigate and it would not take too much to harden areas to bring ourselves up to standard. She will continue to bring information forward to the Commission on the progress. This brought to her attention on a visit to Jack Gist Park and the plan by Dr. Bell to build a restroom concession and umpire area and the Council member was unaware that plan was out there. She is not sure if the Commission dropped the ball or the city or what happened. She is excited to see that the HERC is back in the Council agenda. She congratulated Commissioner Harrauld in her performance in Pride and Prejudice.

Commissioner Fair welcomed Sidney to the commission.

Commissioner Harrauld stated the she really appreciates the work that the Parks staff is doing, she believed that there is a lot of pro-active things happening. Looking at the management of lawns and going battery versus gas, that may seem small, but are actually really big shifts in how we look at our parks and how we manage parks. She really appreciates that shift. Commissioner Harrauld expressed that she think it's because the City has a really dynamic staff that that's happening. She also expressed

her appreciation for the work that the Deputy City Clerk Krause has done to make our policies look like they do, and to make them make sense to us and the other people who follow them because that's just not easy. She thanked Sidney for signing up, meetings are hard at any age, but after a long day of school, I imagine, this is even harder and can be a lot of talking and listening. I do think a lot of what we're talking about with dogs and parks came from our last student representative, so that you do have a lot of opportunity for input to help the Commission and city find direction. She continued by stating that she really appreciates the art in park marriage. Whether it's burning basket or just doing a play in the middle of the forest, you know, the people who came to that it was actually more the outside component was the thing that made that experience wonderful because it just opened up the space. She further expressed her appreciation for having the parks and seeing them from an artistic view and use of the parks is endless and the more they can remind the City Council that the better.

#### **COMMENTS OF THE CHAIR**

Chair Lewis stated it was another great meeting, and expressed his appreciation for the Staff and Sidney for stepping up noting that this will look really good on the college resume too.

#### **ADJOURNMENT**

There being no further business to come before the Commission the meeting adjourned at p.m. The next regular meeting is scheduled for Thursday, September 16, 2021 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

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



# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Committee  
FROM: Mike Illg, Recreation Manager  
DATE: October 12, 2021  
SUBJECT: Staff Report October 2021

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### ***Homer City Council Action:***

#### **September 27<sup>th</sup> City Council Meeting**

*Ordinance 21-58*, An Ordinance of the City Council of Homer, Alaska, Amending the FY2022 Capital budget by appropriating \$75,000 from the HERC CARMA Fund for Professional Services for a Public Process and Feasibility Study of a New Multi-Use Center. City Manager. Introduction September 13, 2021 Public Hearing and Second Reading September 27, 2021 **Passed unanimously**

#### **October 11<sup>th</sup> City Council Meeting**

*Ordinance 21-60*, An Ordinance of the City Council of Homer, Alaska, Amending the FY22/23 Capital Budget and Authorizing Expenditure of \$25,000 from the Homer Accelerated Road and Trail (HART) Program - Road Fund for the Development and Implementation of an Integrated Pest Management Plan and Authorizing a Task Order with the Homer Soil and Water Conservation District to Assist with the Work. City Manager/Public Works Director. Recommended Dates Introduction September 27, 2021, Public Hearing and Second Reading October 11, 2021. **Passed unanimously**

*Resolution 21-073*, A Resolution of the City Council of Homer, Alaska Updating the City of Homer Gift, Donation, and Art Policies, Procedures, and Guidelines to add a section on Murals, and Amend Language and Processes. **POSTPONED to a date not later than January 10, 2022 and referred to PARCAC for further analysis of legal and policy issues arising from mural placement on public property.**

### ***Homer Community Recreation Update:***

#### **HERC/Multi Use Community Center**

The request for professional services for a public process and feasibility study is still currently out to bid and we are hopeful to attract competitive bids from reputable businesses to start choosing from. The HERC remains to be an important role and function for municipal indoor programming.

#### **Programming**

- As the weather is getting colder we are seeing an increase in gym reservations for various activities with people wanting smaller groups to minimize possible exposure to COVID.
- We are actively recruiting contracted instructors for youth basketball and youth yoga program for the HERC.
- We are partnering with the Center to offer some youth activities on Thursdays after school.
- Drop in pickleball and morning basketball continue to operate with steady participation and we are looking at offering evening basketball if there is enough interest.
- We are in discussion with the possibility of offering a Pilates class.
- We are also looking at the possibility of offering additional indoor gaming activities so there are options every Saturday.
- We are still not offering programs in the local schools due to safety concerns and this helped us determine that we will not be hosting the popular Adult Basketball League this year.

### **Alaska Recreation and Parks Association Annual Conference**

The 2021 conference was held in Soldotna October 5-8. As president of this organization I was directly involved in some aspects in the coordination of the conference and we are happy to report it was a very safe and successful conference. PARCAC member Deb Lowney was awarded ARPA's **2020 "Distinguished Service Award"**. I had the honors of nominating Commissioner Lowney. Parks Superintendent Matt Steffy was awarded ARPA's **2020 "Professional Award"** and was nominated by Public Works Director Jan Keiser. The 2022 conference will be held in Soldotna again in October and I would highly encourage you all to consider attending and consider possible session ideas, suggestions or proposals specifically related to citizen advisory participants.



### **Vaccination Events**

As part of the Planning and Logistics team, Community Recreation and the Planning office will be working with South Peninsula Hospital for some upcoming booster shot vaccination pods and flu shot clinics at Homer High School. These events are happening on: October 15, November 6 and 20, and December 11 and 18.

### **Lend-A-Leash Program**

I am continuing to make some progress with this new program. I am working with Homer Animal Friends (HAF) Debbie Dauphinais and as stated HAF is excited and willing to donate all the free dog leashes we need. The leashes will be blue with "Homer Animal Friends" and "City of Homer" on them. As the Lend-a-Leash program is also intended to be an educational campaign, I have already created a new website, but it is not public yet. Debbie is assisting me with compiling the correct locations, website, phone numbers to help assist the public where and how to register their dogs and where they can get their dogs vaccinated for rabies. The website will have simple information for city rules related

to leash laws. Once finalized, the plan is to promote to the public through website, social media, local news outlet, city manager's report and city newsletter. I will be working on the signage with consultation from Matt Steffy and then move forward with designing and purchasing.

Please see attached draft.

**Absent**

I will be out of state for the next two PARAC meetings (October and November). Renee and Matt will assist with filling in the staff liaison role.



## City of Homer Community Recreation Schedule:

*Week of October 11-17*

### **Masks Required For All Indoor Activities**

#### **Monday, October 11**

6-7AM Morning Pick Up Basketball	HERC Gym
3:45-5:45PM Pick Up Pickleball (pending volunteer availability)	HERC Gym
4:30-5:30PM Cuong Nhu & Karate (Youth Classes)	HERC Activity Room
5:45-6:45PM Cuong Nhu & Karate (Adult Classes)	HERC Activity Room
6-8PM Pick Up Youth Boys Basketball	HERC Gym
6:30-8:30PM Pick Up Ultimate Frisbee (weather dependent)	HHS Turf

#### **Tuesday, October 12**

#### **Wednesday, October 13**

6-7AM Morning Pick Up Basketball	HERC Gym
10AM-12PM ReAKtion Club	HERC Gym/Outdoors
3:45-5:45PM Pick Up Pickleball (pending volunteer availability)	HERC Gym
4:30-5:30PM Cuong Nhu & Karate (Youth Classes)	HERC Activity Room
5:45-6:45PM Cuong Nhu & Karate (Adult Classes)	HERC Activity Room
6-8PM Pick Up Youth Boys Basketball	HERC Gym
6:30-8:30PM Pick Up Soccer (weather dependent)	HHS Turf

#### **Thursday, October 14**

2:45-5PM Indoor Youth Programming	HERC Gym
6:30-8:30PM Pick Up Ultimate Frisbee (weather dependent)	HHS Turf

#### **Friday, October 15**

6-7AM Morning Pick Up Basketball	HERC Gym
9AM-4PM Vaccination Booster Shot Clinic	HHS Commons/Home Ec Room
11:15AM-3:30PM Center Youth Programs	HERC Activity Room
3:45-5:45PM Pick Up Pickleball (pending volunteer availability)	HERC Gym
4:30-5:30PM Cuong Nhu & Karate (Youth Classes)	HERC Activity Room
5:45-6:45PM Cuong Nhu & Karate (Adult Classes)	HERC Activity Room
6:30-8:30PM Pick Up Soccer (weather dependent)	HHS Turf

#### **Saturday, October 16**

2-8PM Open Tabletop Gaming	HERC Activity Room
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#### **Sunday, October 17**

6:30-8:30PM Pick Up Soccer (weather dependent)	HHS Turf
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**Month of October GYM updated 10-13**

	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct
Time Block	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI
6-7:30AM	BB			BB		BB		BB			BB		BB		BB
7:30-9AM															
9-11AM			RES			RES		RES	RES		RES	RES	RES	RES	RES
11:15AM-1:15PM								RES	RES		RES				Youth
1:30-3:30PM							Youth							Youth	Youth
3:45-5:45PM	PB		RES	PB		PB	Youth	PB		RES	PB		PB	Youth	PB
6-8PM				BB		BB	RES			RES	BB		BB	RES	

	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct
Time Block	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN
6-7:30AM			BB		BB		BB			BB		BB		BB		
7:30-9AM																
9-11AM	RES		RES	RES	RES	RES	RES	RES								
11:15AM-1:15PM	RES	RES	RES				RES	RES	RES	RES				RES	RES	
1:30-3:30PM						Youth							Youth			
3:45-5:45PM	RES	RES	PB		PB	Youth	PB	RES	RES	PB		PB	Youth	PB		
6-8PM			BB		BB	RES				BB		BB				



**Month of October ACTIVITY ROOM updated 9-28**

	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct
Time Block	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI
6-7:30AM															
7:30-9AM															
9-11AM															
11:15AM-1:15PM															
1:30-3:30PM															
3:45-5:45PM	Karate	Gaming		Karate		Karate		Karate			Karate		Karate		Karate
6-8PM	Karate	Gaming		Karate		Karate		Karate			Karate		Karate		Karate

	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct
Time Block	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN
6-7:30AM																
7:30-9AM																
9-11AM																
11:15AM-1:15PM																
1:30-3:30PM																
3:45-5:45PM	Gaming		Karate		Karate		Karate			Karate		Karate		Karate	Gaming	
6-8PM	Gaming		Karate		Karate		Karate			Karate		Karate		Karate	Gaming	



CITY OF HOMER PARC&AC  
&  
HOMER ANIMAL FRIENDS  
PRESENT:

# LEND-A-LEASH

*"Borrow a leash when at the beach!"*



*"A leash connects two hearts!"*



# City of Homer

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## Public Works

3575 Heath Street  
Homer, AK 99603

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

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum

TO: ADA Compliance Committee  
FROM: Owen Meyer, Project Technician  
DATE: October 13, 2021  
SUBJECT: Parks ADA Transition Plan

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**Background:** Meetings took place on July 1, July 23, August 6, August 20 and September 17, 2021 to identify features of Homer's parks that were out of compliance with the Americans with Disabilities Act (ADA) and take measurements of such features so that they could be included in an eventual Parks & Trails ADA transition plan.

During the September 17 meeting, we took measurements at Karen Hornaday Park and Bayview Park. Measurements had previously been taken for Karen Hornaday Park at the July 1 meeting, however we wanted to reassess it because we were unsure of the ADA requirements for playgrounds. Additionally, Matt Steffy, our Parks Superintendent was not available for the July 1st visit and we thought it would be valuable to get his perspective on what needed to happen there.

**Key Takeaways:** For Karen Hornaday Park, most of our time was spent on the playground. The ADA is not specific on how many elements within a playground need to be accessible, however, it does make clear that some elements should be accessible. As with many parts of the ADA, this should be interpreted to mean that as many elements as can reasonably be made accessible should be made accessible.

The Karen Hornaday Park playground has some accessible play elements, however the main issue is the ground surfaces within the playground, which do not meet the standard of smooth, stable and slip resistant. This means that while some elements may be otherwise accessible, there is no accessible route to those elements so they are not accessible. Additionally, all routes to the southeast corner of the playground are blocked by logs, making that area of the playground inaccessible to anyone with a mobility-related disability.

In Bayview Park, the playground set needs to be replaced because it is unsafe to use. The most common cause of death while on a playground set is when children wearing hoodies are hanged on pointed protrusions and the Bayview Park playset has many such protrusions. Additionally the structural integrity of the set is not sound.

The parking lots in both Karen Hornaday Park and Bayview Park need to be modified. The handicapped parking spaces in both parks are not properly surfaced, striped or signed. It should be noted however, that there is a long term plan to pave the entire parking lot for Karen Hornaday Park and the issues with the handicapped parking there can be addressed as part of that project.



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(p) 907- 235-3170

(f) 907-235-3145

## MEMORANDUM

To: Parks, Arts, Recreation, and Culture Advisory Commission.

From: Matt Steffy, Parks Superintendent

Date: October 21<sup>st</sup>, 2021

Subject: Greatest Parks in the Universe Staff Report

- 
- Camping Revenue:
    - September 2021 \$6,629
    - September 2020 \$11,178
    - September 2019 \$10,520
  - The sites for the two new half-pipes have been prepared and leveled by Public Works staff. The latest update with the Lead Operator Paul Raymond is that final installation should be occurring soon, hopefully before snow falls.
  - Parks staff teamed up with volunteers from Scenic View Peonies, led by Beth Van Zant, to overhaul the peony bed at the Bartlett Restroom. All plants were donated, and our crew made the remaining turf section into a beach scape. We will be on the look-out for driftwood with a little more character to add to the mix.
  - The ADA Parks Transition work continued with a site visit to Bayview Park and Karen Hornaday Park on September 17<sup>th</sup>. Commissioner Lowney accompanied myself and Project Technician Owen Meyer in the assessment. Please see the included memo from Mr. Meyer summarizing our progress.
  - The PARCAC fall walk-through took place on October 11<sup>th</sup> and we were accompanied by Landscape Architect Rika Mouw at Bishops Beach. We thoroughly discussed the current usage patterns of the park and future developments to address capacity issues. Parking capacity needs to be increased, and could be accomplished a number of different ways. We discussed possible relocation of the pavilion and the addition of a one way loop to allow for larger vehicles, trailers, etc to access the park. Mrs. Mouw will be preparing a Park Master Plan in coordination with City staff and Corvus Design that we anticipate will be ready for review and approval in the spring of 2022.
  - City staff attended the 2021 Alaska Recreation and Parks Association conference in Soldotna on October 5<sup>th</sup>-7<sup>th</sup>. I presented a session on Strategic Partnerships that was well attended and well received. I was honored to receive the 2020 Professional of the Year award at the annual banquet, and to see Commissioner Deb Lowney receive the 2020 Distinguished Service Award.
  - We had a number of special events over the last month, including the Walk for the Wild hosted by Islands & Oceans and the annual Women's March.
  - Parks and Library staff met with Friends of the Library and representatives of the National Park Service Rivers, Trails, and Conservation Assistance program to begin discussions on the future development of the West Lot at the Homer Public Library. RTCA hosted a number of public forums while in town gathering information from the community. There is a lot of energy behind the future of the parcel.



- City staff met recently to discuss homelessness in the Homer area. It was a productive discussion with a fairly clear overall picture of the issues at hand and resources available.



Karen Hornaday Park on a fall morning





Phil Crump installing drainage pipe at the Library





Bartlett Restroom flowerbed and beach scape



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(p) 907- 235-3170

(f) 907-235-3145

## Memorandum

TO: Parks, Art, Recreation & Culture Advisory Commission  
FROM: Janette Keiser, Public Works Director  
DATE: October 13, 2021  
SUBJECT: Director's Report

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### 1. Bishop's Beach Park

We have engaged the services of Corvus Design, Inc., to help develop a conceptual Bishop's Beach Park Master Plan, working in collaboration with staff and Rika Mouw. As you know, Corvus Design is already working on the City's Wayfinding Project and is familiar with Bishop's Beach Park. Further, one of Corvus Design's areas of expertise is designing rain gardens, which may be a possibility for the Bishop's Beach Park neighborhood. We hope to have some ideas to share at the November PARCAC meeting.

### 2. Trails

We have received multiple inquiries from private property owners asking if the City would be interested in a donation of a trail easement across their property. In some cases, these proposals involve memorialization of an existing social trail and in some cases they are greenfield routes. We are in the process of ground truthing the proposed routes for geographical feasibility and connectivity. Once we've ascertained whether or not the proposed donations add value to our trail system, we'll bring them forward for your consideration. In the meantime, we wanted you to know about this exciting trend.

### 3. Environmental Intern

We're in the process of working with the Semester by the Bay to create an environmental internship with the Public Works Department. This person will work with Aaron Yeaton, Public Works GIS Technician, who is the Department's designated Sustainability Coordinator working on the City's Climate Action Plan and other environment matters.

### 4. Public Restrooms

We're in the process of reorganizing Public Works' staff to shift the responsibilities for cleaning the City's public restrooms from the Parks Division to Building Maintenance Division's Custodial Staff. The goal is to assign restroom cleaning duties to designated custodians, who are specifically hired to provide janitorial services, rather than Parks' laborers, who are hired to, for example, maintain trails.





# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: PARKS, ART, RECREATION & CULTURE ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: OCTOBER 12, 2021

SUBJECT: PARC BYLAW AMENDMENTS

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### Changes from Ordinance 21-50(S)(A)

At the PARC's August 19<sup>th</sup> regular meeting, the commission reviewed and made comments on a draft ordinance that would amend City Code regarding teleconferencing, attendance, vacancies, City staff roles, and rules of order for boards and commissions. Those amendments, including the feedback received from all the advisory bodies, were adopted by City Council via Ordinance 21-50(S)(A) at their September 13<sup>th</sup> regular meeting.

Now that HCC has been amended, the next step is to revise the commission's bylaws so they do not conflict with code. Bylaw amendments require two meetings; they are to be introduced at this meeting, will have a second reading and final approval at your December meeting, and then go to City Council for final approval.

### What is Different in the Draft?

The draft bylaws that are attached incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, and include any housekeeping edits. The article regarding the 1% for the Arts program and gift/donation acceptance policies are removed as those items will be standalone documents/policies to be approved by City Council. It also includes proposed amendments from staff, such as changing the assigned staff person from Deputy City Planner (Julie) to Recreation Manager (Mike), and adding in the Parks Superintendent (Matt) under consulting members.

Any other amendments can be made by the commission.

### RECOMMENDATION

Review the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to hold a second reading on the Proposed Parks, Art, Recreation and Culture Advisory Commission Bylaw Amendments at the next meeting.

Attached: DRAFT PARC Bylaws  
Current PARC Bylaws – Adopted October 14, 2019

## CITY OF HOMER PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION BYLAWS

### ARTICLE I – NAME AND AUTHORIZATION

This organization shall be called the Parks, Art, Recreation and Culture Advisory Commission, established via Ordinance 16-22, existing by virtue of the provisions of Chapter 2.60 and Chapter 18.07 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on \_\_\_\_\_, 2021 and shall be in effect and govern the procedures of the Parks, Art, Recreation and Culture Advisory Commission.

**Commented [RT1]:** No change from 2019 bylaws

### ARTICLE II – PURPOSE

Section 1. Act in an advisory capacity to the City Manager and the City Council on matters involving:

- City Parks
- Recreation Facilities
- Public Beaches and Trails
- Support of the Arts
- Acquisition, maintenance and disposition of works of art
- Land Use and Future Development related to Parks and Recreation Facilities
- The administration of the public arts fund established by HCC 18.07.090.

Any recommendation by the Commission regarding the matters described above shall be directed to the City Council through the City Manager, except that the recommendation shall be sent directly to the Council when the Commission so requests.

Section 2. Perform the functions prescribed in Chapter 18.07 HCC related to funding works of art in public spaces.

Section 3. Further the development and awareness of the arts in the City.

Section 4. Consider any specific proposal, problem or project as directed by the City Council and report thereon directly to the Council or as the Council otherwise directs.

Section 5. Solicit donations of money and property in support of the commission's duties, and make recommendations to the Council for the disposition of money or property so received.

**Commented [RT2]:** Revised to match what existing code states under HCC 2.60.040

### ARTICLE III – MEMBERSHIP

Section 1. The Commission will be composed of seven members, comprised of at least four (4) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on October 31<sup>st</sup> of designated years.

**Commented [RT3]:** No change from 2019 bylaws

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

**Commented [RT4]:** New section – A section addressing what happens at the expiration of a term and if there are term limits is recommended by Roberts Rules of Order.

**Section 3.** Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

**Commented [RT5]:** New section – A section addressing alternates and what happens if a seat is vacated during a term is recommended by Roberts Rules of Order.

**Section 4.** A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

**Commented [RT6]:** Revised section – Reflects the new HCC language regarding vacancies from Ord 21-50(S)(A)

**Section 5.** The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, City Manager, Public Works Director, City Planner, and Parks Superintendent may serve as non-voting, consulting members.

**Commented [RT7]:** Existing Sections 2 & 3 merged/revised into one and moved to the bottom of Article III. Includes new allowance for a City Councilmember to be appointed as a non-voting member, similar to the other advisory bodies, and includes Parks Superintendent as a consulting member.

#### **ARTICLE IV – OFFICERS**

**Commented [RT8]:** Same section, just reorganized and slightly wordsmithed to match other advisory bodies.

**Section 1.** A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular November meeting of the Commission.

**Section 2.** Officers shall serve a term of one year from the February meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

**Section 3.** The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

**Section 4.** In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – CITY STAFF ROLES**

**Commented [RT9]:** New Article – Existing HCC 2.58 states that bylaws for boards and commissions shall contain info on the staff liaison and recording clerk; the new sections 1 and 2 are nearly verbatim from HCC. The old bylaws did not include this info.

**Section 1.** The Recreation Manager shall serve as a staff liaison to the commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

**Section 2.** The City Clerk shall designate a recording clerk to take minutes for the Commission and serve as the Commission's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

## ARTICLE VI – MEETINGS

**Section 1.** Regular meetings shall be open to the public and held on the third Thursday February through June and August through November at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

**Commented [RT10]:** No change from 2019 bylaws

**Section 2.** Special meetings and Worksessions may be called by the staff liaison, Chair, or a majority of the Commission. Notice of such meetings shall be posted in the same manner as that for regular meetings.

**Commented [RT11]:** Was section 5, just moved up for better organization and changed Deputy City Planner to staff liaison.

**Section 3.** A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

**Commented [RT12]:** Was section 6, moved up for better organization and includes sentence regarding worksession quorum from the old section 5.

**Section 4.** Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

**Commented [RT13]:** New section – Reflects the new HCC language regarding attendance from Ord 21-50(S)(A)

**Section 5.** Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

**Commented [RT14]:** Was section 2, moved down for better organization

**Section 6.** The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

**Commented [RT15]:** Was section 3, moved down for better organization and the generic agenda was revised to reflect the current agenda titles/headers used and bring consistency to all the advisory bodies.

CITY LOGO

NOTICE OF MEETING  
REGULAR MEETING AGENDA  
NAME OF BODY

DEPT. CONTACT INFO  
(City Clerk's Office)

DAY OF WEEK, DATE, AND TIME OF MEETING  
PHYSICAL LOCATION OF MEETING & MEETING ROOM

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)

16. ADJOURNMENT Next regular meeting is scheduled for \_\_\_\_\_. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

**Section 7.** Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

**Commented [RT16]:** No change

**Section 8.** Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

**Commented [RT17]:** No change

**Section 9.** Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

**Commented [RT18]:** New section – Reflects the new HCC language regarding teleconferencing from Ord 21-50(S)(A). This replaces the old Article VIII – Teleconferencing since it's detailed in city code now.

#### **ARTICLE VII – GENERAL OPERATING PROCEDURES**

**Section 1.** The Commission shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the Commission's bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.60 Parks, Art, Recreation, and Culture Advisory Commission; the Open Meetings Act – AS 44.62.310-312; HCC 18.07 Funds for Works of Art in Public Places; the City of Homer Gift, Donation and Art Policies, Procedures and Guidelines; and the City of Homer 1% for the Arts Program Procedures.

**Commented [RT19]:** New Article for better organization

**Commented [RT20]:** Revised section – This is the old Article V. Sec 9, revised to ensure it's consistent with existing HCC, and include a new sentence at the end that clarifies what other areas of HCC and City policies/documents the commission shall abide by. The old Article IX regarding everything public arts (which are now or to be standalone documents) is referenced here.

**Section 2.** Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

**Commented [RT21]:** Revised section – The old Article V. Sec 7 was revised to include language from existing HCC 2.58 better clarifying voting rules.

**Section 3.** Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

**Commented [RT22]:** Was Article VII. Sec 2, moved for better organization

**Section 4.** Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Commission.

**Commented [RT23]:** New Article – Existing HCC 2.58 states that bylaws for boards and commissions shall contain info on training and model procedures; the old bylaws did not include this info.

#### **ARTICLE VIII – COMMITTEES**

**Section 1.** Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be

**Commented [RT24]:** No change from 2019 bylaws



considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of its meetings.

#### **ARTICLE IX – BYLAW AMENDMENTS**

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

**Commented [RT25]:** Revised Article – Old section 1 is now just Article IX since old section 2 was moved up.

**Commented [RT26]:** Old Article VIII-Teleconferencing was removed since it was replaced with the new Article VI. Sec 9

**Commented [RT27]:** Old Article IX-Public Art Program and the Municipal Art Collection was removed since it's to be replaced by two separate, stand-alone documents: the Gift, Donation and Art Policy, and the 1% for the Art Program Procedures.

# **CITY OF HOMER PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION BYLAWS**

## **ARTICLE I – NAME AND AUTHORIZATION**

This organization shall be called the Parks, Art, Recreation and Culture Advisory Commission, established via Ordinance 16-22, existing by virtue of the provisions of Chapter 2.60 and Chapter 18.07 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on October 14, 2019 and shall be in effect and govern the procedures of the Parks, Art, Recreation and Culture Advisory Commission.

## **ARTICLE II – PURPOSE**

Section 1. Act in an advisory capacity to the City Manager and the City Council on the problems and development of the following:

- City Parks
- Recreation Facilities
- Public Beaches and Trails
- Support of the Arts
- Acquisition, maintenance and disposition of works of art
- Land Use and Future Development related to Parks and Recreation Facilities
- Administration of the Public Arts Fund

Section 2. Perform the functions as outlined in Homer City Code Chapter 18.07 Funds for Works of Art in Public Places.

Section 3. Direct recommendations to the City Council directly or through the City Manager via memorandum from the Parks, Art, Recreation and Culture Advisory Commission.

Section 4. Consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

Section 5. Solicit donations of money and or property in support of the commission purpose.

Section 6. Make recommendations to Council for the disposition of money or property donated.

## **ARTICLE III – MEMBERS**

Section 1. The Commission will be composed of seven members, comprised of at least four (4) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on October 31<sup>st</sup> of designated years.<sup>1</sup>

Section 2. One (1) Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as a consulting, non-voting member.

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<sup>1</sup> Article III, Sec. 1 was revised post-bylaw approval to ensure clarification of term expirations.

Section 3. The Mayor, City Manager, Public Works Director or City Planner may serve as non-voting, consulting members of the Commission.

Section 4. A Commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses two (2) consecutive regular meetings unless excused;
- Is convicted of a felony.

#### **ARTICLE IV – OFFICERS**

Section 1. A Chair and Vice-Chair shall be elected annually from and by the voting members of the Commission.

Section 2. The Chair shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 3. The Vice-Chair shall perform all duties and be subject to all responsibilities of the Chair in their absence, disability or disqualification of office. In the event that both Chair and Vice Chair are absent, and a quorum of members are present, the senior member shall assume and perform the duties and functions of the Chair.

Section 4. The Vice-Chair will succeed the Chair if the office is vacated before the term is completed, to complete the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.

Section 5. Officers shall serve a term of one year from the November meeting at which they are elected and until their successors are duly elected. Officers may be re-elected in subsequent years.

#### **ARTICLE V – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the third Thursday February through June and August through November at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Agenda deadline is the Wednesday of the week preceding the meeting date at 5:00 p.m. Allowances will be made for holidays.

Section 3. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY  
PHYSICAL LOCATION OF MEETING  
HOMER, ALASKA

DATE OF MEETING  
DAY OF WEEK AND TIME OF MEETING  
MEETING ROOM

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA.
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
12. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
13. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
16. COMMENTS OF THE COMMISSION
17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 4. Per Resolution of the City Council (Resolution 06-115(A)), Public testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the members in attendance.

Section 5. Special Meetings and Worksessions may be called by the Deputy City Planner, Clerk, Chair or a majority of the Commission. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that of regular meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) members. For the purpose of determining the existence of a quorum, honorary members shall not be counted.

Section 7. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of "majority vote". The Chairperson may vote upon, and may move or second a proposal/motion before the Commission.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable and Homer City Code as well as Roberts Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

## **ARTICLE VI – COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of its meetings.

## **ARTICLE VII – BYLAW AMENDMENTS**

Section 1. The bylaws may be amended at any meeting of the Commission by a majority plus one vote of the members present, provided that notice of proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next commission meeting.

Section 2. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

## **ARTICLE VIII – TELECONFERENCING**

Section 1. Teleconference meetings:

- a. The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b. There must be a quorum of members physically present in addition to the telephonic member.
- c. A Commission member participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures.

- a. A Commission member who cannot be physically present for a regularly scheduled meeting shall notify the Clerk prior to the scheduled time for the meeting of their intent to appear telephonically.

- b. The Clerk shall notify the other Commissioners of the Commissioner's intent to appear by teleconference prior to the scheduled time of the meeting.
- c. The means used to facilitate a teleconference meeting must enable each Commissioner appearing telephonically to clearly hear, and be heard by all other and members of the public. The Clerk shall note in the attendance record all Commission members appearing telephonically.

## **ARTICLE IX – PUBLIC ART PROGRAM AND THE MUNICIPAL ART COLLECTION**

### **1% FOR THE ARTS PROGRAM**

The State has recognized through the enactment of AS 35.27.010, and the City of Homer hereby recognizes by the enactment of Ordinance 02-25(A), Chapter 18.07, the responsibility of government to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal buildings and facilities. It is therefore declared to be municipal policy that a portion of appropriations for capital expenditures for municipal buildings and facilities be devoted to the acquisition of works of art to be permanently placed or incorporated in such buildings or facilities.

#### **Definitions**

The following words, terms and phrases, when used, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

"Art" and "work of art" mean all forms of original creations of visual art, including but not limited to the following:

1. Sculptures: in the round, bas relief, high relief, mobile, fountain, kinetic or electronic, in any material or combination of materials.
2. Painting: all media, including portable and permanently affixed works, such as murals.
3. Graphic arts: printmaking and drawing.
4. Mosaics.
5. Photography.
6. Crafts: in clay, fiber and textiles, wood, metal, plastics and other materials.
7. Calligraphy.
8. Mixed media: any combination of forms or media, including collage

"Construction, remodeling or renovation of municipal buildings and facilities" means any capital improvement projects paid for wholly or in part by the municipality to build, rebuild or improve any decorative or commemorative structure, park or parking facility or any building.

"Total cost of construction, remodeling or renovation" means the total allotted funding for the subject project at the time of award of contract, exclusive of the costs of land acquisition, site investigation, and environmental clean-up or remediation. (Ord. 02-25(A), 2002.)

The Parks, Art, Recreation and Culture Advisory Commission shall be responsible for the following:

1. Determine the dollars allocated for art within the budget of each eligible project;
2. Name a Selection Committee for each project;
3. Develop and monitor policies related to the selection and installation processes;
4. Develop plans that insure the preservation of the art collection;

## **PROCEDURES FOR THE 1% FOR THE ARTS PROGRAM**

### **Eligible Projects**

1. Upon approval of the City budget, the City Manager will provide a copy of the capital improvement budget to the Commission notating all projects he/she believes to be eligible for the 1% for Art Program.
2. Eligible projects include remodeling, renovation, new construction to municipal buildings or facilities when the cost of the project exceeds \$250,000.
3. Staff will update the Commission at least quarterly regarding any new capital improvement projects City Council has approved and will indicate whether the City Manager believes the 1% for Art Program is applicable.

### **Project Budget**

1. 1% of the project cost will be allocated for the purchase of art, with a minimum project value of \$250,000 and a maximum of \$7,000,000. Therefore, the minimum budget is \$2,500 and the maximum is \$70,000. The budget may be increased by the addition of private funds or donations from non-city public funds.
2. Project cost is defined as the cost of the original contract awarded, excluding land acquisition, site investigation, environmental cleanup or remediation. Subsequent change orders and amendments to the contract do not increase or decrease the amount of funding available for artwork.
3. The art budget will include all costs associated with design, construction, installation, and acquisition of works of art.

### **Selection Committee**

1. The Commission will submit to the Council for its approval members of a new Selection Committee for each eligible project. Appointments will be made as early as possible in the construction process to encourage integration of art into the architecture of the building and design of the outdoor spaces.
2. A Selection Committee will be composed of at least five (5) members, including
  - a. One member(s) from the Commission,
  - b. One Artist
  - c. One member from the architectural/design team
  - d. One member from the user department
  - e. Director of building in question or his/her designated representative.

The scope of the project may require the appointment of additional members.

3. The Clerk for the Commission will also assist the Selection Committee. This will facilitate clear communication and cooperation between the two advisory bodies.

4. Diversity. The Commission will specifically include members of the community who share a commitment to the goals of the 1% for Art Program yet represent the diverse citizenry in our community.
5. Responsibilities of the Selection Committee
  - a. Selection Committee members will suggest the most suitable locations for artwork within the building or on the site, often in discussion with the architect or chief designer. It is also appropriate to allow artists to submit proposals for locations not identified by the committee.
  - b. The committee will organize interaction between the design team and artists to ensure that artists are sufficiently briefed about the project opportunities and restrictions. The goal is to generate top quality, responsive proposals.
  - c. Carefully review each eligible submission. This will frequently be a multi-step process, with time between meetings for personal reflection.
  - d. If necessary, a specific member of the committee or the Deputy City Clerk may be directed to discuss modifications to a specific proposal with the artist. All such discussions shall be confidential, and members must exercise care so a specific artist does not construe such discussion as acceptance of work.
  - e. Prepare list of Recommended Artwork for the named project and a short list of runners-up, if possible. (Occasionally 1st choice work will not be available and this process may preclude the need to reconvene the jury.)
  - f. Selection Committee Chair will be present when the Resolution is before Council for final approval and award. Responses to Council questions may include a brief summary of the selection process, including number of submittals, names of the selection committee members and other information that encourages final acceptance by City Council members.
  - g. The Clerk will notify all selected artists of their award and thank all participants.
  - h. All participants, including Committee members and all artists who submitted proposals will be offered a formal opportunity to comment on the process. The Commission will receive these comments.

NOTE: The entire selection process must be handled confidentially. No decisions are final until approved by City Council and final contracts are negotiated with the artists. (Reso. 10-80, 2011.)

#### **ADDITIONAL OVERSIGHT UNDER THE 1% PROGRAM**

1. Requests for Proposals (RFP): The Selection Committee with the assistance of the Deputy City Clerk will prepare an RFP for each eligible project. (See sample in Exhibit A). The Clerk's Office will circulate the RFP as required by City code under the City's Procurement Policy. Packets of additional information that describes the project will be available in City Clerk's Office and on the City's website. It will include the brochure, "Special Considerations for Art in Public Places" (See Exhibit B)
2. Establishing Selection Criterion:
  - a. Each member of the Selection Committee will be provided with a complete RFP, including the "Special Considerations" brochure. Members will be asked to remember these considerations in their art selections.
  - b. The Selection Committee will be provided with an Evaluation Checklist (see Exhibit C).



- c. The Selection Committee may specify that certain projects will show a preference for art by local or Alaskan artists.
3. Legal Considerations: The Selection Committee and the Parks, Art, Recreation and Culture Advisory Commission are liaisons between artists and the City, the principals in this program. These guidelines will clarify the understanding between them:
  - a. Ownership of the Art: All art purchased under the 1% for Art Ordinance will be owned by the City of Homer.
  - b. Artist's Rights: Public artwork and art concepts will not be altered, modified, removed or moved from a site which is integral to the concept for the work without prior notice to the artist. If the City's best and reasonable efforts to contact the artist have failed, the City may proceed without such notice.
  - c. Artist's Promise to the City of Homer: The art is unique and original and does not infringe upon any copyright. Neither the art nor a duplicate has been accepted for sale elsewhere. The art is free and clear of any liens. The fabricated and installed art will be free of defects in material and craftsmanship. Maintenance requirements have been accurately described;
4. Contract with an Artist: The City of Homer will enter into a contract with each artist whose work is selected for inclusion in a City project. It will address description of the project, payment schedule, payment of special engineering or installation costs, due date. (See sample in Exhibit D). (Reso. 10-80, 2011.)

## **ACCESSION POLICY**

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

### **Definition**

"Accession" is to accept artwork in to the Municipal Art Collection

### **Policy**

1. Accession procedures insure that the interests of all concerned parties are represented including the Parks, Art, Recreation and Culture Advisory Commission, the Public, the Artist, the Arts Community and the City of Homer.
2. Artwork shall be distinctive artistic merit and aesthetic quality and will enhance the diversity of the Municipal Art Collection.
3. Artwork shall be appropriate in and for its site, scale, material, form, and content for both its immediate and general social and physical environment.
4. Artwork shall be reasonably durable against theft, vandalism, weather, and excessive maintenance costs.
5. Accession implies the responsibility to preserve, protect, and display the artwork for public benefit.
6. Accession implies a work's permanency within the Municipal Art Collection, providing that the work retains its physical integrity, identity and authenticity.

7. Artwork will be acquired without restrictions as to its future use and disposition except as provided in contracts with artists.
8. Artwork will be accessioned into the City of Homer's Municipal Art Collection only upon completion of all facets of the Commissioning or purchasing contract and final approval of City Council.
9. Each accessioned work into the Municipal Art Collection will be documented to the fullest extent possible, including artist's last known address and when available photograph.
10. The artist's signed contract or release transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every accessioned work and shall be in the documented records of the work.
11. In the case of interagency or inter-local agreements a copy of the agreement and signatures of all parties will be kept in the office of the City Clerk.
12. Accession results from projects and purchases generated as part of the Municipal Art program except in case of donations which will be reviewed in accordance with the City of Homer policy on gifts and if accepted will be accessed pursuant to this accession policy. (Reso. 10-80, 2011.)

## **GIFT POLICY**

### **Purpose**

To identify a procedure and criteria for the Parks, Art, Recreation and Culture Advisory Commission to review proposed gifts of artwork.

### **Definition**

Gifts are personal or real property that is donated or bequeathed with or without restrictions to the City of Homer for actual artwork, property for placement or funds for the acquisition of artwork.

### **Policy**

1. The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts as defined above and will evaluate the suitability of proposed gifts and make recommendations to the Homer City Council in accordance with Homer City Code which allows acceptance of donations.
2. Each Proposed gift will be reviewed for the following:
  - a. Aesthetic Quality – the proposed gift has significant aesthetic merit.
  - b. Appropriateness of Chosen Site or Location – scale of artwork is appropriate for the site including relationship between the artwork and the site and obstacles of the site.
  - c. Restrictions from the Donor – any restrictions must be clearly identified and may be a factor in determining whether to accept a gift.
  - d. Originality of Artwork – artworks must be one of a kind or part of an original series reproductions of originals are not considered eligible for acceptance.
  - e. Relationship to the Collection as a Whole – the Commission is committed to creating a diverse collection of art. The proposed gift must be compatible with the Municipal Art Collection without being over represented.

- f. Technical Feasibility – the realistic ability for the proposed project to be built and installed as proposed in the selected location.
  - g. Technical Specifications – the Commission must review the actual work if available or a scale drawing and or model consisting of site plans and elevations describing the following:
    - i. Surrounding site conditions if applicable
    - ii. Dimensions
    - iii. Materials and finishes
    - iv. Colors
    - v. Electrical, Plumbing, or other utility requirements
    - vi. Construction and installation method
    - vii. Additional support material such as text verbally describing the artwork and specifications, models, or presentation drawings by a licensed engineer may be required.
  - h. Budget – cost to manage the project, prepare the site, deliver and or install the work, funds for signage/recognition, and any other cost should be disclosed by the donor in a budget. The Commission will determine if the costs are accurate and realistic and that the donor has clearly delineated responsibility for all costs associated with the project.
  - i. Timeline – expected timeline for donation or installation should be proposed by the donor. The Commission will determine if the timeline is realistic.
  - j. Durability – expected lifetime and staying power of the material used to create the artwork especially if set in the out of doors or in a non-archival exhibition setting and exposed to the elements.
  - k. Warranty – the donor agrees to be responsible for a warranty period of one (1) year from the date of final installation of the artwork to insure the integrity of the material, fabrication and installation when installed in or on a city owned facility or property.
  - l. Vandalism and Safety – the artwork will not be prone to vandalism or pose a safety hazard.
  - m. Maintenance and Preservation – donor’s agreement to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs to maintain artwork.
3. Donors proposing gifts will be informed of the importance of the above criteria in the Commission consideration.
4. The Parks, Art, Recreation and Culture Advisory Commission will have final authority through the City Manager to review and recommend to Homer City Council to accept or reject the donated artwork.
5. All gifts that are recommended for acceptance will only be accessed into the Municipal Art Collection pursuant to the Accession Policy. (Reso. 10-80, 2011.)

### **PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF HOMER**

The Parks, Art, Recreation and Culture Advisory Commission is charged with the responsibility of evaluating the suitability of a proposed artwork and making recommendation to the City Council as to whether or not to accept it as a gift. If accepted, the donated work becomes the responsibility of the City of Homer, which will inventory, insure, maintain and repair it as required by Homer City Code and Alaska State Law.

### **Definition**

“*Gifts*” are personal or real property that is donated, devised or bequeathed with or without restrictions to the City of Homer. Gifts can be actual artwork, property for placement of artwork or funds for the acquisition of artwork.

“*Gift Policy*” is the policy that identifies the procedure and criteria for reviewing proposed gifts of artwork to the City of Homer.

“*Accession Policy*” is the policy that defines an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection insuring that the collection is comprised of artwork of the highest quality. (Reso. 10-80, 2011.)

### **Process**

The Parks, Art, Recreation and Culture Advisory Commission will review all proposed gifts according to the Gift Policy. They will evaluate the suitability of the proposed gifts and make recommendations to the Homer City Council through the City Manager.

In order to provide the Commission with the information necessary to evaluate the proposed artwork in accordance with the Gift Policy and Accession Policy the potential donor or donor’s representative must complete the Gift Proposal Application and submit to the City of Homer, City Clerk’s Office. (Reso. 10-80, 2011.)

### **Presentation to the Parks, Art, Recreation and Culture Advisory Commission**

If applicable the donor will be scheduled to present his or her proposal to the Commission at the next regular meeting. The donor is expected to present the actual artwork or model or scale drawings of the proposed piece. If it is not possible depending on the artwork a photograph may be accepted upon approval of a majority vote of the Commission.

The Parks, Art, Recreation and Culture Advisory Commission will review the proposal, consider the presentation and make a recommendation at the meeting. If the proposal materials do not give the Commission enough information to make an educated recommendation they may request to postpone recommendation until further information is provided by the donor.

## **PRESERVATION OF THE MUNICIPAL ART COLLECTION**

### **Registry**

The City’s art collection will be catalogued and a registry maintained. Each entry will include

1. Name and contact information for the artist
2. Title of the work, date created, dimensions
3. Photographs of the work
4. The artist’s cleaning and maintenance recommendation
5. An artist’s statement regarding the work, if possible
6. An identification number \_\_\_\_\_ (year installed), \_\_\_\_\_ consecutive number (for example: 2006-#21). This number will also be affixed to the piece of art or to its label
7. Exact location of the artwork
8. Techniques and materials used in creating the artwork

The registry will be bound and stored in the City Clerk's Office. The City will also provide an official label for each piece of art that will be consistent in style and material. Information contained will reflect the following:

- Color Photo of artwork
- Artist Name(s)
- Title of Artwork
- Year Completed/Date
- Medium Used
- Size/Dimensions
- Location
- Physical Description of the piece
- Short Summary about the Artist
- Summary Comment on the artwork

### **Inspection and Maintenance of Artwork**

All building and grounds supervisors will be instructed to inform the City Clerk if vandalism is observed or the artwork requires maintenance. All cleaning and maintenance will follow the instructions provided by the artist. If the artwork requires extensive repairs, the City will make a good-faith effort to obtain advice from the artist. If no information is forthcoming, the City may proceed with its best practice.

### **DE-ACCESSIONING PURCHASED AND DONATED ITEMS**

The City has the responsibility for conserving the collection, and because the disposal of artworks may have serious implications for the artists, removing the items from the collection should be a deliberate and seldom-used procedure. It is the policy of the City not to dispose of works simply because they are not currently in fashion and not to dispose of works whose worth might not yet be recognized.

Purchased or donated items which have been accepted into the Municipal Art Collection will be de-accessioned only at the direction of the City Council, which shall consider the recommendations and comments of the Parks, Art, Recreation and Culture Advisory Commission, Staff and any public comment received.

The City will comply with all laws pertaining to de-accessioning of art items. If documents provide for de-accessioning, such documents will determine the method and manner of the de-accessioning.

Examples of situations where de-accessioning would be considered include:

- The item(s) has deteriorated beyond a reasonable means of conservation or in deteriorating, has lost its usefulness.
- The authenticity, attribution, or genuineness of the item(s) is determined to be false or fraudulent.
- The item(s) is redundant or is a duplicate that has no value as part of a series.
- The item(s) is located in an area where jurisdiction will be transferred to another entity or is made inaccessible to the public.

The Parks, Art, Recreation and Culture Advisory Commission may recommend any of the following courses of action as a result of a deaccessioning review. The Commission shall not be limited to these courses of action and may suggest new methods as may be demanded by a particular set of circumstances:

- Relocate the work of art. This course of action shall be given highest priority
- Remove the work from display and maintain in a safe storage
- Yearly City Surplus Sale
- Private sale
- Exchange for another work by the artist
- Gifting the piece to a non-profit organization
- Recycling

Destruction of the item(s) may be considered where the physical condition of the work is severely deteriorated or will be irreparably damaged by the de-accessioning process. In appropriate instances, appraisals of the item(s) to be de-accessioned will be sought from outside sources.

#### **ENCOURAGING ADDITIONAL PUBLIC AND PRIVATE ART IN PUBLIC SPACES, AND PROMOTING PUBLIC AWARENESS AND APPRECIATION FOR THE MUNICIPAL ART COLLECTION**

Ordinance 02-25(A) encourages the addition of private money into the public art program. Any art purchased with such funds will be owned 100% by the City of Homer and the City will have responsibility for selection, installation, maintenance and repairs.

The Parks, Art, Recreation and Culture Advisory Commission will be a resource for business owners who wish to include art in their business location.

Parks, Art, Recreation and Culture Advisory Commission will endeavor to obtain buy-in from affected city departments and a wide variety of governmental and non-governmental organizations, as required, to ensure the successful implementation of the public art policy.

The Commission will work to establish partnerships with private funders to help the art policy proponent's work with and advise patrons who are funding public-art projects privately. This will help guarantee that these projects meet a set of agreed-upon requirements and fulfill the goals and vision set forth in this policy.

The Parks, Art, Recreation and Culture Advisory Commission will identify alliance opportunities with institutions, organizations, and the public. Partner with them to publicize and discuss how public art can help further the mission of their specific organization.

Raise support among the press to help the fundraising efforts to educate and inform the public about the many different types of public art, and the wealth and ability of the local arts community.

Keep the information flowing about the progress of any public art initiative.

The Parks, Art, Recreation and Culture Advisory Commission, with the assistance of users, will plan an installation ceremony upon completion of each project. Costs for this event will be from the annual budget or underwritten by donors.

The Parks, Art, Recreation and Culture Advisory Commission will plan events and promotional tools that invite residents and visitors to enjoy the City of Homer art collection. These might include walking tour maps, guest lectures, on-line catalogue, etc. (Reso. 10-80, 2011.)

### **FUNDING FOR THE MUNICIPAL ART COLLECTION**

A public art fund is established in accordance with Homer City Code 18.07.090, Public Art Fund, as a separate, interest bearing account in the city general fund to receive money for the public art program from the following sources:

- Funds for public art fees received from private development.
- Funds donated to the city for public art.
- Other funds appropriated by the City Council for public art.

Money in the public art fund shall be used solely to pay the costs of selecting, commissioning, acquiring, installing, maintaining, public education regarding, administrating, removing and insuring the works of public art, and any other expense related thereto.

Interest earned on money in the public art fund shall be deposited in the public art fund.

The public art fund is administered by the City with the advice of the Parks, Art, Recreation and Culture Advisory Commission.

- The Commission shall prepare a plan annually for expenditures from the public art fund for approval by the city council. (Ord.09-51(A), §1, 2009.)
- Encourage the addition of private money into the public art program. Any art purchased with such funds will be owned 100% by the City of Homer and the City will have responsibility for selection, installation, maintenance and repairs. (Ord. 02-25(A), 2002.)

To: The City of Homer Parks, Art, Recreation, and Culture Advisory Commission

From: Bill Fry, Vice-Mayor, Kachemak City

### **The History**

As you may know, Kachemak City was originally incorporated in 1961 (three years before Homer) and today occupies about one and a half square miles a few miles out East End Road, surrounded by Homer proper. The residents of the two cities are neighbors and friends, and Homer and Kachemak City have benefitted from a long, collaborative relationship. Kachemak City provides fire suppression services to its residents through a contract with the City of Homer, and residents of each city enjoy the combined parks and other recreation facilities offered by the other. Over the years, Kachemak City has supported recreation projects in the City of Homer with donations that include \$20,000 to the SPARC, \$10,000 to the Homer High School track, and \$5,000 to the Homer Hockey Association. And Kachemak City has also made substantial donations to the Homer Food Pantry and to the Homer Public Library.

### **The Project**

In early spring 2021, a group of volunteers made up of parents and grandparents, educators, business owners, and recreation advocates came together in response to the growing need for enhancement and repair of Kachemak City's three-acre park. The Kachemak City Park is a small but important recreational resource in the region with tennis/pickleball courts, a playground, and a large pavilion with sheltered grill.

The Park sees thousands of visits each year—preschoolers from across the street who swarm the playground on most days, pickleball players from across the Homer area who flock there during summer days (until a few weeks ago, Kachemak City had the only outdoor pickleball courts in the region), Russian Old Believer families for whom this is their closest public park, as well as people of all ages from across the Homer area. In addition, a new 24-unit affordable housing development as well as a new 40-lot subdivision along East End Road will continue to add scores of new Park users in the months and years to come.

But the volunteer committee recognized that the Park was in disrepair, with crumbling court surfaces and fencing that was about to topple over. And they saw that the facility was not meeting growing recreational demands. So they formed a task force to raise funds to improve, repair, and expand the park—and to make it fantastic! Kachemak City jumped in with \$45,000 in seed funding to get the project rolling, and the Homer Foundation stepped up to serve as fiscal sponsor.

This project will:

- DOUBLE the size of the Kachemak City Park;
- Construct a NEW “pump track” BICYCLE PARK—the first on the lower Kenai Peninsula;
- Replace aging courts with a NEW MULTI-USE COURT for pickleball, tennis, and basketball;
- Build a NEW PLAYING FIELD;
- Add a NEW WALK/BIKE TRAIL;
- Enhance the playground with NEW NATURAL PLAY FEATURES; and
- Develop a PICNIC AREA at the edge of the playing field.

### **The Bottom Line**

The total project budget is \$200,000, and already the task force has raised more than \$132,000 by knocking on doors, holding a fundraising event, and securing business sponsorships. And ground has been broken. The bike park will be complete this week—but there's still more work to be done!


Now we need a helping hand from the City of Homer to bring this project a big step closer to the finish line. A donation of \$10,000 from the City of Homer will help continue a long history of shared services recreation and help promote health and wellness, social connection, and community resiliency across the region.



# Kachemak City Park



 Trail

 Playground  
Swings, slides, and nature play.

 Court Games  
Multi-use court for tennis, pickleball, and basketball.

 Small Gathering  
Picnic tables and firepits.

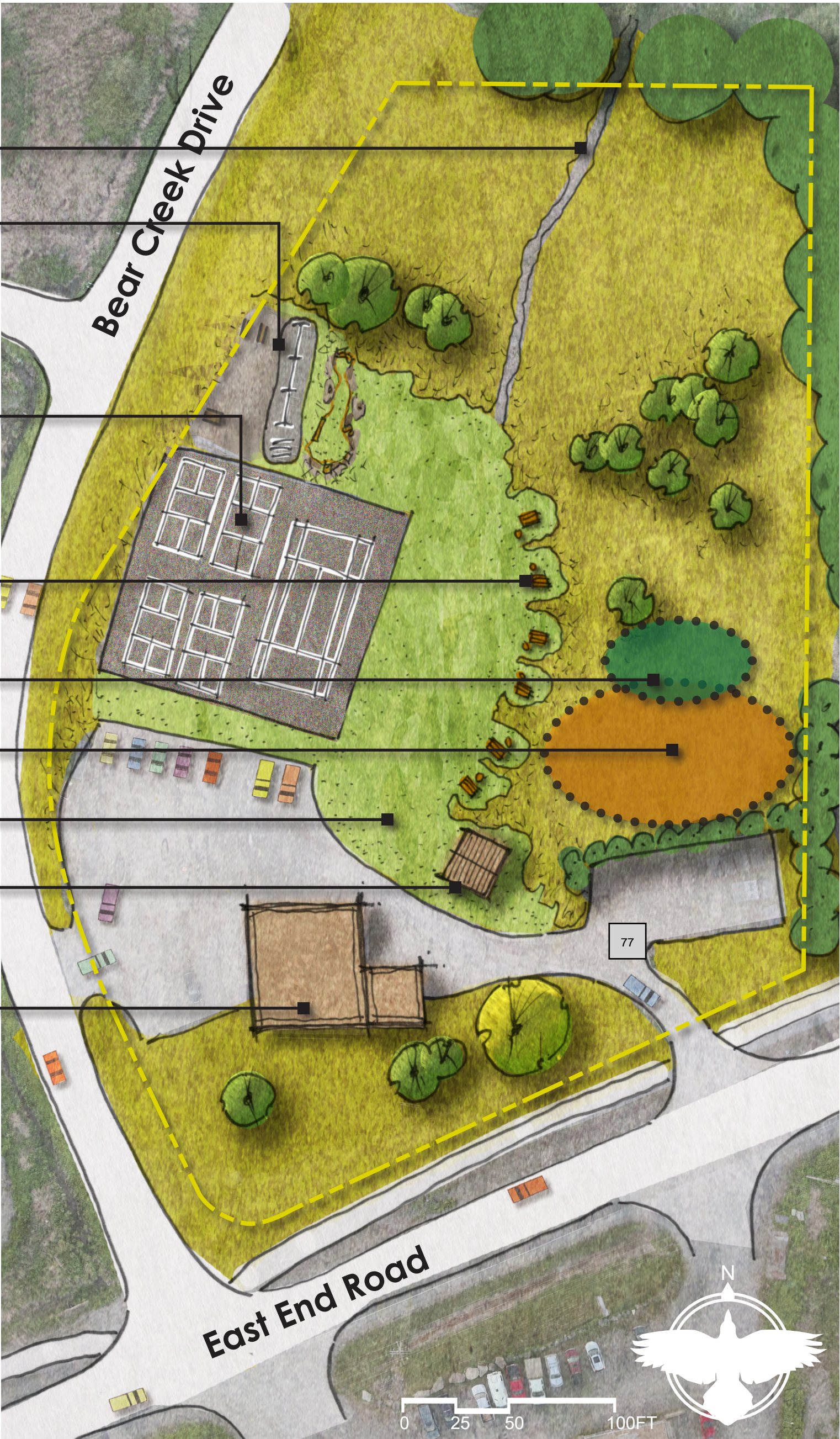
 Sledding Hill

 Pump Track

 Open Playfield

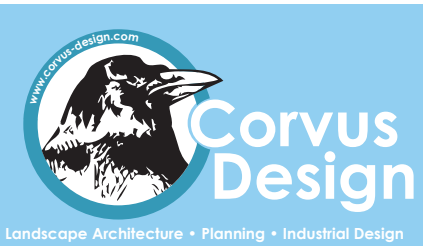
 Shelter  
Relocated on-site.

 Civic Buildings  
Community Center and Fire Station.



## Conceptual Site Rendering

REV: 06/30/2021



Pro-Bono Services





# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)  
(p) 907-235-3130  
(f) 907-235-3143

## Memorandum

TO: ADVISORY BODIES  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: OCTOBER 11, 2021  
SUBJECT: MEETING SCHEDULE FOR 2022

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Please review the draft resolution that establishes your meetings for 2022 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2022 meeting schedule for Council and Advisory Bodies via resolution no later than their December 13, 2021 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 21-1xx**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
ESTABLISHING THE 2022 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) COMPLIANCE COMMITTEE.

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 Standing Committee meetings; 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 2022 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) Compliance Committee of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 1, New Year's Day, Friday*	February 21, Presidents' Day, third Monday	March 28, Seward's Day, last Monday	May 30, Memorial Day, last Monday	July 4, Independence Day, Monday	September 5, Labor Day, first Monday
October 18, Alaska Day, Tuesday	November 11, Veterans Day, Friday	November 24 Thanksgiving Day, Thursday	November 25, 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 10, 24	February 14, 28	March 14, 29*	April 11, 25	May 9, 23	June 13, 27
July 25**	August 8, 22	September 12, 26	October 4 Election	October 10, 24 Oath of Office October 10	Canvass Board October 7
November 1 Runoff Election	November 28**	December 12***	December 19*** 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 11	February 8	March 8	April 12	May 10	June 14
July 12	August 9	September 13	October 11	November 8	December 13

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 18	February 15	March 15	April 19	May 17	
	August 16	September 20	October 17*	November 15	December 20

\*The October meeting will be held on a Monday due to Alaska Day.

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

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

\*There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

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 26	February 23	March 23	April 27	May 25	June 22
July 27	August 24	September 28	October 26		December 14

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)

			April 14	May 12	June 9
July 14			October 13	November 10	

The Americans with Disabilities Act (ADA) Compliance Committee meetings are held on the second Thursday in the months of April, May, June, July, October, November, and may call additional meetings as needed.

PASSED AND ADOPTED by the Homer City Council this 13<sup>th</sup> day of December, 2021.

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.



# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION  
FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK  
DATE: OCTOBER 11, 2021  
SUBJECT: RECOMMENDATION TO PURCHASE LAND

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### Background:

Commissioner Roedl has requested this item to be addressed by the Commission in response to an email received by Dr. Marley dated September 20, 2021 (attached for reference).

At the regular meeting of February 20, 2020 a presentation was made to purchase property along the Sterling Highway to create a convention center and park. The presentation was made by Dr. William Marley, D.D.S. retired. The minutes of that meeting are included for your convenience.

Review of the minutes from that meeting show Commissioner Lowney requested the item to be on the March meeting agenda. Due to COVID 19 the meetings for the Commission were canceled until June 2020 and this item was not requested to be on that or subsequent agendas. There was also a change in the staff liaison for the Commission.

### Points to consider regarding Dr. Marley's request:

1. Currently the City has a number of parks and facilities with deferred maintenance that it is unable to address due to lack of funding and staff.
2. The City could benefit economically and socially by providing a park and convention center to encourage outside groups to consider Homer as a venue for larger events.
3. The City currently does not have the amount of funding necessary to purchase said property.
4. The City currently has a parcel(s) to be developed with community focused higher priority – e.g. the Homer Educational Recreation Campus.
5. This proposal was brought forward previously to all advisory bodies and staff did not support the purchase due to the aforementioned reasons.

### Recommendation

A motion is required to forward a recommendation to City Council that they purchase the property along the Sterling Highway for the development of a convention center and city park.

**From:** [Melissa Jacobsen](#)  
**To:** [Renee Krause](#)  
**Subject:** FW: Please send to all PAR&C mebers  
**Date:** Friday, September 24, 2021 3:28:09 PM

---

**From:** William Marley <homerparkview@gmail.com>  
**Sent:** Monday, September 20, 2021 11:43 AM  
**To:** Department Clerk <clerk@ci.homer.ak.us>  
**Subject:** Please send to all PAR&C mebers

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

William J. Marley, DDS  
183 West Bayview Ave  
Homer, Ak 99603  
(907)-235-8987  
[wmarley@mac.com](mailto:wmarley@mac.com)  
September 20, 2021

Mr. David Lewis  
Chairman, Parks Art Recreation and Culture (PAR&C)  
City of Homer, Alaska 99603  
RE: Violation of Code of Ethics and Transparency of Committee Actions

David, I must thank you and other committee members for your service to our community. You did offer the opportunity to me to be placed on an agenda for a previous meeting - thanks.

Having observed the PAR&C meeting of September 9, 2021 your appointment to an adhoc committee of Deb Lowney does not comply with Homer code 1.18.030: Standards and prohibited acts: "3. The person resides or owns land within 300-feet periphery of any property that is subject of any action". Deb Lowney and Dr. Broshes own two parcels of land that are clearly within 300 feet of the HERC building and property.

The other ethical issue concerning me is that when a motion comes before a committee and is tabled but is never again brought before the committee for consideration. An example of this is that a few years ago PAR&C committee unanimously approved the concept of a park on a particular parcel of land. Dave Brann was the committee chair at that time. The present committee will not even allow this concept to be discussed and a motion was tabled. And to this date has



never been brought back to the committee for consideration. As I understand Roberts Rules of Order, when a motion is tabled it is temporarily put aside but brought up at a later time for action. Tabling a motion does not kill a motion. I greatly question the motives of the committee member who tabled this motion. At the very least, transparency of process and ethics are questionable.

May the deliberations and advisories of the PAR&C provide respect of our code of ethics and transparency for the benefits concerning our unique natural surroundings and citizenry.

William J. Marley, DDS

cc: City Mgr., Rob Dumouchel, Mayor Ken Castner, Members of PAR&C Committee

PARKS, ART, RECREATION & CULTURE ADVISORY COMMISSION  
REGULAR MEETING  
FEBRUARY 20, 2020

Session 20-01, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:32 p.m. on February 20, 2020 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

**ROLL CALL**

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

TELEPHONIC: COMMISSIONER ROEDL

ABSENT: COMMISSIONER BARNWELL (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN  
DEPUTY CITY CLERK KRAUSE  
PARKS MAINTENANCE COORDINATOR STEFFY

**AGENDA APPROVAL**

**AGENDA  
APPROVAL**

Chair Lewis called for a motion to approve the agenda.

LOWNEY/FAIR MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**PUBLIC  
COMMENT**

**PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

**VISITORS**

**VISITORS/PRESENTATIONS**

A. Dr. William Marley - Proposal for a Park Along the Sterling Highway

Dr. Wm.  
Marley –  
Proposal for  
the City to  
Purchase  
Land to  
Create a  
Park on the  
Sterling Hwy

Dr. Marley requested an additional five minutes to make his presentation to the Commission.

LOWNEY/HARRALD MOVED TO EXTEND THE TIME TO 15 MINUTES FOR THE PRESENTATION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Archibald arrived at 5:35 p.m. explaining he was able to make his flights.

Dr. Marley provided a history on his arrival to Homer, and what it was like in 1967 and the population growth from that time. He did not want to see Homer developed into what downtown Soldotna has

developed into. He then presented his idea to create a Cultural Park setting on acreage he owns jointly with two partners at the entrance to Homer across from Soundview Avenue that extends westward towards West Hill Road. He provided information and strategic planning, and used it as a comparison, for the Harrigan Centennial Hall in Sitka, Alaska.

Dr. Marley submitted the idea as he believes that Homer deserves a Cultural Center. He provided an artist's rendition of the proposed cultural park/center facility on the land that he is advocating for the City to purchase and requested the Commission to support the project as it has in the past.

Dr. Marley presented the amenities that he could visualize that this project would provide to the public. He cited various known places and landmarks throughout the world and the United States and believes that this could be Homer's landmark. He envisions future growth for Homer and believes that a project on this land would present the right image to the visitors and residents current and future.

Dr. Marley commented on the previous submission of his project being supported by the Commission and he is hoping to once again gain the support for the project and that the Commission will make a sincere effort to see it to its fruition.

LOWNEY/HARRALD MOVED TO ADD THIS ITEM TO THE MARCH AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## RECONSIDERATION

## CONSENT AGENDA

A. Minutes from the November 21, 2019 Regular Meeting

Chair Lewis called for a motion to approve the consent agenda.

LOWNEY/ARCHIBALD - MOVED TO APPROVE THE CONSENT AGENDA CONTAINING THE MINUTES OF THE NOVEMBER 21, 2019 REGULAR MEETING.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## STAFF & COUNCIL REPORT/COMMITTEE REPORTS

## VISITORS

Dr. Wm. Marley – Proposal for the City to Purchase Land to Create a Park on the Sterling Hwy cont.

## RECONSIDERATION

## CONSENT AGENDA

Nov. 21, 2019 Minutes

A. Staff Report - Deputy City Planner Engebretsen

**REPORTS**

Deputy City Planner Engebretsen reported on the following:

Staff Report  
 - Planning

- City Council referred Resolution 20-008(S) to the Planning Commission and Port & Harbor Advisory Commission. If members of this Commission would like to comment on the Resolution please attend one of those meetings or provide comments to the City Clerk for City Council.
- City Council reiterated their support and intent to provide for indoor recreation opportunities for residents
- City Manager interviews
- Request for Proposals for the Wayfinding and Streetscape will be issued soon

B. Parks Maintenance Report - Matt Steffy, Parks Coordinator

Staff Report  
 - Park  
 Maintenance

Parks Maintenance Coordinator Steffy provided his staff report to the commission. Commissioners and staff held discussion on the following topics:

- The Tent Area 1 is being replenished with dredge spoils as a walk in tent camping only, parking is a question and some solution would be using parking at the Fishing Hole
- Placing signage at Mariner Park directing visitors to Karen Hornaday Park Campground if Mariner Camping is full
- Updating all Information Boards for all parks
- Vehicles are not allowed in Tent Area 2 but there is evidence that vehicles have been through there.
- Resolution will be sponsored by Councilmember Aderhold for Friends of the Skate Park
- Improvements to the Skate Park will be limited to the equipment only at this time
- Website Improvements
- W.R. Bell Gravesite and location to be added to the Cemetery web page
- Required maintenance duties leave little time for administrative duties
- Purchasing new banners will be postponed until after the Wayfinding and Streetscape Plan is completed
- Donation of another memorial park bench and funds in the amount of \$3300

Parks Maintenance Coordinator Steffy will look into the winter trail maintenance going out towards the Harbormaster Office and will check on the portion of the trail from the docks to the restroom nearest to the large Hook.

C. Recreation Report – Mike Illg, Recreation Manager

Staff Report  
 - Recreation

There were no comments or questions regarding the report and information provided by Recreation Manager Illg.

**PUBLIC  
 HEARING**

**PUBLIC HEARING**

**PENDING  
 BUSINESS**

**PENDING BUSINESS**

**NEW BUSINESS**

- A. Memorandum 20-026 from Councilmember Smith re Consideration of Land for Sale Next to Jack Gist Park

**NEW  
BUSINESS**

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

Deputy City Planner Engebretsen provided a summary of Memorandum 20-026 from Councilmember Smith requesting input from the Commission on purchasing land adjacent to the park.

- Purchasing a 100 foot buffer
- Recommendations of future development
- There is a 60 foot right of way from the entrance road to the park and below the horse park.

Memo 20-026  
Land Sale  
for Jack Gist  
Park  
Addition

ARCHIBALD/LOWNEY MOVED TO RECOMMEND CITY COUNCIL PURCHASE THE LAND IF THE OPPORTUNITY PRESENTS.

Discussion ensued on the loss to the city tax rolls, adding land to the city parks inventory, and that it is a good investment of funds.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

LOWNEY/ROEDL – MOVED THAT PARCAC SUPPORTS ANY OR ALL PURCHASES OF LAND AROUND JACK GIST PARK FOR BUFFER OR FACILITIES EXPANSION.

There was a brief discussion on the benefit to having a buffer if a neighborhood is developed, existing ravine, common solutions are beneficial.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- B. Acquisition of Land Next to Karen Hornaday Park

Acquisition  
of Land Next  
to KHP

Chair Lewis introduced the item by reading of the title.

Deputy City Planner Engebretsen provided a summary of her report for the Commission. She explained that there are a couple of scenarios. Her recommendation was to schedule of a worksession so the Commission could work through all the solutions.

Commissioner Lowney preferred having a worksession as she felt the land provided valuable resource for the city in regards to drainage.

LOWNEY/FAIR - MOVED TO HAVE A WORKSESSION ON THURSDAY, MARCH 19, 2020 AT 4:00 P.M. TO DISCUSS LAND ACQUISITION FOR KAREN HORNADAY PARK.

**NEW  
BUSINESS**

Discussion ensued on staff providing maps and information for the Commission.

Acquisition  
of Land Next  
to KHP cont.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- C. Memorandum 20-003 from Councilmember Lord re: Evaluation of Parking Barrier Solutions at Karen Hornaday Park

Memo. 20-  
003  
Evaluation  
of Parking  
Barrier  
Solutions at  
KHP

Chair Lewis introduced the item by reading of the title.

Parks Maintenance Coordinator Steffy explained that City Council has reviewed and approved the plan and the issues that were found with using older telephone utility poles that have been treated with creosote which has been found to be a carcinogen. He provided information on replacement options.

The Commission and Staff discussed possible solutions to replace the utility poles and Staff will perform a cost evaluation and installation on the following:

- Split Rail Fencing
  - o Visible during snow removal
  - o Aesthetically Pleasing
- Concrete stops
  - o Vertical poles for sight
  - o Parking delineation
  - o Non-standard length
- Pour in Place Concrete Forms for left over loads to reduce costs
- Removal of hazardous waste
  - o Where would these poles be stored once removed from park
- Sealing utility poles with outdoor polyurethane and maintenance costs involved
  - o Used by communities as a solution to keep the utility poles
- Minimal Costs to effect solution
- Solution Should be Aesthetically Pleasing
- Marking ground with paint once each week

Discussion points also included advocating for the real fix to this problem.

The Commission will make recommendations to Council based on the information provided by Staff on the costs involved.

- D. Beach Policy Bi-Annual Review

Chair Lewis introduced the item by reading of the title.

Beach  
Policy Bi-  
Annual  
Review

Parks Maintenance Coordinator Steffy related issues were minimal, noting that coal has not been as plentiful this winter. In general there is some enforcement issues with dogs off leash throughout town but also in the area of Beluga Slough. He was not aware of what would be the best policy and if more signage is required as much as enforcement of the leash law. He reported the re-vegetation of the habitat in the Beluga Slough zone.

**NEW  
BUSINESS**

There was a brief discussion on the instances of dogs off leash with visitors of residents. Mr. Steffy related an instance that it is people who do not leash their dogs since they are of the opinion that their dog would never do harm.

Beach  
Policy Bi-  
Annual  
Review  
cont.

Deputy City Planner Engebretsen reviewed the Beach Policy. During the review the following was commented or pointed out by the Staff and/or the Commissioners:

- Active Beach Clean-up Crew in place
- Low Priority to Create New Beach Access
- Replacement Signage is ongoing
- Area West of Bishops Beach has improved since a property owner that promoted unacceptable behavior passed away
- Frequency of trash removal requested to be increased at the Harbor
- Human/canine contact involving nesting shorebirds and cranes and possibly restricting the area to eliminate the potential for harm to those nesting birds.
  - o Consideration of fencing and implementing fines to protect the shorebirds and the area
  - o Implementing one trail instead of allowing social trails
  - o Installation of Split Rail fencing
    - Signage that require all dogs on leash in that area
  - o Remove or Prohibit limited access to the Slough area
  - o Future discussion on behavior and dunes with Islands and Ocean/Fish & Game
- Document does include maps and historical information electronic version does not
- Surfers still not happy about access

There was a brief discussion on having an item on a future agenda regarding improvement on dog issues, speaking with Homer Animal Friends on animal control issues, Fish & Wildlife, previous attempts to control access possible actions and solutions.

**INFORMATIONAL MATERIALS**

- A. PARC Commission Annual Calendar 2020
- B. PARC Commissioner Attendance at Council Meetings 2020

**INFO  
MATERIALS**

Commissioner Harrauld agreed to attend the upcoming Council meeting on Monday, February 24, 2020. Chair Lewis requested that Commissioner Harrauld report that they will definitely report at the last meeting of the month due to the Commission meeting schedule.

- C. Friends of the Homer Skate Park re: Efforts to Rehabilitate the Skate Park Equipment
- D. Memorandum 20-024 from Mayor re: Re-appointments of Clark Fair Ingrid Harrauld and Peter Roedl to the Parks, Art Recreation and Culture Advisory Commission.

Chair Lewis noted the reappointment of Commissioners Fair, Harrauld and Roedl to the Commission.

**AUDIENCE  
COMMENTS**

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

**STAFF  
COMMENTS**

Deputy City Planner Engebretsen announced the possibility of as Student Commissioner being appointed, lots going on in the city.

Parks Maintenance Coordinator Steffy commented it was a productive meeting and the increase in things picking up and looking forward to seeing the changes with a new Public Works Director and City Manager in the near future.

Deputy City Clerk Krause commented on the expiration terms with the reappointments.

**COUNCIL  
COMMENTS**

**COMMENTS OF THE CITY COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

**CHAIR  
COMMENTS**

Chair Lewis commented on someone taking a 4 wheeler plow to the Reber Trail and that made it nice for winter walking.

**COMMENTS OF THE COMMISSION**

**COMMISSION  
COMMENTS**

Commissioner Roedl commented that he missed seeing everyone.

Commissioner Lowney commented on the berms that are left when the plows come through but she appreciated whoever dug through the berm on the KHLT trail.

Commissioner Fair requested topics for the April Letter to the Editor and he still has the Poopdeck Update topic but hasn't done anything on that one.

A brief discussion ensued on appropriate topic could be people, birds and dogs with regard to the upcoming Shorebird Festival.

**ADJOURNMENT**

There being no further business to come before the Commission the meeting adjourned at 7:45 p.m. The next regular meeting is scheduled for Thursday, March 19, 2020 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. A worksession on possible land acquisition will be conducted at 4:00 p.m. prior to the regular meeting.

**ADJOURN**

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

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





## City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

### Memorandum 21-175

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: OCTOBER 11, 2021  
SUBJECT: RESOLUTION 21-073 ART POLICY

---

City Attorney Gatti has recommended Resolution 21-073 and the Amended Art Policy be referred back to the Parks Art Recreation and Culture Advisory Commission (PARCAC) for further analysis of legal and policy issues arising from mural placement on public property.

**Recommendation:** Postpone Resolution 21-073 and the Amended Art Policy Manual to not later than January 10, 2022 and refer back to PARCAC for further review.

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk/PARCAC

**RESOLUTION 21-073**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
UPDATING THE CITY OF HOMER GIFT, DONATION, AND ART  
POLICIES, PROCEDURES AND GUIDELINES TO ADD A SECTION ON  
MURALS, AND AMEND LANGUAGE AND PROCESSES.

WHEREAS, The City of Homer Donation, Gift and Art Policies and Procedures had not  
been updated since 2010; and

WHEREAS, The Parks Art Recreation and Culture Advisory Commission (PARCAC)  
reviewed the proposed changes at their regular meetings on August 19, 2021 and September  
16, 2021; and

WHEREAS, It was determined that inclusion of a mural policy and procedures was  
required in response to recent requests; and

WHEREAS, The 1% for Art program should be a separate as it is addressed in Homer City  
Code 18.07; and

WHEREAS, Additional updates to reflect the actual processes that have evolved should  
be outlined in the policies and procedures to differentiate between donations of artwork or  
items such as benches or land.

NOW, THEREFORE, BE IT RESOLVED the City Council of Homer, Alaska, adopts the  
updated City of Homer Gift, Donation and Art Policies, Procedures and Guidelines to add a  
section on murals and amend language and processes.

PASSED AND ADOPTED by the Homer City Council this 11th day of October, 2021.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



# Gift, Donation and Art Policies, Procedures & Guidelines



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## INTRODUCTION

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The Parks, Art, Recreation and Culture Advisory Commission (**Commission**) is charged with the responsibility of evaluating the suitability of proposed **donations of** artwork, **gifts, or real property** and making recommendations to the City Council as to whether or not to accept **the proposed donation**. ~~it as a gift~~. If accepted, the ~~donated work~~ **donation** becomes the responsibility of the City of Homer, which will **be** inventory**ied**, insured**d**, maintained**ed** and repaired**ed** it as required **in accordance to these policies**, ~~by Homer City Code and Alaska State Law.~~

## DEFINITIONS

---

"Gifts" are personal or real property that is donated, devised or bequeathed with or without restrictions to the City of Homer. Gifts can be actual artwork, real property ~~for placement of artwork~~ or funds for the acquisition of artwork, **amenities for parks, trails and beaches such as benches, playground equipment, bleachers, etc.**

"Gift Policy" is the policy that identifies the procedure and criteria for reviewing proposed gifts ~~of artwork~~ to the City of Homer.

"Accession Policy" is the policy that defines an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection insuring that the collection is comprised of artwork of the highest quality.

### **"Accession" is to accept artwork in to the Municipal Art Collection**

"Deaccession Policy" is the procedures that are implemented to remove an item from the Municipal Art collection.

~~(Reso. 10-80, 2011.)~~

"Commission" means the Parks, Art, Recreation, and Culture Advisory Commission which is responsible for advising on all City of Homer Parks, Beaches, Trails, Recreation, Art and Culture.

"Public places" means places within the City limits of Homer, which are visible and accessible to the public.

"Commercial" means words or images used elsewhere in the marketplace for the purpose of promoting a particular business, product, service, cause, place or brand.

“Commercial Element” means art that by virtue of its location or proximity to a business may serve a minimal commercial purpose. If that art were in a different location, it would be considered pure art and not commercial in nature.

“Mural” means a picture or representation, in any type of medium, on an exterior surface of a building, structure, fence or wall.

“Preliminary Approval” means the application has been accepted, found to be in good order and complete and the proposed mural is deemed appropriate by the Commission and is recommended for Council Approval.

## **ACCESSION POLICY AND PROCEDURES FOR ART**

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

### **Definition**

~~Accession is to accept artwork in to the Municipal Art Collection~~

### **POLICY**

1. Accession procedures insure that the interests of all concerned parties are represented including the ~~Parks, Art, Recreation and Culture Advisory Commission~~, the Public, the Artist, the Arts Community and the City of Homer.
2. Artwork shall be distinctive artistic merit and aesthetic quality and will enhance the diversity of the Municipal Art Collection **and the City of Homer.**
3. Artwork shall be appropriate in and for its site, scale, material, form, and content for both its immediate and general social and physical environment.
4. Artwork shall be reasonably durable against theft, vandalism, weather, and excessive maintenance costs.
5. Accession implies the responsibility to preserve, protect, and display the artwork for public benefit.



- 99
- 100 6. Accession implies a work's permanency within the Municipal Art Collection, providing
- 101 that the work retains its physical integrity, identity and authenticity.
- 102
- 103 7. Artwork will be acquired without restrictions as to its future use and disposition except as
- 104 provided in contracts with artists.
- 105
- 106 8. Artwork will be accessioned into the City of Homer's Municipal Art Collection only upon
- 107 completion of all facets of the Commissioning or purchasing contract and final approval of
- 108 City Council.
- 109
- 110 9. Each accessioned work into the Municipal Art Collection will be documented to the fullest
- 111 extent possible, including artist's last known address and when available, a photograph.
- 112
- 113 10. The artist's signed contract or release transferring title for the artwork and clearly
- 114 defining the rights and responsibilities of all parties will accompany every accessioned work
- 115 and shall be in the documented records of the work.
- 116
- 117 11. In the case of inter-agency or inter-local agreements a copy of the agreement and
- 118 signatures of all parties will be kept in the office of the City Clerk.
- 119
- 120 12. Accession results from projects and purchases generated as part of the Municipal Art
- 121 program except in case of donations which will be reviewed in accordance with the City of
- 122 Homer ~~Public Arts Committee~~ policy on gifts and if accepted will be accessioned pursuant to this
- 123 accession policy. (Reso. 10-80, 2011.)
- 124
- 125

## 126 **DE-ACCESSIONING PURCHASED AND DONATED ITEMS OF ART**

127

128 The City has the responsibility for conserving the collection, and because the disposal of

129 artworks may have serious implications for the artists, removing the items from the

130 collection should be a deliberate and seldom-used procedure. It is the policy of the City

131 not to dispose of works simply because they are not currently in fashion and not to dispose

132 of works whose worth might not yet be recognized.

133

134 **Purchased or donated items which have been accepted into the Municipal Art**

135 **Collection will be de-accessioned only at the direction of the Staff, Commission or**

136 **City Council, which shall consider the recommendations and comments received**

137 **from departments, Commission, Council or the public. City Council will be advised of**

138 **artwork that is de-accessioned by Memorandum**

139

140 The City will comply with all regulations pertaining to de-accessioning of art items. If

141 documents provide for de-accessioning, such documents will determine the method and

manner of the de-accessioning.

Examples of situations where de-accessioning would be considered include:

- a. The item(s) has deteriorated beyond a reasonable means of conservation or in deteriorating, has lost its usefulness.
- b. The authenticity, attribution, or genuineness of the item(s) is determined to be false or fraudulent.
- c. The item(s) is redundant or is a duplicate that has no value as part of a series.
- d. The item(s) is located in an area where jurisdiction will be transferred to another entity or is made inaccessible to the public.

The ~~Parks, Art, Recreation and Culture Advisory~~ Commission may recommend any of the following courses of action as a result of a deaccessioning review. The Commission shall not be limited to these courses of action and may suggest new methods as may be demanded by a particular set of circumstances:

- a. Relocate the work of art. This course of action shall be given highest priority
- b. Remove the work from display and maintain in a safe storage
- c. Yearly City Surplus Sale
- d. Private sale
- e. Exchange for another work by the artist
- f. Gifting the piece to a non-profit organization
- g. Recycling

Destruction of the item(s) may be considered where the physical condition of the work is severely deteriorated or will be irreparably damaged by the de-accessioning process. In appropriate instances, appraisals of the item(s) to be de-accessioned will be sought from outside sources.

## **GIFT ACCEPTANCE POLICY**

---

### **Purpose**

To identify a procedure and criteria for the ~~Parks, Art, Recreation and Culture Advisory~~ Commission to review proposed gifts of artwork **of real property, artwork or items.**

### **Definition**

~~Gifts are personal or real property that is donated or bequeathed with or without restrictions to the City of Homer for actual artwork, property for placement or funds for the acquisition of artwork.~~

### **Policy**

1. The ~~Parks, Art, Recreation and Culture Advisory~~ Commission will review all proposed

gifts as defined above and will evaluate the suitability of proposed gifts and make recommendations to the ~~Homer~~ City Council in accordance with Homer City Code which allows acceptance of donations.

2. Each proposed gift will be reviewed for the following:

- a. Aesthetic Quality- the proposed gift has significant aesthetic merit.
- b. Appropriateness of Chosen Site or Location - scale of artwork is appropriate for the site including relationship between the artwork and the site and obstacles of the site.
- c. Restrictions from the Donor - any restrictions must be clearly identified and may be a factor in determining whether to accept a gift.
- d. Originality of Artwork- artworks must be one of a kind or part of an original series reproductions of originals are not considered eligible for acceptance.
- e. Relationship to the Collection as a Whole - the ~~Public Arts Committee~~ **Commission** is committed to creating a diverse collection of art. The proposed gift must be compatible with the Municipal Art Collection without being over represented.
- f. Technical Feasibility - the realistic ability for the proposed project to be built and installed as proposed in the selected location.
- g. Technical Specifications - the ~~Public Arts Committee~~ **Commission** must review the actual work, if available, or a scale drawing and or model consisting of site plans and elevations describing the following:
  - i. Surrounding site conditions if applicable
  - ii. Dimensions
  - iii. Materials and finishes
  - iv. Colors
  - v. Electrical, Plumbing, or other utility requirements
  - vi. Construction and installation method
  - vii. Additional support material such as text verbally describing the artwork **or item** and specifications, models, or presentation drawings by a licensed engineer may be required.
- h. Budget - cost to manage the project, prepare the site, deliver and or install the work, funds for signage/recognition, and any other cost should be disclosed by the donor in a budget. The Commission will determine **to the best of their ability** if the costs are accurate and realistic and that the donor has clearly delineated responsibility for all costs associated with the project.
- i. Timeline - expected timeline for donation or installation should be proposed by the donor. The Commission will determine if the timeline is realistic.
- j. Durability - expected lifetime and staying power of the material used to create the artwork **or amenity** especially if set in the out of doors or in a non-archival exhibition setting and exposed to the elements.
- k. Warranty - the donor agrees to be responsible for a warranty period of one (1) year from the date of final installation of the artwork **gift** to insure the integrity of the

- material, fabrication and installation when installed in or on a city owned facility or property.
- l. Vandalism and Safety - the artwork will not be prone to vandalism or pose a safety hazard.
  - m. Maintenance and Preservation - donor's agreement to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs to maintain ~~artwork~~ **the gift**.
3. Donors proposing gifts will be informed of the importance of the above criteria in the ~~PARC Advisory~~ Commission's consideration.
4. ~~The Parks, Art, Recreation and Culture Advisory Commission~~ will have final authority ~~through the City Manager~~ to review and recommend to ~~Homer City Council~~ to accept or reject the **proposed gift** ~~donated artwork~~.
5. All gifts **of artwork** that are recommended for acceptance will only be accessed into the Municipal Art Collection pursuant to the Accession Policy. (Reso. 10-80, 2011.)

## **PROCEDURE TO PROPOSE A DONATION OF ARTWORK TO THE CITY OF HOMER**

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### **Process**

~~The Parks, Art, Recreation and Culture Advisory Commission~~ will review all proposed gifts according to the Gift Policy. They will evaluate the suitability of the proposed gifts and make recommendations to the ~~Homer City Council~~ ~~through the City Manager~~.

In order to provide the Commission with the information necessary to evaluate the proposed ~~artwork~~ **donation** in accordance with the Gift Policy and Accession Policy the potential donor or donor's representative must complete the ~~Gift Proposal~~ Application and submit to the ~~City of Homer~~, City Clerk's Office.

### **~~Presentation to the Parks, Art, Recreation and Culture Advisory Commission~~**

If applicable the donor will be scheduled to present ~~his or her~~ **their** proposal to the Commission at the next regular meeting. The donor is expected to present the actual artwork **or item** ~~or~~, model **and** or scale drawings of the proposed **artwork or item** ~~piece~~ **with the application**. If it is not possible depending on the ~~artwork~~ **donation** a photograph may be accepted upon approval of a majority vote of the Commission.

~~The Parks, Art, Recreation and Culture Advisory Commission~~ will review the proposal, consider the presentation and make a recommendation at the meeting. If the proposal materials do

not give the Commission enough information to make an educated recommendation they may request to postpone recommendation until further information is provided by the donor.

## **PRESERVATION OF THE MUNICIPAL ART COLLECTION**

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### **1. Registry**

The City's art collection will be catalogued and a registry maintained. Each entry will include

- a. Name and contact information for the artist
- b. Title of the work, date created, dimensions
- c. Photographs of the work
- d. The artist's cleaning and maintenance recommendation;
- e. An artist's statement regarding the work, if possible.
- f. An identification number \_\_\_\_\_ (year installed), \_\_\_\_\_ consecutive number (for example: 2006-#21). This number will also be affixed to the piece of art or to its label.
- g. Exact location of the artwork.
- h. Techniques and materials used in creating the artwork.

The registry will be bound and stored in the City Clerk's Office. The City will also provide an official label for each piece of art that will be consistent in style and material. Information contained will reflect the following:

- Color Photo of artwork
- Artist Name(s)
- Title of Artwork
- Year Completed/Date
- Medium Used
- Size/Dimensions
- Location
- Physical Description of the piece
- Short Summary about the Artist
- Summary Comment on the artwork

### **Inspection and Maintenance of Artwork**

All building and grounds supervisors will be instructed to inform the City Clerk's Office if vandalism is observed or the artwork requires maintenance. All cleaning and maintenance will follow the instructions provided by the artist. If the artwork requires extensive repairs, the City will make a good-faith effort to obtain advice from the artist. If no information is forthcoming, the City may proceed with its best practice.

## MURAL POLICY GUIDELINES AND PROCEDURES

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Murals which are non-commercial, contain no advertising copy and do not function as an advertisement are allowed, subject to review by the Parks, Art, Recreation & Culture Advisory Commission (Commission) and final approval by the City Council. These guidelines are provided to assist mural applicants through the process prior to presentation and recommendation by the Commission to City Council.

### PURPOSE:

To define the process used by groups or individuals (“Applicants”) who desire to install murals in or on public places or property. The City of Homer understands the importance of art in public places and the role that murals play in preserving our culture, conveying the history of our community, beautifying the city and advancing the arts. These guidelines will provide direction to applicants wishing to install murals in public places.

### GENERAL GUIDELINES:

The emphasis of the murals will be on “artistic expression” and must not include an advertisement or be commercial in nature. This will in no way limit or restrict the artist’s right to include speech and/or artistic expression in a mural that is not commercial as defined above. All murals must comply with City ordinances that prohibit indecency or obscenity in public.

Murals shall not contain copy, lettering, symbols or references directly to the promotion of any product, business, brand, organization, service, cause or place. Murals may contain limited commercial elements so long as they are not considered commercial speech with the purpose of promoting a commercial transaction. For those mural applications that may contain limited commercial elements, the Commission will ask the question – “If the business on which the mural is located were to move, would the mural still be good quality art and something the community would want to remain?” If so, the mural is not considered commercial speech or advertisement but rather pure art.

Murals shall not be merely an extension or enlargement of a sign. If the theme of the mural is to promote a business, brand, organization, service, cause or place, it shall meet all requirements of the City of Homer Municipal Code regarding signage. If the proposed mural is determined to be commercial in nature and is therefore deemed by the Commission to be a form of advertisement, the Mural Application will be referred to the City of Homer Planning Department.

**Not more than 1% of the mural will contain the name of a sponsor and/or sponsor product likeness. The artist's signature shall not be more than 1% of the mural.**

**Mural artists will be required to demonstrate their ability and experience to create high quality, well designed and well executed murals and/or art. The artist must provide the Commission a portfolio of work that is reflective of the style of the proposed mural. This will be used to help determine whether the artist will be able to uphold the standards for quality art within the City of Homer. For those artists without a portfolio of work, the Commission will consider other presented forms of art that demonstrate an ability to create a quality mural.**

**New murals erected without receiving proper approval and that did not go through the Mural Application and Approval Process, will be required to retroactively go through the Process. Property owners will have 30 days after receiving notification to submit a mural application after which the mural will be deemed a sign and subject to all permitting requirements outlined in HCC Title 21.60. The retroactive mural applications will be required to comply with all Mural Policy Guidelines and Procedures and must receive City Council approval. Murals that fail to be approved will be removed within 30 days after the denial at the property owner's expense.**

#### **MURAL APPLICATION AND APPROVAL PROCESS:**

**STEP 1: Muralist(s) must obtain an application from the City Clerk's Office or online on the City website. The time required to process a mural application will vary but will be a maximum of 90 days, not including holidays, from application submittal.**

**The application will provide information to the City regarding location, size, concept and content of the mural, type of paint/media, owner of the building where the mural will be located, artist(s) name(s), dates of application, individuals who will be responsible for maintenance (if any).**

**The application must be signed by the individual/group proposing to place the mural, as well as the property owner where the mural will be placed and submitted to the City Clerk's Office along with a sketch, rendering or photo of the proposed mural.**

**A sampling of a portfolio of work that is reflective of the proposed mural is to be included with the application if there is a known artist. The Commission will use the portfolio samples of work to help determine whether the selected artist has the technical skill and ability to produce a quality mural within the City of Homer.**

**If the artist is unable to provide a portfolio of work, at a minimum, the artist will be required to provide evidence of artistic talent that satisfies the Commission as to the skill and ability of the artist to create a mural that is of good quality.**

**If no artist is selected or commissioned at the time of application and the applicant(s) will be issuing a Request for Qualifications or Request for Proposals, a member of the Commission is to sit on the selection committee or be involved in the artist selection process for the proposed mural.**

**STEP 2: The application, mural rendering and portfolio will be reviewed by the Commission at their next regularly scheduled meeting from date of submission. A special meeting may be scheduled by the Commission to accommodate the review and approval deadline dependent on the proposed project. The review will be conducted to assure compliance with these guidelines, and the ability of the artist(s) proposing the mural to produce a quality mural.**

**STEP 3: After review and acceptance of the artist's body of work, the Commission will forward a recommendation to the City Council for consideration at their next regular meeting which is the final step in the process. City Council will issue their approval or disapproval. The City Clerk's Office will contact the applicant regarding the final decision of City Council.**

**In the event that City Council or the Commission does not approve the proposed mural recommendation, revisions can be made to the proposed content or concept of the mural for re-application and submittal to the Commission.**

#### **MURAL AGREEMENT:**

**Following approval by the Commission, whether the mural will be placed on public or private property, the property owner and applicant(s) will be required to provide to the City evidence of a proposed agreement which identifies the terms and conditions under which the mural will be applied. These terms and conditions include, but are not limited to:**

- **Specifications regarding the mural (location, size, concept and content of the mural, type of paint/media used to create the mural)**
- **Right of Way Permit if necessary**
- **Identification of ownership of the mural image and use thereof**
- **Expected timeframe for completion**
- **Long term mural maintenance and responsibility (if needed)**
- **Circumstances under which the mural may be removed by the City and/or property owner (i.e. lack of maintenance or in disrepair)**
- **Proof of Liability Insurance; and**
- **Landscape removal and replacement or protection, if any.**



**The proposed agreement will be provided to the Commission for the review process and will be submitted to City Council along with the recommendation of the Commission.**

**FINAL INSPECTION AND ACCEPTANCE:**

**The City reserves the right to inspect the mural during installation and upon completion to ensure that the final product is in compliance with the approved mural application. Should it be found that the mural is not in compliance, the artist and property owner will be notified and given 30 days to remedy the issue(s). Should the property owner and/or artist fail to make the necessary corrections, the mural will be deemed out of compliance and will be removed at the expense of the property owner and/or artist.**

**ENCOURAGING ADDITIONAL PUBLIC AND PRIVATE ART IN PUBLIC SPACES, AND PROMOTING PUBLIC AWARENESS AND APPRECIATION FOR THE MUNICIPAL ART COLLECTION**

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Ordinance 02-25(A) encourages the addition of private money into the public art program. Any art purchased with such funds will be owned 100% by the City of Homer and the City will have responsibility for selection, installation, maintenance and repairs.

~~The Parks, Art, Recreation and Culture Advisory Commission~~ will be a resource for business owners who wish to include art in their business location.

~~The Parks, Art, Recreation and Culture Advisory Commission~~ will endeavor to obtain buy-in from affected city departments and a wide variety of governmental and non-governmental organizations, as required, to ensure the successful implementation of the public art policy.

The Commission will work to establish partnerships with private funders to help the art policy proponent's work with and advise patrons who are funding public-art projects privately. This will help guarantee that these projects meet a set of agreed-upon requirements and fulfill the goals and vision set forth in this policy.

~~The Parks, Art, Recreation and Culture Advisory Commission~~ will identify alliance opportunities with institutions, organizations, and the public, and:

- Partner with them to publicize and discuss how public art can help further the mission of their specific organization.

- Raise support among the press to help the fundraising efforts to educate and inform the public about the many different types of public art, and the wealth and ability of the local arts community.
- Keep the information flowing about the progress of any public art initiatives.

The Parks, Art, Recreation and Culture Advisory Commission, with the assistance of users, will plan an installation ceremony upon completion of each **capital** project. Costs for this event will be from the annual budget or underwritten by donors.

~~The Parks, Art, Recreation and Culture Advisory~~ Commission will plan events and promotional tools that invite residents and visitors to enjoy the City of Homer art collection. These might include walking tour maps, guest lectures, on-line catalogue, etc. (Reso. 10-80, 2011.)

## **FUNDING FOR THE MUNICIPAL ART COLLECTION**

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A public art fund is established in accordance with Homer City Code 18.07.090, Public Art Fund, as a separate, interest bearing account in the city general fund to receive money for the public art program from the following sources:

1. Funds for public art fees received from private development.
2. Funds donated to the city for public art.
3. Other funds appropriated by the City Council for public art.

Money in the public art fund shall be used solely to pay the costs of selecting, commissioning, acquiring, installing, maintaining, public education regarding, administrating, removing and insuring the works of public art, and any other expense related thereto.

Interest earned on money in the public art fund shall be deposited in the public art fund.

The public art fund is administered by the City with the advice of the Parks, Art, Recreation and Culture Advisory Commission.

- The Commission shall prepare a plan annually for expenditures from the public art fund for approval by the City Council. (Ord.09-51(A), §1, 2009.)
- Encourage the addition of private money into the public art program. Any art purchased with such funds will be owned 100% by the City of Homer and the City will have responsibility for selection, installation, maintenance and repairs. (Ord. 02-25(A), 2002.)

# PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

## 2021 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>		No Regular Meeting		
<b>FEBRUARY</b>	Wednesday 2/10 5:00 p.m.	Thursday 2/18 5:30 p.m.	Monday 2/22 6:00 p.m. <b>[Archibald]</b>	<ul style="list-style-type: none"> <li>• Beach Policy Review</li> <li>• Letter to the Editor Subject &amp; Draft Approval</li> </ul>
<b>MARCH</b>	Wednesday 3/10 5:00 p.m.	Thursday 3/18 5:30 p.m.	Monday 3/22 6:00 p.m. <b>[Galbraith]</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Review &amp; Amendments</li> <li>• Beach Policy Review</li> </ul>
<b>APRIL</b>	Wednesday 4/7 5:00 p.m.	Thursday 4/15 5:30 p.m.	Monday 4/26 6:00 p.m. <b>[Archibald]</b>	<ul style="list-style-type: none"> <li>• Budget &amp; Financial Goals Review</li> <li>• Beach Policy Public Hearing</li> <li>• Beach Park Walk Through</li> </ul>
<b>MAY</b>	Wednesday 5/12 5:00 p.m.	Thursday 5/20 5:30 p.m.	Monday 5/24 6:00 p.m. <b>[Harrald]</b>	<ul style="list-style-type: none"> <li>• Diamond Creek Plan Review</li> <li>• Recreation &amp; Parks Fee Schedule Review</li> <li>• Budget FY22/23</li> </ul>
<b>JUNE</b>	Wednesday 6/9 5:00 p.m.	Thursday 6/17 5:30 p.m.	Monday 6/28 6:00 p.m.	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review: Recommendations for Any New Parks &amp; Rec-Related Projects</li> <li>• Letter to the Editor Topics</li> </ul>
<b>JULY</b>		No Regular Meeting		
<b>AUGUST</b>	Wednesday 8/11 5:00 p.m.	Thursday 8/19 5:30 p.m.	Monday 8/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Letter to the Editor Draft Submitted for Review &amp; Approval</li> <li>• Commission Fund Expenditure Review</li> <li>• Art Policy Review and Amendments</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/18 5:00 p.m.	Thursday 9/16 5:30 p.m.	Monday 9/27 6:00 p.m. <b>[Lewis]</b>	<ul style="list-style-type: none"> <li>• Fall Park/Beach Walk-Thru</li> <li>• Schedule Park Clean Up Day</li> <li>• Reappointment Notices &amp; Applications</li> </ul>
<b>OCTOBER</b>	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"> <li>• Terms Expire October 31<sup>st</sup></li> <li>• Approve 2022 Meeting Schedule</li> </ul>
<b>NOVEMBER</b>		This meeting was canceled		
<b>DECEMBER</b>	Wednesday, 11/24 5:00 p.m.	Thursday, 12/02 Special Meeting	Monday, 12/13 6:00 p.m.	<ul style="list-style-type: none"> <li>• Election of Chair &amp; Vice Chair</li> <li>• Advisory Body Training Worksession</li> <li>• Review of Bylaw Amendments</li> <li>• Review of Gift, Donation, Mural Policy</li> </ul>

\*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.



# City of Homer

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

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, City Clerk/Acting City Manager  
DATE: October 6, 2021  
SUBJECT: City Manager's Report for October 11, 2021 Council Meeting

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#### Safeway Development

Earth is moving next to Safeway and across the highway by the Aspen Hotel. Planning has received several phone calls from citizens wondering what is happening! Safeway has two projects: one is a small store addition on the east side, and the other is a parking lot expansion on the west side. The store addition will not create any new customer space; it's all refrigeration and storage space to support store operations. You may have also noticed the paint and facelift to the front of the building. The existing store parking lot will also receive some landscaping upgrades. The parking lot expansion to the west towards Poopdeck will include a few spaces for RVs and vehicles with boat trailers.



#### Meanwhile out at the Harbor

The mobile offshore drilling unit Randolph Yost arrived in Kachemak Bay Sunday morning to the surprise of the hillside residents. The Randolph Yost was showing up for a date with the Heavy lift ship Falcon in a carefully coordinated event. The Tugs Michelle Foss and Anna T were brought in to tow the rig down from its last work site in the upper Inlet where it met up with, and was loaded onto, the deck of the Falcon Monday. Loading onto a heavy lift ship is a slow and fascinating process which involves ballasting the lift ship's deck down below the surface of the ocean lower than the draft of the vessel being loaded. The tugs then carefully maneuver the floating Rig into position, centered over the lift ship's submerged deck, and the lift ship pumps the ballast out and ever so slowly lifts the Yost out of the water as it

raises itself from underneath. The tugs utilized the Port while there were in the area and although the deep water dock had a reservation date for the Randolph Yost it was only as a backup plan in case a ship was delayed in arriving or for some other unforeseen development. We are happy to say it wasn't needed as the vessel load-out went off as planned.

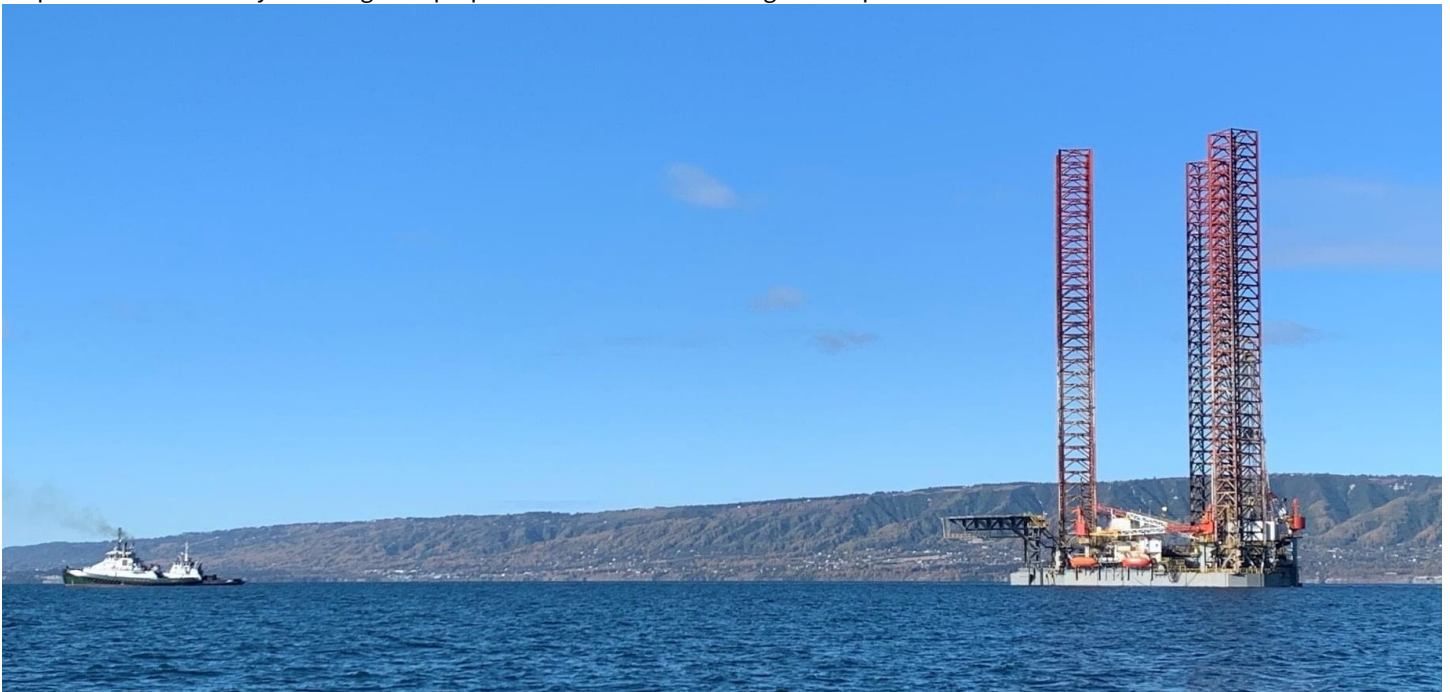


Jack-up drill rig Randolph Youst with its 400' legs fully elevated





Ship decks intentionally submerged in preparation to load the drill rig Randolph Youst



Tugs Michelle Foss and Anna T towing the Randolph Youst

### **Over at the Library**

After several months of searching, we have hired a new Youth Services Librarian! Cinda Nofziger has worked in libraries for many years, most recently in Michigan, and has family ties to Homer. Her tentative start date is Nov. 1.

Susan Jeffres has assumed some duties in children's programming, including running the Leap into Science program over the next six months. I expect her to work closely with Cinda in the youth services area, especially once we can resume full-scale programs. Kevin completed security training and a background check, which permits him to take on more sophisticated technology work at the City level. We bid farewell to Savanna Bradley, whose last day of work is Oct. 1. Savanna has gone far beyond the expectations for a summer temporary worker and left an enduring mark on

the library. Work is progressing on the memorial bench for Duffy Murnane, which is scheduled to be placed on the south side of the library, overlooking Hazel Ave., towards the end of October. The bench features sculpted figures commemorating the missing and lost. It also includes a glowing torch that will be wired into the library's electrical system. The Friends of the Homer Library book-and-plant sale was a resounding success, a welcome touch of pre-COVID normality. All the plants sold out by noon on Saturday, and most of the books sold as well. The scale was smaller than in a normal year, but much bigger than 2020. Kudos to all the volunteers who showed up early and stayed late, sorted and organized, and moved tons of materials around!

### **Down the hall in IT**

Problems with the sound quality in the council chambers have been mostly solved, though occasional hiccups will still occur. For now, all audio will be run through the dial-in setup. ProComm Alaska carried out extensive work in Homer from Sept. 7-14 and again Sept. 28-Oct. 2. This project upgrades and standardizes radio communications across the City. Phase I of the project to replace the departmental servers has begun. The City placed orders for replacing the equipment at City Hall on Sept. 29, with a hoped-for arrival date around the end of December. Phase II, which involves replacing servers at other departments across the City, will move forward after more discussion with Council.

### **Across the State**

You may recall back in May, Peter Torkelson, Executive Director of the Redistricting Board presented to Council on the redistricting process and schedule. Mr. Torkelson has advised that the Board has adopted proposed maps and is coming to Homer for an Open House on October 13 from 5-7pm at the Best Western/Bidarka Inn. Stop by to ask questions and provide comments. They'll be bringing lots of maps!

### **And last but not least, Elections**

Election Day was October 5<sup>th</sup> and the two weeks leading up to it were very busy in the Clerk's office with absentee voting for the City and Borough Elections. Rachel stayed busy assisting absentee in person voters at the window, averaging 30 voters per day for the first 10 days. Renee provided backup for Rachel and also led the by-mail process for the 146 absentee by mail requests, getting those ballots out and verified upon their return. Melissa processed electronic ballots, and provided backup to the frontline team. The day before the election it was all hands on deck in the Clerk's Office as 108 absentee in person voters made their way to City Hall to cast their ballots. Election Day saw a steady stream of voters at all the precincts. As of the writing of this report, we're busy preparing for election certification that's scheduled for Friday, October 8<sup>th</sup>. This was our first year working in collaboration with the Kenai Peninsula Borough Clerk's office and also serving as the KPB Regional Hub for elections, and overall things went really well. The new election equipment was a huge improvement over the 30 year old machines we've been struggling with for the last few years, and it was great having the light and easy to set up accessible voting units on site. Once elections are wrapped up and certified, we'll be meeting with the Borough Clerk's office for an election debrief where we'll highlight the successes and talk about ways to improve for next year. We had great teams of precinct workers this year and we appreciate their service to the community. Anyone interested in serving as a poll worker can contact the City Clerk's office for more information.

Attachment:

Memorandum 21-174 Re: KPB Tax Foreclosure on Kachemak Drive Lots



# City of Homer

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

491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

## Memorandum 21-174

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator  
DATE: October 7, 2021  
SUBJECT: Kachemak Drive Lots

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### **Background**

Council may recall that the Borough has two tax foreclosure properties on Kachemak Drive. In August, Council had the opportunity to retain the lands for a public purpose. The two properties available to the city had combined special assessments of nearly \$73,000, and the Council determined the City did not wish to retain the lots. The information from the City Manager's Report of August 4, 2021, is included below.

### **Current Situation**

Staff was contacted in October by the Borough, to double check that the city understood that due to the foreclosure process, **all** assessments would be voided. The city would never receive any payments, because the foreclosure process 'wipes clean' any liens against the property. The combined water, sewer and natural gas assessments are nearly \$73,000 total for the two lots. At this point, staff contacted the City Attorney on what options the City has.

In discussions with the City Attorney, an analysis of the City's approach to delinquent special assessments is important. Preliminary steps in this regard are underway and should include an analysis of City code, AS 29.45. (Municipal Taxation) and AS 29 46 (Special Assessments).

A potential approach is for the Kenai Borough to include delinquent special assessments in its tax foreclosure process. Another approach is for the City to foreclose on delinquent special assessments which follows the same process as the collection of delinquent property tax. Some municipalities combine the collection of delinquent property and special assessments in the same judicial foreclosure action.

Both of the options above require a court filing. The Borough still owns the properties, and the Assembly is scheduled to make a decision to dispose of the lands at the end of October. The City could choose to retain the lands. This would allow the City pursue legal options to collect the special assessments and avoid involving either the Borough or a future private land owner in those proceedings.

### **Recommendations:**

1. Request the Kenai Peninsula Borough to convey these lands to the City for a public purpose.
2. As time allows, continue to work with the attorney on any court filings needed to collect payment on these assessments, without the Kenia Peninsula Borough as the intermediary.

8/4/2021 City Manager's Report Except, and minutes



The Kenai Peninsula Borough is offering tax foreclosed properties to cities, if the lands can be used for a public purpose. There are two lots within Homer City limits that are available, located on Kachemak Drive. The City would be responsible for back property taxes and fees of approximately \$3,000. The two lots are fairly wet and have unpaid water, sewer and natural gas assessments of approximately \$73,000 (\$36,000 per lot). These lots are about half an acre in size, with tax assessed values of about \$8,700.

The value for the city is that the northern lot (28-A) is part of a road connection shown in the Transportation Plan that would serve the area for an expanded boatyard and mixed use industrial area. This lot does have a road easement already, but it's possible that additional right of way will be necessary. The southern lot (28-D) has less value for the city, although mitigation or storm water management could be a use. Staff will further research whether a roadway is practical on the northern lot. If it is, staff intends to notify the Borough that the City would like to acquire the northern lot only for public roadway purposes, and will bring an ordinance to the City Council for the Borough's back taxes and fees. If Council would like to go a different direction or discuss the opportunity further, the issue can be placed on the next agenda. Formal response is due to the Borough by August 30th.

Minutes excerpt: Councilmembers Venuti, Aderhold, and Lord commented in response to the Borough tax foreclosed properties in the City and that they don't see any value in requesting conveyance of those properties.

Legal Descriptions:

17909003

T 6S R 13W SEC 14 SEWARD MERIDIAN HM 0630311 SUBDIVISION OF LOT 27 & 28 SEC 14 T6S R13W LOT 28A

17909004

T 6S R 13W SEC 14 SEWARD MERIDIAN HM 0630311 SUBDIVISION OF LOT 27 & 28 SEC 14 T6S R13W LOT 28D



## **Letter to the Editor**

### **Dogs in public places**

The City of Homer Parks, Arts, Recreation and Culture Advisory Commission (PARCAC) welcomes Sidney Flora, appointed Sept. 13 by the Homer City Council, as its latest youth commissioner. While September brings with it the official beginning of autumn and the promise of another winter, COVID-19 restrictions and protocols are not stopping members of the public from enjoying recreational opportunities in the city's parks and on its trails. It is worth reminding many of those enthusiasts of outdoor public spaces of their responsibility to control their dogs. Each year the city receives numerous complaints about dog owners failing to leash or otherwise control their animals, leading to confrontations with people or other dogs. City code states that all dogs dwelling within city limits must be properly licensed and vaccinated against rabies. A dog may leave its owner's property (and become "at large") under the control of a competent individual. Dogs that damage the property of other people may be impounded; dogs that cause physical harm to other people may be destroyed. In order to assist dog owners in controlling their pets, PARCAC, with assistance from the Friends of the Homer Animal Shelter, is beginning the process of instituting a lend-a-leash campaign, featuring free leashes that dog owners may use and return. This pilot program will begin soon at Bishops Beach and, if successful, will spread to other high-use areas throughout the city. PARCAC has also set aside funds for signage that will explain the program and provide a "docking" area for the leashes.



# City of Homer

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491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

## Memorandum 21-164

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Julie Engebretsen, Deputy City Planner and Special Projects  
Coordinator  
DATE: September 20, 2021  
SUBJECT: HERC Campus Redevelopment – Foundations and Futures

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### **Background**

For over twenty years, the city has considered how to utilize the 4.3 acre property at the corner of West Pioneer Ave and the Sterling Highway. Numerous possibilities have been explored by several different groups of people. The most recent effort was the 2018 HERC Task Force. Further information such as floor plans can be viewed here: <https://www.cityofhomer-ak.gov/planning/herc-1-where-are-we-where-have-we-been-and-where-do-we-go-now-0>

Generally, reports and recommendations have pointed to demolishing the buildings and building a new structure; it's not cost effective to retrofit the current structures. To date, the city has not created a strategic plan for what would be part of a new structure, nor for paying operations and maintenance costs. Gymnasium? Daycare? Conference Center? Performing Arts Theatre? What's the impact to the city budget? Retaining the property for a public use and recreation has emerged as a community value, but the details remain unfocused.

### **New opportunity**

Federal ARPA grant funding of up to \$10,000,000 for travel, tourism and outdoor recreation is available through the Economic Development Administration. Grant applications are due at the end of 2022/January 2023. Homer has the opportunity to apply for funding to demolish the old structures and build a new facility. But before the City can prepare a grant application, there needs to be a clear plan of what activities will happen in the building, and an ongoing business plan.

Ordinance 21-58 appropriates up to \$75,000 for professional services. Staff expects bids to come in well under this number, however, a contingency fund is desired to ensure maximum flexibility within the short timeline available. This contract would fill the gap between the work that has already been done, and the information needed to apply for this federal grant. The big unanswered questions are:

1. What combination of activities, which are feasible and desirable, to house within the building.
2. Projecting the capital as well as ongoing operation and maintenance costs for the facility.

To answer these questions, the (draft) scope of work is as follows:

### **3.0 SCOPE OF SERVICES**

The Respondent shall provide the following services and associated work products.

Respondent shall, at a minimum, address the following topics:

#### **Market analysis**

1. Define the impact of a new multi-use recreation facility and the competitive advantages and disadvantages of the proposed facility within the City of Homer.
  - a. Work Product: Letter Report
2. Conduct a comparative assessment of Homer indoor recreation, arts, theatre meetings and rentals and describe the advantages or disadvantages to a new indoor recreation facility on different user groups.
  - a. Work Product: Letter report with a brief update of changes since the 2015 PARC Needs Assessment

#### **Socioeconomic analysis**

1. Develop a 5-year, profile of the local/regional population and economic trends and the relative impacts on the recreation facility and other potential multi-use facility partners.
  - a. Work Product: Report on demographic and economic trends report, with impact of a new facility on the Homer economy.

#### **Community Engagement**

1. Conduct community and stakeholder meetings to share and asses the findings of the scoping study.
  - a. Work Product: Letter Report
2. Conduct Scoping Workshops with other potential partners, stakeholders and organizations whom could share physical space in the multi-use recreation facility.
  - a. Work Product: Report of organizations contacted and interest and financial ability to participate in a shared facility.
3. Identify and connect private and public operational and maintenance funding sources with strategies that combine the resources for optimum project value including but not limited to:
  - a. Special interest groups;
  - b. Economic development groups;
  - c. Naming rights;
  - d. School district
  - e. Local organizations and local partner boards and groups; and
  - f. Key City officials

- g. Voter approved dedicated funding source
- Work Product: Potential Funding Strategies

### **Building Project Assessment**

1. Provide conceptual plans, which identify and recommend internal amenities and design features.
  - a. Work Product: Three conceptual plans of the proposed facility.
2. Provide three conceptual site plans demonstrating how the 4.3 acre site can be efficiently used for additional buildings and uses in the future.
  - a. Work Product: Three conceptual plans of the proposed site.

### **Operational, Financial, Economic analysis**

1. Identify and develop strategic revenue resources such as individual, user groups, community partners and outside resources.
2. Identify and develop detailed revenue projections and a recommended base fee structure for daily, monthly and annual facility use along with current programming and opportunities including lease/rental space, using the proposed multi-use recreation facility.
  - a. Work Product: Spreadsheets
3. Develop a cost recovery model based on potential revenue projections.
  - a. Work Product: 5 year Financial Plan
4. Develop detailed estimates for annual costs of operating the facility.
  - a. Work Product: Operating Budget

### **Final Report and Deliverables:**

1. Kick-off Meeting;
  2. Bi-monthly conference calls with project lead and/or meetings with City staff and specified stakeholders;
  3. Two update presentations to the Homer City Council.
  4. Develop three site plans for proposed facility, recommended size of facility and conceptual plans.
  5. Develop conceptual three site plans encompassing the whole property.
  6. Draft a report of Market Analysis, Competitive Market Analysis, Building Project Assessment, Operational, Financial, Economic analysis for City project lead review and input;
  7. Presentation of findings to City of Homer staff, City Council, and Key Stakeholders; and
  8. Final written report including five hard copies and one digital PDF file.
- A. City Provided Accommodations

The City will provide access to staff and current facility budgets pertaining to analysis of the requested information, contact information for key stakeholders, known user

groups, HERC Task Force Recommendations, 2015 Parks Art Recreation and Culture Report, and other documents on file for needed feasibility study background.

### **Conclusion**

As pointed out at the last work session by Tim Dillon, KPEDD Executive Director, this ARPA funding is likely to be a once in a generation opportunity. If Homer wants to be able to apply for funding, additional and immediate work is needed to fine tune our community plans for this property.

### **Attachments**

1. Map
2. 2018 HERC TF Report
  - a. [https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/city\\_council/meeting/28781/herc\\_tf\\_final\\_report\\_11\\_30\\_18\\_high\\_res\\_-\\_copy.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/city_council/meeting/28781/herc_tf_final_report_11_30_18_high_res_-_copy.pdf)
3. 2015 PARC Needs Assessment
  - a. <https://www.cityofhomer-ak.gov/recreation/park-art-recreation-and-culture-needs-assessment-parc>
4. 2016 Stantec Report, HERC 1 Upgrade (Police Station)
  - a. [https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/planning/page/74401/2016\\_stantec\\_herc\\_building\\_upgrade\\_analysis\\_report.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/planning/page/74401/2016_stantec_herc_building_upgrade_analysis_report.pdf)
5. 2005 Conference Center Feasibility Study
  - a. <https://www.cityofhomer-ak.gov/economicdevelopment/feasibility-study-potential-new-conference-center-homer-alaska-2005>
6. 2007 ECI/Hyer Report, Conversion to civic offices and assembly hall cost estimate
  - a. [https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/planning/page/74401/2007\\_eci-hyer\\_conversion\\_to\\_civic\\_offices\\_assembly\\_hall\\_cost\\_estimate.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/planning/page/74401/2007_eci-hyer_conversion_to_civic_offices_assembly_hall_cost_estimate.pdf)
7. ARPA Tourism NOFO
  - a. <https://www.grants.gov/web/grants/view-opportunity.html?oppld=334748>
8. EDA NOFO Chart

## NOTICE OF FUNDING OPPORTUNITY EXECUTIVE SUMMARY

- **Federal Agency Name:** Economic Development Administration (EDA or the Agency), U.S. Department of Commerce (DOC).
- **Federal Funding Opportunity Title:** FY 2021 American Rescue Plan Act Travel, Tourism, and Outdoor Recreation Notice of Funding Opportunity (NOFO) (ARPA Tourism NOFO).
- **Announcement Type and Date:** ARPA Tourism NOFO announcement publishing EDA's application submission requirements and application review procedures under EDA's Economic Adjustment Assistance (EAA) program, as authorized by sections 209 and 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (PWEDA). **Effective date:** July 22, 2021.
- **Funding Opportunity Number:** EDA-2021-ARPATOURISM
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 11.307, Economic Adjustment Assistance
- **Dates:** There are two components under this NOFO: (1) State Travel, Tourism, and Outdoor Recreation Grants (State Tourism Grants) and (2) EDA Travel, Tourism, and Outdoor Recreation Competitive Grants (EDA Competitive Tourism Grants).

For State Tourism Grants, EDA will invite States to apply using specific streamlined procedures and will specify application submission dates in the application letter.

For EDA Competitive Tourism Grants, there are no application submission deadlines. Applications will be accepted on an ongoing basis until the publication of a new ARPA Tourism NOFO, cancellation of this NOFO, or all available funds have been expended. While EDA encourages eligible applicants to submit their applications as soon as possible, EDA strongly advises eligible applicants to submit complete applications no later than **January 31, 2022** so that EDA can review and process the application in time to get a potential award in place prior to deadlines imposed by Congress. **Submission by January 31, 2022 is not a guarantee of funding.** Any award is subject to the availability of funds. See Section E of this ARPA Tourism NOFO regarding EDA's review process.

- **Eligible Applicants:** For State Tourism Grants, eligible applicants are limited to States. Under section 3(10) of PWEDA the term "State" includes the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

For EDA Competitive Tourism Grants, eligible entities include a(n): (i) District Organization of an EDA-designated Economic Development District (EDD); (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a general purpose political subdivision of a State. 42 U.S.C. § 3122(4)(A); 13 C.F.R. § 300.3.

Under this program, EDA is not authorized to provide grants or cooperative agreements to individuals or to for-profit entities. Requests from such entities will not be considered for funding.

- **Funding Opportunity Description:** Subject to the availability of funds, awards made under this NOFO will help communities and regions devise and implement sustainable economic recovery strategies through a variety of non-construction and construction projects to respond to damage to the travel, tourism, and outdoor recreation sectors from the coronavirus pandemic and to promote the economic resilience of regions dependent on those industries.



## FULL ANNOUNCEMENT TEXT

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## **A. Program Description**

### **1. Overview and Program Information**

#### **a. Overview**

EDA's mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. Through this ARPA Tourism NOFO, EDA aims to assist communities and regions in recovery from the coronavirus pandemic's significant negative impact on the travel, tourism, and outdoor recreation sectors.

EDA's ARPA Tourism NOFO is designed to provide a wide-range of financial assistance to communities and regions to rebuild and strengthen their travel, tourism, and outdoor recreation industry through various infrastructure and non-infrastructure projects. Under this NOFO, EDA solicits applications under the authority of the Economic Adjustment Assistance (EAA) program, which is flexible and responsive to the economic development needs and priorities of local and regional stakeholders.

EDA's travel, tourism, and outdoor recreation grants will be delivered through two components: (1) State Tourism Grants and (2) EDA Competitive Tourism Grants; each is discussed in more detail below.

EDA may make changes or additions or cancel the ARPA Tourism NOFO at any time. All changes will be communicated via Grants.gov.

#### **b. State Tourism Grants**

Under this component, EDA will provide one grant to each State, in an amount determined by EDA based on the pre-pandemic travel and tourism sectors' percentage of State Gross Domestic Product (GDP), along with employment and GDP loss in the travel and tourism sectors during the pandemic.

States may spend the funds directly or make subawards on a competitive basis to eligible applicants (defined in section C) within the state for implementation projects that would support the economic recovery of the travel, tourism, and outdoor recreation sectors.<sup>1</sup> For all subawards, States must report to EDA the identity of the subrecipient, the amount of the subaward, and the scope of work of the subaward. In addition, EDA may require States to report additional information for certain subawards to ensure compliance with applicable laws and regulations. Eligible uses of State Tourism Grants include:

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<sup>1</sup> To the extent that a State sub-awards any of these funds, the State is responsible for compliance with the pass-through requirements contained in 2 C.F.R. § 200.332.

- State, county, city, or community/regional tourism marketing and promotion campaigns,<sup>2</sup> including through nonprofit Destination Marketing Organizations (DMO). Messaging must be consistent with Centers for Disease Control and Prevention (CDC) COVID-19 guidelines.
  - Note: Due to statutory restrictions, advertising on behalf of private companies is not permitted.
- Workforce training that supports the travel, tourism, and outdoor recreation industries to improve the skills and job opportunities for workers, including Registered Apprenticeship Programs and other work and learn models. Grant recipients and their partners are encouraged to make connections with the American Job Centers that connect individuals to workforce training.
- Short-term and long-term economic development planning and coordination to respond to the effects of the coronavirus pandemic on the regional travel, tourism, and outdoor recreation industry.
- Technical assistance projects to assist regional economies to recover from damage to the travel, tourism, and outdoor recreation industries, including technical assistance to businesses, entrepreneurs, and small and rural communities to respond to changes to those industries brought about by the coronavirus pandemic.
- Upgrades/retrofits to existing travel, tourism, and outdoor recreation infrastructure, such as convention centers, to increase travel/tourism activity or to make such infrastructure more functional under pandemic social distancing conditions (e.g., consistent with CDC guidelines).
  - These activities can include general accessibility upgrades (e.g., disability access).
- Infrastructure projects that lead to long-term increases in tourist activity in a region, including in communities adjacent to National Park Service units, State Parks, National Marine Sanctuaries, or other natural destinations, and nature-based infrastructure projects and projects enhancing public access to outdoor recreational opportunities.<sup>3</sup>
  - Note: Subawards for construction projects including upgrades/retrofits will require submission of additional information and advance approval by EDA. All subawards for infrastructure projects are subject to federal environmental and real property requirements, including the National Environmental Policy Act (NEPA). States will be required to submit additional documentation on NEPA compliance (e.g., application of a categorical exclusion or draft environmental assessment or environmental impact statement) and must ensure subrecipients comply with Davis-Bacon wage requirements, environmental rules and regulations, and the

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<sup>2</sup> This includes activities such as: campaign development, media purchases, advertising, and promotional events.

<sup>3</sup> The U.S. Department of Agriculture has developed a resource guide that may be helpful for rural communities seeking to develop recreation economies. See:

[https://www.rd.usda.gov/sites/default/files/RD\\_Recreation\\_Economy\\_USDA.pdf](https://www.rd.usda.gov/sites/default/files/RD_Recreation_Economy_USDA.pdf)

property and construction-related requirements of 2 C.F.R. part 200 and 13 C.F.R. part 314. See also section D.2.b of this NOFO.

- Other uses to support the travel, tourism, and outdoor recreation industries, as approved by EDA.

All projects must support the travel, tourism, and outdoor recreation sectors and be consistent with CDC guidelines for safe travel. Projects that do not support these sectors or are intended to support diversification away from the sectors are not permitted.

The Governor, or equivalent, of each State is authorized to designate an entity to receive and administer the State Tourism Grant, which may be the State, an agency thereof, or another entity that is an Eligible Applicant as described in section C.1. For State Tourism Grants only, EDA will invite States to apply using specific streamlined procedures; therefore, the application submission and review information in Sections D and E is inapplicable for State Tourism Grant applications.

### **c. EDA Competitive Tourism Grants**

Under this component, EDA will fund travel, tourism, and outdoor recreation projects that include non-construction and construction activities. For the most part, this component is intended to fund projects that are focused on new and expanded infrastructure, projects with a multi-state or national focus, and projects in regions most adversely affected by damage to the travel, tourism, and outdoor recreation sectors from the coronavirus pandemic.

Through this program, EDA can support both the development of travel, tourism, and outdoor recreation pandemic recovery strategies and the implementation of recovery projects, including in communities adjacent to National Park Service units, State Parks, National Marine Sanctuaries, and other natural destinations. This includes construction activities where the project is owned by the Eligible Applicant such as:

- Water and stormwater/wastewater improvements,
- Pier construction and improvements,
- New outdoor recreation and trail infrastructure and public access enhancements,
- Nature-based infrastructure projects to improve access to recreation,
- Cultural, arts, and tourism facilities (e.g., visitor or tourist information centers),
- Workforce training facilities and capacity building programs,
- Accessibility enhancements, and
- Country-wide or multi-state travel, tourism, or outdoor recreation promotion.

Please note the following:

- Because state and local tourism promotion and marketing projects are eligible uses of funds under State Tourism Grants, such projects are not eligible under the EDA Competitive Tourism Grants component.

- While EDA prefers projects that directly support the travel, tourism, and outdoor recreation sectors, it will consider diversification projects under this component.<sup>4</sup>
- The applicant must clearly notify EDA in the application if the applicant is also seeking or receives any other funding for the project, including funding under a State Tourism Grant.
- All project proposals must be consistent with CDC guidelines for safe travel.

If a specific project is part of the Build Back Better Regional Challenge NOFO it will only be considered under this ARPA Tourism NOFO to the extent that the Build Back Better Regional Challenge package of projects was not selected. We encourage all other travel, tourism, and outdoor recreation projects be submitted to this NOFO. If an applicant has inadvertently applied to the incorrect NOFO, or if an application is not selected for funding under the relevant NOFO, depending on the availability of funds, EDA in its discretion may move the project to the more appropriate NOFO.

In EDA's experience with post-disaster recovery, the most effective rebuilding efforts are based on long-term regional development or redevelopment strategies that leverage Federal funding in coordination with state, local, and private sector resources. For this reason, EDA encourages the submission of applications based on long-term, regionally oriented, coordinated, and collaborative economic development or redevelopment strategies that foster economic growth and resilience.

It is important that investments support the economic recovery through strong employment opportunities for workers, including but not limited to opportunities for workforce development, rehiring of laid off workers, and creating and retaining union jobs and well-paying jobs with good benefits. Moreover, it is important that investments in infrastructure and construction projects be carried out in ways that produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency. EDA understands the importance of promoting workforce development and encourages recipients to ensure that construction projects use strong labor standards, including project labor agreements and community benefit agreements that offer wages at or above the prevailing rate and include local hire provisions to promote effective and efficient delivery of high-quality infrastructure projects, as well as the economic recovery. Using these practices in construction projects may help to ensure a reliable supply of skilled labor that would minimize disruptions, such as those associated with labor disputes or workplace injuries.

Prospective applicants should note that section C sets out eligibility criteria for applications, and only applications meeting the eligibility criteria will be considered. EDA will evaluate and select applications according to the evaluation criteria set forth in section E.

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<sup>4</sup> Projects to establish or recapitalize a revolving loan fund (RLF) or design or construct a business incubator, technology, or other type of incubator or accelerator are not eligible uses of funds under the EDA Competitive Tourism Grants component.

#### **d. Ineligible Projects**

Some projects are generally ineligible for EDA funding under this NOFO, including projects that are primarily residential in nature, projects to create community amenities that are not specific to regional tourism (e.g., swimming pools, golf courses), projects that directly support casinos or gaming, projects that support general governmental or public safety functions (e.g., buildings to house municipal government, firehouses, public safety equipment), and requests for funding to supplement operating budgets or replace lost revenue (including lost tax revenue). In addition, EDA will not fund projects that are primarily directed at public health responses to the coronavirus pandemic (e.g., testing or vaccination centers, increased hospital capacity, acquisition of PPE for general government use or public distribution); however, incidental public health costs may be included in project budgets (e.g., the cost of PPE for personnel providing technical assistance, larger spaces to accommodate social distancing, increased travel costs to accommodate pandemic safety measures). Applicants who are unsure whether their proposed project is eligible under this NOFO should consult the appropriate EDA Regional Office Point of Contact (POC) listed in section G.

Funds may not be used, directly or indirectly as an offset for other funds, to support or oppose collective bargaining.

#### **e. CEDS Alignment**

Each project funded under this NOFO must be consistent with the region's current Comprehensive Economic Development Strategy (CEDS) or an equivalent EDA-accepted regional economic development strategy meeting EDA's CEDS or strategy requirements. In accordance with 13 C.F.R. § 303.7(c)(1), in certain circumstances EDA may accept a non-EDA-funded CEDS that does not contain all the elements EDA requires of a CEDS.<sup>5</sup> Applicants must detail how the proposed project will support the economic development needs and objectives outlined in the CEDS or equivalent strategy, and provide a copy of this planning document, either by attaching the document to the application or providing a web link for the document. In addition, applicants should indicate if other Federal funds have been secured or requested to support any portion of the project for which an EDA investment is proposed. Applicants should describe how the EDA investment will complement, leverage, or otherwise align with other public and private investments to accomplish the planned deliverables and outcomes. Where other Federal funding may be involved in the project, the applicant should provide the Federal program name and contact information with the application to facilitate interagency coordination and avoid duplication of resources.

## **2. EDA Investment Priorities**

All projects considered for EDA funding under this ARPA Tourism NOFO must be consistent with EDA's Recovery and Resilience Investment Priority. Applicants may also demonstrate that a project is consistent with any of EDA's other Investment Priorities, and projects meeting

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<sup>5</sup> In doing so, EDA shall consider the circumstances surrounding the application for Investment Assistance, including emergencies or natural disasters and the fulfillment of the requirements of section 302 of PWEDA.

multiple investment priorities may be considered more competitive as a result. EDA's Investment Priorities are located at <https://www.eda.gov/about/investment-priorities/>. The priorities may be updated from time to time. Any future revisions will be reflected on EDA's website on January 15, April 15, June 15, or September 15 of each year.

### **3. Statutory Authorities for EDA's Programs**

The statutory authority for the EAA program is section 209 of PWEDA (42 U.S.C. § 3149). The statutory authorization of supplemental appropriations for economic disaster recovery activities is section 703 of PWEDA (42 U.S.C. § 3233). Additional programmatic authority is provided by the American Rescue Plan Act of 2021 (Pub. L. 117-2).

Applicant eligibility and program requirements are set forth in EDA's regulations (codified at 13 C.F.R. Chapter III), and all applicants must address these requirements. EDA's regulations are accessible at the Electronic Code of Federal Regulations website at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>. Under "Browse," select "Title 13 – Business Credit and Assistance", then "Go", then "300-399".

### **4. How does EDA Interpret Resilience?**

In terms of economic development, EDA defines resilience broadly as the ability of a community or region to anticipate, withstand, and bounce back from various disruptions to its economic base. These disruptions can be caused by a variety of things, including a downturn in the national or local economy as a result of the pandemic. Enhancing resilience in the travel, tourism, and outdoor recreation sectors in the face of the pandemic, especially in light of the ongoing impacts of a changing climate, is a multi-dimensional effort emphasizing engagement and support from all aspects of the community, including economic development practitioners. Some examples include:

- Efforts to enhance business retention and expansion to strengthen these sectors;
- Development and construction of high-performance and resilient infrastructure and buildings (e.g., broadband, energy, flexible and natural infrastructure, safe development practices) to mitigate future risk and vulnerability; and
- Comprehensive planning efforts that involve extensive engagement from the community to define and implement a collective vision for economic recovery.

The development and adoption of new technologies play vital roles in strengthening economic resilience: deploying technologies (e.g., through more robust broadband networks) enables resilience in the face of natural disasters made worse by pandemics and changing climates, and nurturing technology ecosystems supports dynamic, diverse economies that better withstand acute disruptions.

Resilience (within the context of economic development) should include methods and measures to mitigate the potential for future economic injury, promote a faster "up-time" for the travel, tourism, and outdoor recreation sectors, and strengthen local and regional capacity to troubleshoot and address vulnerabilities within the regional economy. As noted above, to be competitive under this ARPA Tourism NOFO, application submissions must explicitly



incorporate resilience principles. Additional information about this subject is available at <https://www.eda.gov/ceds/content/economic-resilience.htm>.

## **B. Federal Award Information**

### **1. What Funding Is Available Under this Announcement?**

Under the American Rescue Plan Act of 2021 (Public Law 117-2), Congress provided EDA with \$3,000,000,000, to remain available until September 30, 2022, to “prevent, prepare for, and respond to coronavirus and for necessary expenses for responding to economic injury as a result of coronavirus.” Of the \$3 billion in appropriated funds, Congress specifically directed \$750,000,000 be provided to “States and communities that have suffered economic injury as a result of job and gross domestic product losses in the travel, tourism, or outdoor recreation sectors” and this NOFO implements that Congressional direction. Consistent with the above, EDA has allocated \$750,000,000 into the two components under this NOFO.

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any future funding in connection with that award or to make any future award(s). Amendments or renewals of an award to increase funding or to extend the period of performance are at the sole discretion of DOC and EDA.

Publication of this announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds. The award of any grant is subject to the availability of funds at the time of award as well as to DOC priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs.

#### **a. State Tourism Grants**

For State Tourism Grants, EDA anticipates awarding up to \$510,000,000 to States based on the pre-pandemic travel and tourism sectors’ percentage of State Gross Domestic Product (GDP), along with employment and GDP loss in the travel and tourism sectors during the pandemic.

#### **b. EDA Competitive Tourism Grants; Initial EDA Regional Office Allocations**

For EDA Competitive Tourism Grants, EDA anticipates allocating the remaining \$240,000,000 among EDA’s six Regional Offices consistent with the formula applied to the State Tourism Grants, as follows:

Atlanta Regional Office – \$24,376,044  
Austin Regional Office – \$16,635,106  
Chicago Regional Office – \$26,236,391  
Denver Regional Office – \$19,849,552  
Philadelphia Regional Office – \$95,146,537  
Seattle Regional Office – \$57,756,370

For EDA Competitive Tourism Grants, EDA anticipates funding approximately 150 non-construction and construction projects that cost between approximately \$500,000 and \$10,000,000, although EDA will consider applications above and below these amounts.

**Note: When appropriate, EDA may exercise its discretion to adjust the allocations to its offices or adjust the total amount available under this NOFO and other American Rescue Plan Act NOFOs based on its experience in administering the supplemental appropriations to ensure funds are used to maximum effect or to adjust to unforeseen changes in recovery efforts.**

## **2. What Type of Funding Instrument Will Be Used to Make Awards? How Long Will a Project's Period of Performance Be?**

*Funding Instrument:* Subject to the availability of funds, EDA may award grants or cooperative agreements to eligible applicants. EDA will award a cooperative agreement on a case-by-case basis if substantial agency involvement is required. For a cooperative agreement, the nature of EDA's "substantial involvement" (to be included in the terms and conditions of the award) will generally be collaboration between EDA and the recipient on the scope of work. However, other possible examples of EDA's "substantial involvement" may include, but are not limited to: (i) authority to halt immediately an activity if detailed performance specifications are not met; (ii) stipulation that the recipient must meet or adhere to specific procedural requirements before subsequent stages of a project may continue; (iii) involvement in the recipient's selection of key personnel; and (iv) operational involvement and monitoring during the project to ensure compliance with statutory requirements.

*Period of Performance:* Under the EAA program, the project period of performance depends on the nature of the project for which the grant or cooperative agreement is awarded. Typically, economic recovery strategy grants and non-construction implementation projects may range in duration from 12 to 24 months. Implementation grants involving construction of project facilities and infrastructure generally are expected to range from 12 to 48 months. EDA will work closely with award recipients to accommodate their projected timelines within reason and allowances of regulations and grant policies. EDA expects that all projects will proceed efficiently and expeditiously, and EDA encourages applicants to document specifically when they will be able to start and complete the proposed project scope of work. **EDA's American Rescue Plan appropriations are available for making awards through September 30, 2022. No disbursements of grant funds may be made after September 30, 2027.**

## **C. Eligibility Information**

### **1. Eligible Applicants**

For State Tourism Grants, the Governor, or equivalent, of each State is authorized to designate an entity to receive and administer the State Tourism grant, which may be the State, an agency thereof, or another entity that is an Eligible Applicant described below. Under section 3(10) of PWEDA the term "State" includes the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern

Marianas, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.<sup>6</sup>

Eligible applicants for EDA Competitive Tourism Grants include a(n):

- a. District Organization;
- b. Indian Tribe or a consortium of Indian Tribes;
- c. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- d. Institution of higher education or a consortium of institutions of higher education; or
- e. Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.<sup>7</sup>

## **2. Applicable Disaster Declaration and Responsiveness to the Coronavirus Pandemic**

EDA has determined that economic injury from the coronavirus pandemic constitutes a “Special Need,” and eligibility may be established on that basis without reference to the other economic distress criteria. This determination of nationwide eligibility for these funds is consistent with the March 13, 2020 emergency declaration for the coronavirus disease 2019 (COVID-19) pandemic pursuant to the Stafford Act for all states, tribes, territories, local governments, and the District of Columbia (<https://www.fema.gov/disasters/coronavirus/disaster-declarations#>).

EDA has further determined that due to the pervasive nature of the economic impacts of the coronavirus pandemic, any construction or non-construction project that would address those impacts by creating or retaining jobs, or increasing the economic diversity or resilience of a region, is eligible for funding. For example, an infrastructure project that creates new jobs in a region is responsive to the requirement that the funds be spent to respond to “economic injury as a result of coronavirus.”

## **3. Cost Sharing or Matching**

### **a. EDA Investment Rate**

For State Tourism Grants, EDA will make awards at a 100% federal grant rate. No matching share is required.

For EDA Competitive Tourism Grants, given the extent of the economic impact and in accordance with the agency’s statutory authority under section 703 of PWEDA (42 U.S.C. § 3233), EDA generally expects to fund at least 80%, and up to 100%, of eligible project costs. In determining the grant rate, EDA’s Grants Officers in the applicable Regional Office will consider on a case-by-case basis whether the circumstances of the proposed project warrant a

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<sup>6</sup> 42 U.S.C. § 3122.

<sup>7</sup> See section 3 of PWEDA (42 U.S.C. § 3122) and 13 C.F.R. § 300.3.

Federal share in excess of 80%, including whether the applicant has exhausted its effective taxing or borrowing capacity; the extent of the economic impact of the coronavirus pandemic on the region's travel, tourism, and outdoor recreation sector; or whether the region meets other thresholds for elevated need based on the relative economic distress of the region. Applicants that submit projects with increased levels of match may be considered more competitive. Additionally, EDA may establish a maximum investment rate of up to 100% for projects of Indian Tribes. Any portion of the costs for the EDA scope of work funded below 100% must be borne by the recipient or provided to the recipient by a third party as a contribution for the purposes of and subject to the terms of the award.

#### **b. Documentation of Cost Sharing or Matching**

For EDA Competitive Tourism Grants subject to a matching requirement, the applicant must document that the matching share will: (i) be committed to the project for the period of performance, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.<sup>8</sup> To meet these requirements, applicants must submit for each source of the matching share a commitment letter or equivalent document signed by an authorized representative of the organization providing the matching funds.

Additional documentation may be requested by EDA to substantiate the availability of the matching funds. Please contact the appropriate EDA Regional Office Point of Contact (POC) listed in section G of this ARPA Tourism NOFO with questions regarding EDA's matching share requirements.

Documented in-kind contributions may provide the required non-Federal Share of the total project cost, but they must be eligible project costs and meet applicable Federal cost principles and uniform administrative requirements. Examples of possible in-kind contributions include space, equipment, services, or forgiveness or assumptions of debt.<sup>9</sup> Funds from other Federal financial assistance awards may be considered matching share funds only if authorized by statute, which may be determined by EDA's reasonable interpretation of the statute.<sup>10</sup>

Applicants are ***strongly encouraged*** to work with the appropriate POC listed in section G of this ARPA Tourism NOFO to determine how in-kind contributions may be utilized to satisfy the matching share requirement for their application.

#### **D. Application Submission Information**

For State Tourism Grants, applications must follow the format prescribed in the EDA invitation letter. The application submission requirements specified in this section apply only to applications for EDA Competitive Tourism Grants.

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<sup>8</sup> See 13 C.F.R. § 301.5.

<sup>9</sup> See section 204(b) of PWEDA (42 U.S.C. § 3144) and the definition of "In-Kind Contribution" at 13 C.F.R. § 300.3.

<sup>10</sup> See the definition of "Local Share or Matching Share" at 13 C.F.R. § 300.3. See also 2 C.F.R. § 200.306.

**All submissions under the EDA Competitive Tourism Grants component of this ARPA Tourism NOFO are subject to the following review process.** An applicant **must submit a complete application**, as detailed in section D.2.a of this ARPA Tourism NOFO, to be considered for funding. EDA intends to review an application expeditiously upon receipt of the **complete application**. EDA may seek additional information or documentation from the applicant to clarify information presented in the application. Please see section E of this ARPA Tourism NOFO for more information on EDA’s review and selection process.

EDA strongly encourages applicants to consult with the appropriate POC listed in section G to discuss whether their project is in alignment with EDA’s Investment Priorities as well as EDA’s eligibility requirements, cost-sharing requirements, property standards, and other requirements outlined in this ARPA Tourism NOFO. This consultation is limited to clarification of technical matters involving their proposed project, project alignment with EDA’s mission and EDA’s Investment Priorities, and all other relevant and publicly available information relating to general technical matters.

### **1. Address to Request Application Package**

An electronic version of the application for this ARPA Tourism NOFO may be obtained at Grants.gov using Funding Opportunity Number “EDA-2021-ARPATOURISM.” To accommodate applicants’ accessibility requirements, a paper version of the application may be obtained by contacting the appropriate POC listed in section G of this NOFO. Please see section I below for instructions on submitting an application though grants.gov.

All applicants must apply through grants.gov unless they request and receive authorization to submit a paper application package by contacting the appropriate POC listed in section G.

### **2. Content and Form of Application Submission**

The tables in section D.2.a below describe the EDA and Federal grant assistance forms and other documentation required for a complete application for each type of assistance available under the EDA Competitive Tourism Grants component of this NOFO. The tables may serve as a checklist for applicants in preparing their submissions.

All relevant forms must be signed electronically by the applicant’s Authorized Organizational Representative (AOR); please see section I.2 of this ARPA Tourism NOFO for information on AOR requirements. The preferred electronic file format for attachments is Adobe PDF; however, EDA will accept electronic files in Microsoft Word or Microsoft Excel formats. EDA will not accept paper, facsimile or email transmissions of applications except as described below in section D.4. Please refer to important information on submitting your application provided in section D.3.

All documentation and data submitted should be current and applicable as of the date submitted. Applicants are encouraged to contact the appropriate POC for technical assistance before submitting an application. EDA staff members are available to provide applicants with technical assistance regarding application requirements. Additionally, EDA may contact the applicant to clarify application materials received.

**a. What is required for a complete application?<sup>11</sup>**

The following table provides a list of documents required for a complete application based on the type of EDA assistance: construction, design and engineering (without a construction component), and non-construction.<sup>12</sup>

Applications for **construction assistance** (including applications for design and engineering with construction activities) must include:

1. **One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
2. **One Form SF-424C** (Budget Information—Construction Programs) per project.
3. **One Budget Narrative** per project that identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18 line g and SF-424C (“Total Project Costs”). This includes describing any other Federal funds that have been secured or requested to support the project (see section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant’s Budget Narrative proposes otherwise, applicants must also include information that indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented. \*Please note: In lieu of a separate Budget Narrative, this information may be included in the Preliminary Engineering Report as required by section C of the ED-900C.
4. **One Form SF-424D** (Assurances—Construction Programs) from each co-applicant, as applicable.
5. **One Form ED-900** (General Application for EDA Programs) per project.
  - In section B.2, explain whether and if so how the project will incorporate strong labor standards, including project labor agreements and community benefit agreements, that offer wages at or above the prevailing rate and include

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<sup>11</sup> In the event of discrepancies between instructions provided in any of the forms and this ARPA Tourism NOFO, the requirements for complete applications as stated in this ARPA Tourism NOFO will control.

<sup>12</sup> EDA may temporarily waive certain application requirements if the applicant demonstrates that it cannot meet a requirement in a timely fashion because of the impact of the disaster. Applicants are advised to reach out to their appropriate POC for more information on this temporary waiver. See 13 C.F.R. § 302.2 (“When non-statutory EDA administrative or procedural conditions for Investment Assistance awards under PWEDA cannot be met by an Eligible Applicant as a result of a disaster, EDA may waive such conditions”).

local hire provisions, and a description of the applicant's workforce plans and practices.

- In section B.6, explain how the proposed project would meet EDA's Recovery and Resilience investment priority, which all American Rescue Plan projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA's other investment priorities.
  - In section B.8, explain the steps that you will take to ensure that the economic benefits of the project will be shared by all communities in the project region, including any underserved communities. Your explanation should address the communities affected, barriers those communities may face in accessing benefits of the project, contemplated outreach efforts, and other planned steps to address identified barriers, as appropriate.
6. **One Form ED-900A** (Additional EDA Assurances for Construction or Non-Construction Investments) from each co-applicant, as applicable.
  7. **One Form ED-900B** (Beneficiary Information Form) from each beneficiary of the proposed project, as applicable.
  8. **One Form ED-900C** (EDA Application Supplement for Construction Programs) and accompanying supporting documentation, e.g., Preliminary Engineering Report.
  9. **One Form ED-900E** (Calculation of Estimated Relocation and Land Acquisition Expenses).
  10. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (section B.10.d of the form).
  11. **An environmental narrative** that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA's website at: <https://eda.gov/files/programs/eda-programs/Environmental-Narrative-Template-and-Application-Certification-Clause.docx>.
  12. **One Applicant's Certification Clause** (see Appendix A to the environmental narrative noted above) completed separately and signed by each co-applicant, as applicable.
  13. **One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
  14. **One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, if applicable. Form SF-LLL is only required if the applicant has retained a registered lobbyist in conjunction with the proposed project.

## 15. Map of project site.

Applications for **design and engineering assistance only** (without a construction component) must include:

1. **One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
2. **One Form SF-424C** (Budget Information—Construction Programs).
3. **One Budget Narrative** that identifies and justifies how funds in each line item of the budget (Form SF-424C) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching Non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18 line g and SF-424C (“Totals”). This includes describing any other Federal funds that have been secured or requested to support the project (see section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant’s Budget Narrative proposes otherwise, applicants must also include information that indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.
4. **One Form SF-424D** (Assurances—Construction Programs) from each co-applicant, as applicable, unless as part of the registration process for SAM each co-applicant has already completed the assurances for non-construction programs. In that case, each co-applicant must inform EDA that this was completed in SAM.
5. **One Form ED-900** (General Application for EDA Programs).
  - In section B.6, explain how the proposed project would meet EDA’s Recovery and Resilience investment priority, which all American Rescue Plan projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA’s other investment priorities.
  - In section B.8, explain the steps that you will take to ensure that the economic benefits of the project will be shared by all communities in the project region, including any underserved communities. Your explanation should address the communities affected, barriers those communities may face in accessing benefits of the project, contemplated outreach efforts, and other planned steps to address identified barriers, as appropriate.



6. **One Form ED-900A** (Additional EDA Assurances for Construction or Non-Construction Investments) from each co-applicant, as applicable.
7. **One Form ED-900D** (Requirements for Design and Engineering Assistance).
8. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (section B.10.d of the form).
9. **An environmental narrative** that will enable EDA to comply with its NEPA responsibilities. A narrative outline that details required components may be accessed in EDA's website at: <https://eda.gov/files/programs/eda-programs/Environmental-Narrative-Template-and-Application-Certification-Clause.docx>.
10. **One Applicant's Certification Clause** (see Appendix A to the environmental narrative noted above) completed separately and signed by each co-applicant, as applicable.
11. **One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
12. **One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, if applicable. Form SF-LLL is only required if the applicant has retained a registered lobbyist in conjunction with the proposed project.

Applications for **non-construction assistance** must include:

1. **One Form SF-424** (Application for Federal Assistance) from each co-applicant, as applicable.
2. **One Form SF-424A** (Budget Information—Non-Construction Programs).
3. **One Budget Narrative** that identifies and justifies how funds in each line item of the budget (Form SF-424A) will be used to support the proposed project. The Budget Narrative should specifically address each budget line item (including both the Federal Share and matching non-Federal Share), and the narrative total should match the total project costs listed in both the SF-424 question 18 line g and SF-424A ("Totals"). This includes describing any other Federal funds that have been secured or requested to support the project (see section A.1). The Budget Narrative should include itemized valuations of any in-kind matching funds. The non-Federal Share, whether in cash or in-kind, is expected to be paid out at the same general rate as the Federal Share; however, if the applicant's Budget Narrative proposes otherwise, applicants must also include information that indicates what project elements the matching share funds will support and explain

why deviation from paying out at the same general rate is required for the project to be implemented.

4. **One Form ED-900** (General Application for EDA Programs).<sup>13</sup>
  - In B.6, explain how the proposed project would meet EDA’s Recovery and Resilience investment priority, which all American Rescue Plan projects are expected to meet. You may also explain in this space how the proposed projects will meet any of EDA’s other investment priorities.
  - In section B.8, explain the steps that you will take to ensure that the economic benefits of the project will be shared by all communities in the project region, including any underserved communities. Your explanation should address the communities affected, barriers those communities may face in accessing benefits of the project, contemplated outreach efforts, and other planned steps to address identified barriers, as appropriate.
5. **One Form ED-900A** (Additional EDA Assurances for Construction or Non-Construction Investments) from each co-applicant, as applicable.
6. **Documentation of Matching Share** for each matching share source, such as a commitment letter, board resolution, proof of bonding authority, or similar document, as applicable. This should be attached to Form ED-900 (section B.10.d of the form).
7. **One Form CD-511** (Certification Regarding Lobbying) from each co-applicant, as applicable.
9. **One Form SF-LLL** (Disclosure of Lobbying Activities) from each co-applicant, if applicable. Form SF-LLL is only required if the applicant has retained a registered lobbyist in conjunction with the proposed project.

For applications that were not selected for funding under the CARES Act that applicants would like EDA to carry forward unchanged into this NOFO consistent with the process described below in section E.1.b.i, applicants must submit a letter to EDA requesting the project be reviewed under this NOFO. The letter must also contain a certification that the project is unchanged and match remains available as originally provided in the application.

#### **b. Environmental and Historic Preservation Requirements**

All applicants for EDA construction assistance or design and engineering assistance, including subawards made under State Tourism Grants, are required to provide adequate environmental information. EDA will separately provide states instructions for compliance with NEPA for State

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<sup>13</sup> Applicants seeking a strategy grant should note this information as part of their response to section B.2 of the form.

Tourism Grant subawards. For EDA Competitive Tourism Grants, EDA will review each application for compliance with NEPA. During the NEPA review process, applicants may be instructed to contact the designated State and/or Tribal Historic Preservation Officer (SHPO/THPO), provide approvals from other governmental agencies, or provide more detailed environmental information. EDA, after compliance with requirements for consultation with Federally-recognized Indian Tribes, may require applicants to participate in Tribal consultation, as necessary. The implementing regulations of NEPA require EDA to provide public notice of the availability of project-specific environmental documents, such as environmental impact statements, environmental assessments, findings of no significant impact, and records of decision, to the affected public. For further guidance and information, please contact the appropriate Regional Environmental Officer listed in section G. Applicants will be notified of any changes to these requirements via Grants.gov.

**c. Copy of Negotiated Indirect Cost Rate Agreement (if applicable)**

As noted in EDA's Standard Terms and Conditions for Construction Projects (Construction ST&Cs), indirect costs are generally not applicable to construction awards.

If indirect costs are included in the budget for non-construction projects, the applicant must include documentation to support the indirect cost rate it is using (unless claiming the 10 percent de minimis indirect cost rate, discussed below). For most applicants, this will entail the submission of a copy of its current, approved negotiated indirect cost rate agreement (NICRA). The maximum dollar amount of allocable indirect costs for which EDA will reimburse a recipient is the lesser of (i) the line-item amount for the Federal Share of indirect costs contained in the EDA approved budget for the award, or (ii) the Federal Share of the total allocable indirect costs of the award based on either (a) the indirect cost rate approved in the NICRA, provided that the NICRA is approved on or before the award end date, or (b) other acceptable documentation as indicated below.

If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within 90 days from the award start date (unless claiming the 10 percent de minimis indirect cost rate, discussed below). See 2 C.F.R. part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal must be submitted to EDA's Office of Regional Affairs (or applicable cognizant Federal agency). If the applicant chooses to pursue this option, it should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to EDA or the applicant's cognizant Federal agency for approval.

If in accordance with 2 C.F.R. § 200.414(f), an applicant that does not have a current negotiated (including provisional) rate, may elect to charge a de minimis rate of 10 percent of modified total direct costs (unless the applicant is a state or local unit of government that receives less than \$35 million in direct federal funding per year, discussed below). No documentation is required to justify the 10 percent de minimis indirect cost rate; however, an applicant electing to charge a de minimis rate of 10 percent must include a statement in its Budget Narrative that it does not have a current negotiated (including provisional) rate and is electing to charge the de minimis rate.

Note that if the applicant is a State or local unit of government that receives less than \$35,000,000 in direct Federal funding per year it may submit any of the following:

- i. A current NICRA;
- ii. A Certificate of Indirect Costs from the Department of the Interior (DOI) or EDA;
- iii. Acknowledgment received from EDA and Certificate of Indirect Costs in the form prescribed at 2 C.F.R. pt. 200, app. VII; or
- iv. A Cost Allocation Plan approved by a Federal agency (note that cost allocation plans or indirect cost rates approved by state agencies are not acceptable).

#### **d. Unique Entity Identifier and System for Award Management (SAM)**

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, applicants are required to: (i) be registered in SAM before submitting an application; (ii) provide a valid unique entity identifier in the application; (iii) make certain certifications (see also section H.5 of this NOFO); and (iv) continue to maintain an active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal awarding agency. EDA may not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the EDA is ready to make an award, EDA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Recipients will be subject to reporting requirements, as identified in OMB guidance published at 2 C.F.R. parts 25 and 170.

### **3. Submission Dates and Times**

There are no application deadlines under this ARPA Tourism NOFO. EDA plans to accept applications on a rolling basis subject to the availability of funds. EDA strongly advises eligible applicants to submit complete applications at least by **January 31, 2022** so that EDA can review and process the application in time to get a potential award in place. **Submission of a complete application by January 31, 2022 is not a guarantee of funding.**

**EDA's American Rescue Plan appropriations are available for making awards through September 30, 2022. No disbursements of grant funds may be made after September 30, 2027.** EDA may cancel or withdraw the ARPA Tourism NOFO at any time.

#### **a. Electronic Submission.**

**EDA accepts electronic submissions of applications through Grants.gov.** EDA will not accept paper, facsimile, or email transmissions of applications except as provided below.

Once an application is submitted, it undergoes a validation process through Grants.gov during which the application may be accepted or rejected by the system. Please be advised that the validation process may take 24 to 48 hours to complete. Applications that contain errors will be

rejected by Grants.gov and will not be forwarded to EDA for review. The applicant must correct any errors before Grants.gov will accept and validate the application.

**Please see section I of this ARPA Tourism NOFO for more detailed instructions and information on the requirements for submitting applications electronically via Grants.gov.**

#### **b. Alternatives to Electronic Submission.**

If an applicant is unable to submit an application electronically for reasons beyond the control of the applicant, EDA, in its sole discretion, may **pre-approve in writing** submission via an alternate method (e.g., email).

### **4. Intergovernmental Review**

Applications submitted under the EDA Competitive Tourism Grants component of this NOFO are subject to the requirements of Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs,” if a State has adopted a process under EO 12372 to review and coordinate proposed Federal financial assistance and direct Federal development (commonly referred to as the “single point of contact review process”). All applicants whose primary service areas fall within one or more such States must give State and local governments a reasonable opportunity to review and comment on the proposed Project, including review and comment from area-wide planning organizations in metropolitan areas.<sup>14</sup> To find out more about a State’s process under EO 12372, applicants may contact their State’s Single Point of Contact (SPOC). Names and addresses of some States’ SPOCs are listed at <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. Question 19 of Form SF-424 allows applicants to demonstrate compliance with EO 12372.

An applicant seeking funding for a construction project or RLF grant under the EAA program that is not a State, Indian Tribe, or general purpose local governmental authority must afford the appropriate general purpose local governmental authority in the project region a minimum of 15 days to review and comment on the proposed project, and provide with its application a statement of its efforts to seek comments and either (i) a copy of the comments received and a statement of any actions to address those comments or (ii) a statement that no comments were received.

### **5. Pre-award Costs**

In general, EDA does not reimburse pre-award project costs. Applicants that need such reimbursement should work closely with the appropriate POC to determine if their pre-award costs may be considered for reimbursement. For contracted pre-award costs to be eligible for reimbursement, the applicant must competitively procure services pursuant to the Federal government’s procurement procedures. All pre-award costs are incurred at an applicant’s own risk and will be considered for reimbursement, in EDA’s sole discretion, only if an applicant receives an award and such costs are approved by EDA in writing. Under no circumstances will

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<sup>14</sup> As provided for in 15 C.F.R. part 13.

EDA or DOC be held responsible for application preparation expenditures, which are distinguished from pre-award project costs.

## **6. Other Submission Requirements**

After EDA reviews an application, EDA may contact the applicant to request any necessary additional documentation to clarify or substantiate submitted application materials, depending on the type of project proposed. Examples of additional documentation may include, but are not limited to, title verification, documentation of the value of in-kind contributions, evidence all funding is available and committed to the project, or documentation required for environmental or legal compliance. This additional documentation will be required to ensure the proposed project complies with all applicable rules and regulations prior to EDA's issuance of an award. EDA will provide applicants a reasonable amount of time to provide any additional documentation. Failure to provide complete and accurate supporting documentation in a timely manner when requested by EDA may result in the denial of an application.

EDA may, at its discretion, make changes or additions to this ARPA Tourism NOFO. All changes will be communicated on Grants.gov.

### **E. Application Review Information**

The application review information in this section applies to EDA Competitive Tourism Grant applications only. State Tourism Grant applications will be reviewed by the applicable EDA Regional Office.

Throughout the review and selection process, EDA reserves the right to seek clarification in writing from applicants whose application packages are being reviewed. This may include reaching out to applicants and proposing they seek funding under a different EDA program or other Federal financial assistance program under which they may be more competitively assessed. EDA may additionally ask applicants to clarify application materials, objectives, and work plans, or modify budgets or other specifics necessary to comply with Federal requirements. Before applications are reviewed as described below, EDA will conduct an initial screening to verify that all required forms are complete, and all required documentation is included. Applications that do not contain all elements listed in section D.2.a of this NOFO may not be reviewed.<sup>15</sup>

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<sup>15</sup> See 13 C.F.R. § 302.2 (“When non-statutory EDA administrative or procedural conditions for Investment Assistance awards under PWEDA cannot be met by an Eligible Applicant as the result of a disaster, EDA may waive such conditions.”).

## **1. Review and Selection Process**

### **a. Investment Review Committee (IRC)**

Each Regional Office will convene periodic IRCs, as necessary depending on the volume of applications, that consist of at least three EDA staff members to review each complete application.

All IRC members will review each complete application before the IRC discussion and evaluation. The IRC will make a group evaluation of the merits of each application based on the extent to which the application meets the program-specific award and application requirements.

For all projects, the IRC will use the following criteria in its review, with each criterion receiving equal weight:

- i. The extent to which the region to be served by the project has suffered economic injury as a result of job and gross domestic product losses in the travel, tourism, and outdoor recreation sectors;
- ii. The extent to which the project is responsive to the needs of communities impacted by the coronavirus pandemic's impact on the travel, tourism, and outdoor recreation sectors;
- iii. The extent to which the project supports the economic recovery and long-term resilience to future pandemics or other sudden and severe economic dislocations for the travel, tourism, and outdoor recreation sectors;
- iv. The project's demonstrated ability to foster the creation or retention of union and well-paying jobs with good benefits, as well as the extent to which the applicant proposes to incorporate strong labor protections into the performance of the project;
- v. The degree of economic distress experienced in the project community/region, including the economic impact of the coronavirus pandemic;
- vi. The project's feasibility, including the likelihood that the project can be started quickly, the immediacy of its impacts, and the likelihood that it will be completed before September 30, 2027;
- vii. The project's sustainability/durability, including the extent to which the project demonstrates support from community stakeholders and beneficiary commitments, if any;
- viii. The applicant's organizational capacity, including its financial and management capacity;
- ix. The project's alignment with the applicable CEDS, Tribal strategy, or other EDA-accepted economic development strategy;
- x. The project's demonstrated alignment with EDA's Recovery and Resilience Investment Priority, as well as other current Investment Priorities as outlined at <https://www.eda.gov/about/investment-priorities/disaster-recovery/> and described in section A.2 of this Indigenous Communities NOFO;

- xi. The extent to which the project is based upon community-oriented and collaborative economic development and redevelopment strategies; and
- xii. The extent to which the application articulates a plan for ensuring that the project's benefits are shared across all affected communities. Although not required, EDA encourages efforts to reach historically underserved areas, minority populations, and women.

Based on its consideration of the above factors, the IRC will prepare funding recommendations for the respective Regional Director. The IRC will prepare a ranking or other categorization of applications (e.g., fund, don't fund, or carry forward) to assist the Regional Director in making funding decisions. EDA's final decision on whether to fund a project is dependent upon the ability of the applicant to provide sufficient documentation of the project's compliance with applicable rules and regulations.

EDA intends to provide applicants written notification of the outcome of the IRC expeditiously after receipt of their **complete application**. Applications for complex or large dollar value projects may require a longer review time.

#### **b. Due Diligence**

If the IRC recommends an application for funding, the applicant still may have to complete certain due diligence requirements before EDA can make an award. After an applicant has been notified that its application has been recommended by the IRC, EDA may request that the applicant submit additional documents and information to allow EDA to fully evaluate compliance with applicable rules and regulations.

For example, in the case of construction projects, such additional due diligence may include:

- i. Title verification (e.g., proof of project ownership);
- ii. Documentation of matching funds; and
- iii. Documentation required for environmental or legal compliance. This may include, but is not limited to: 404 Clean Water Act permits from the U.S. Army Corps of Engineers and accompanying environmental documentation (environmental assessment or environmental impact statement), Phase I and Phase II environmental assessments, state environmental assessment documentation (for compliance with state environmental statutes such as the Massachusetts Environmental Policy Act (MEPA) or the California Environmental Quality Act (CEQA)), archeological and biological surveys, and proof of coordination with resource agencies.

If the applicant provides the requested information and supporting documentation in a timely fashion and EDA determines the project is fully compliant with applicable rules and regulations, the application will be forwarded to the Grants Officer for a final decision and award approval. Applicants that do not provide the additional information and supporting documentation in a timely fashion or who are deemed not to be in compliance with applicable rules and regulations will receive notification their application was not successful.



**c. Consideration of Applications Submitted under the FY 2020 CARES Act Addendum**

EDA received many more applications than it could fund under the Coronavirus Aid, Relief, and Economic Security Act Recovery Assistance Addendum to the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (CARES Act Addendum). Upon request of a declined applicant and certification by that applicant that the project remains unchanged (including provision of match), EDA will consider previously declined CARES Act Addendum applications under this ARPA Tourism NOFO. Instructions for requesting reconsideration of declined applications are provided above in section D.2. Applicants do not need to reapply if the application is unchanged. EDA will reevaluate such carried forward applications using the selection criteria and program objectives of this NOFO as described above under the investment priorities and IRC review section, and will evaluate such carried forward applications and new applications received under the ARPA Tourism NOFO together in the same competitive pool on a rolling basis.

**2. Grants Officer's Decision**

Applications recommended by the IRC, and also deemed fully compliant with applicable rules and regulations, will be forwarded to the Regional Director, who is designated the Grants Officer under this ARPA Tourism NOFO. Each Regional Director has been delegated final authority regarding funding of applications and may select a project for funding that differs from the IRC's recommendations based on any of the following selection factors:

- i. The extent to which the application meets the overall objectives of section 2 of PWEDA (42 U.S.C. § 3121);
- ii. The extent to which resilience, as defined in section A.4, is integrated into the project scope of work;
- iii. To promote broad and equitable access to EDA assistance, the amount of EDA funding the applicant has received in the current or prior three federal fiscal years under any EDA Notice of Funding Opportunity;
- iv. The applicant's performance under previous Federal financial assistance awards, including whether the grantee submitted required performance reports and data;
- v. The availability of program funding;
- vi. Whether the project supports communities negatively impacted by the downturn in the coal economy;
- vii. The extent to which the project supports EDA's goals of geographic balance in distribution of program funds, project types, organizational type (to include smaller and rural communities and organizations) and the overall portfolio; and
- viii. The relative economic distress of the area.

The Regional Director's final decision must be consistent with EDA's and DOC's published policies. Any time a Regional Director makes a selection that differs from the IRC's recommendation, the Regional Director will document the rationale for the decision in writing.

### **3. Federal Awardee Performance and Integrity Information System (FAPIS) Review**

EDA, prior to making a Federal award with a total amount of Federal Share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS). See 41 U.S.C. § 2313.

Each applicant, at its option, may review information in the designated integrity and performance system accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. EDA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

## **F. Federal Award Administration Information**

### **1. Federal Award Notification**

If an application is selected for funding the EDA Grants Officer will issue the award (Form CD-450), which is the authorizing financial assistance award document and includes Specific Award Conditions and, as applicable, the DOC Financial Assistance Standard Terms and Conditions (DOC ST&Cs), the EDA Revolving Loan Fund Financial Assistance Award Standard Terms and Conditions (RLF ST&Cs), or the EDA Standard Terms and Conditions for Construction Projects (Construction ST&Cs), as described in section F.3, below.

By signing Form CD-450, the applicant agrees to comply with all award provisions. EDA will provide Form CD-450 via the award package to the applicant's authorized representative. The applicant's representative must sign and return the Form CD-450 without modification within 30 calendar days of the date of EDA's signature on the form.

If an applicant is awarded funding, neither DOC nor EDA is under any obligation to provide any additional future funding in connection with that award or to make any future award(s). Amendment or renewal of an award to increase funding or to extend the period of performance is at the discretion of DOC and EDA.

EDA will notify unsuccessful applicants in writing to the applicant's authorized representative. EDA will retain unsuccessful applications in accordance with EDA's record retention schedule.

## **2. Administrative and National Policy Requirements**

Recipients of an EDA award will be bound by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200.

### **3. DOC Financial Assistance Standard Terms and Conditions and EDA Standard Terms and Conditions for RLF and Construction Projects**

For all projects, EDA will apply the DOC ST&Cs applicable on the date of award. The DOC ST&Cs may be accessed at: <https://www.commerce.gov/oam/policy/financial-assistance-policy>.

For RLF awards, in addition to the DOC ST&Cs, EDA will apply the EDA RLF ST&Cs. The RLF ST&Cs may be accessed at: <https://www.eda.gov/tools/grantee-forms/>.

For construction awards, in addition to the DOC ST&Cs, EDA will apply the Construction ST&Cs. The Construction ST&Cs may be accessed at <https://www.eda.gov/tools/grantee-forms/>.

## **4. DOC Pre-Award Notification Requirements**

DOC will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements effective December 26, 2014, 79 Fed. Reg. 78,390. The Pre-Award Notice may be accessed at the Government Printing Office (GPO) website at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

## **5. Reporting**

### **a. Financial, Performance, and Impact Reports**

All recipients are required to submit financial, progress, and impact reports in accordance with the terms and conditions of the grant award, generally no less than semi-annually. All project progress and financial reports must be submitted to the applicable EDA program officer in an electronic format to be determined at the time of award.

### **b. Federal Funding Accountability and Transparency Act of 2006**

The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards<sup>16</sup> and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal

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<sup>16</sup> A first-tier subaward means an award provided by the recipient to a subrecipient for the subrecipient to carry out as part of a Federal award.

Subaward Reporting System (FSRS) available at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$30,000. Please see the OMB guidance published at 2 C.F.R. part 170.

### **c. Government Performance and Results Act**

EDA will require additional data on activities, outputs, and actual impact of the funded investment, in part to fulfill the requirements of the Government Performance and Results Act (GPRA). EDA anticipates that recipients will be expected to track their engagement activities within the scope of work, with project beneficiaries, and other project stakeholders. EDA further anticipates recipients will be expected to collect data, using surveys of beneficiaries or clients if necessary, on the outputs and outcomes of their activities, such as the number of strategic plans or economic development tools developed, the number of new business partnerships formed, or the range of new capabilities acquired. EDA plans to collect this information using Forms ED-915 (Public Works, Economic Adjustment Infrastructure and Revolving Loan Fund Investments) ED-916 (Semi-annual Program Outputs Questionnaire for EDA grantees), ED-917 (Annual Capacity Outcomes Questionnaire for EDA Grantees serving clients), and ED-918 (Annual Capacity Outcomes Questionnaire for EDA Grantees). For more information, please refer to <https://www.eda.gov/performance/gpra>. EDA also expects to engage with leading research institutions to perform third-party program evaluations, which will require cooperation between the grantee, organizations within their service area, and the evaluating institution.

### **G. Federal Awarding Agency Contacts**

For questions concerning this ARPA Tourism NOFO, or more information about EDA programs, you may contact the appropriate EDA representative listed below. Updated contact information can be found on EDA's website at <https://www.eda.gov/contact>. EDA's website at <http://www.eda.gov> provides additional information on EDA and its programs.

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#### **Atlanta Regional Office**

H. Philip Paradise, Jr., Regional Director  
401 West Peachtree Street, NW, Suite 1820, Atlanta, GA 30308-3510  
(404) 730-3002 Main Office  
(404) 730-3025 Fax

#### **Alabama**

Michael Mills  
mmills@eda.gov  
251-222-1834

#### **Florida**

Greg Vaday  
gvaday@eda.gov  
772-521-4371

#### **Georgia**

Jonathan Corso  
jcorso@eda.gov  
404-809-7094

#### **Kentucky**

Bertha Partin  
bpartin@eda.gov  
404-987-2887

**Mississippi**

Gil Patterson  
gpatterson2@eda.gov  
404-304-2319

**North Carolina**

Hillary Sherman  
hsherman@eda.gov  
828-707-2748

**South Carolina**

Robin Cooley  
rcooley@eda.gov  
404-987-7913

**Tennessee**

Lucas Blankenship  
lblankenship@eda.gov  
615-736-1423

**Environmental Officers**

Keith Dyche  
kdych@eda.gov  
404-973-7491

Connie Tallman  
ctallman@eda.gov  
470-571-5678

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**Austin Regional Office**

Jorge Ayala, Regional Director  
903 San Jacinto, Suite 206, Austin, TX 78701  
(512) 381-8150 Main Office  
(512) 499-0478 Fax

**Arkansas**

April Campbell  
acampbell@eda.gov  
512-667-0496

**Louisiana, East Texas**

Jason Wilson  
jwilson1@eda.gov  
512-420-7738

**New Mexico, Texas Panhandle**

Trisha Korbas  
tkorbas@eda.gov  
720-626-1499

**Oklahoma, North Texas**

Stacey Webb  
swebb@eda.gov  
737-704-4707

**South and West Texas**

Robert Peche  
rpeche1@eda.gov  
512-568-7732

**Statewide Planning, State Travel  
Grants**

Apurva Naik  
anaik@eda.gov  
737-207-1415

**Environmental Officer**

Corey Dunn  
cdunn@eda.gov  
512-381-8169

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### **Chicago Regional Office**

Susan Brehm, Regional Director  
230 South Dearborn Street, Suite 3280, Chicago, IL 60604-1512  
(312) 353-8143 Main Office  
(312) 353-8575 Fax

#### **Illinois and Minnesota**

Darrin Fleener  
dfleener@eda.gov  
312-789-9753

#### **Ohio**

Ellen Heinz  
[ehinz@eda.gov](mailto:ehinz@eda.gov)  
312-505-4953

#### **Indiana**

James Winters  
jwinters@eda.gov  
312-789-9771

#### **Wisconsin**

Tom Baron  
[tbaron@eda.gov](mailto:tbaron@eda.gov)  
312-789-9773

#### **Michigan**

Lee Shirey  
lshirey@eda.gov  
312-789-9751

#### **Environmental Officer**

Kyle Darton  
kdarton@eda.gov  
312-789-9752

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### **Denver Regional Office**

Angela Belden Martinez, Regional Director  
1244 Speer Boulevard, Suite 431, Denver, CO 80204  
(303) 844-4715 Main Office  
(303) 844-3968 Fax

#### **Colorado, Utah**

Trent Thompson  
tthompson@eda.gov  
303-844-5452

#### **Kansas**

Dan Lara  
dlara@eda.gov  
913-225-4968

#### **Eastern Iowa, Eastern and Central Missouri**

Steve Castaner  
scastaner@eda.gov  
573-590-1194

#### **North Dakota, South Dakota, Western Iowa**

Alex Smith  
asmith1@eda.gov  
720-402-7686

**Montana, Wyoming**

Kirk Keysor  
kkeysor@eda.gov  
406-599-9795

**Indigenous Communities**

Ali DeMersseman  
ademersseman@eda.gov  
720-237-6079

**Nebraska, Western Missouri**

Mark Werthmann  
mwerthmann@eda.gov  
913-894-1586

**Environmental Officer**

Jenny Benz  
jbenz@eda.gov  
303-844-5363

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**Philadelphia Regional Office**

Linda Cruz-Carnall, Regional Director  
Robert N.C. Nix Federal Building  
900 Market Street, Room 602  
Philadelphia, PA 19107  
(215) 597-4603 Main Office  
(215) 597-1063 Fax

**Connecticut, Massachusetts,****Rhode Island**

Debra Beavin  
dbeavin@eda.gov  
267-559-3385

**Pennsylvania**

Christopher Casper  
ccasper1@eda.gov  
215-597-1074

**Delaware, Maryland,****Washington, DC**

Alma R. Plummer  
aplummer@eda.gov  
215-597-7538

**Puerto Rico, Virgin Islands**

Juan Bauza  
jbauza@eda.gov  
215-435-2212

**Maine, New Hampshire**

Alan Brigham  
abrigham@eda.gov  
215-316-2965

**Vermont**

Matt Suchodolski  
msuchodolski@eda.gov  
215-597-1242

**New Jersey, New York**

Edward Hummel  
ehummel@eda.gov  
215-316-2124

**Virginia**

Lauren Stuhldreher  
lstuhldreher@eda.gov  
215-764-0427

**West Virginia**  
Tracey Rowan  
trowan@eda.gov  
304-533-4497

**Environmental Officer**  
Megan Coll  
mcoll@eda.gov  
267-969-2937

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**Seattle Regional Office**

Maiea Sellers, Acting Regional Director  
Jackson Federal Building  
915 Second Avenue, Room 1890, Seattle, WA 98174-1001  
(206) 220-7660 Main Office  
(206) 220-7669 Fax

**Alaska**  
Shirley Kelly  
skelly2@eda.gov  
907-271-2272

**Arizona**  
Cynthia Ptak  
cptak@eda.gov  
206-888-3386

**California (Coastal and Northern)**  
Malinda Matson  
mmatson1@eda.gov  
916-235-0088

**California (Southern), Nevada**  
Wilfred Marshall  
wmarshall@eda.gov  
310-261-6005

**California (Central)**  
Asia King  
aking2@eda.gov  
206-247-0991

**Hawaii, Guam, Northern Mariana Islands, American Samoa, Marshall Islands, Federated States of Micronesia, Palau**  
Herbert Thweatt  
hthweatt@eda.gov  
808-260-6641

**Idaho, Rural Nevada**  
Carleen Herring  
[cherring@eda.gov](mailto:cherring@eda.gov)  
206-798-7814

**Clark County Nevada**  
John Edmond  
[jedmond@eda.gov](mailto:jedmond@eda.gov)  
206-888-3390

**Oregon**  
J. Wesley Cochran  
jcochran@eda.gov  
206-561-6646



Washington  
Laura Ives  
[lives@eda.gov](mailto:lives@eda.gov)  
206-200-1951

Environmental Officer  
Jim Jacobson  
[jjacobson@eda.gov](mailto:jjacobson@eda.gov)  
206-833-6035

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## **H. Other Information**

### **1. Right to Use Information**

The applicant acknowledges and understands that information and data contained in applications for financial assistance, as well as information and data contained in financial, performance and other reports submitted by applicants, may be used by the Department of Commerce in conducting reviews and evaluations of its financial assistance programs. For this purpose, applicant information and data may be accessed, reviewed and evaluated by Department of Commerce employees, other Federal employees, and also by Federal agents and contractors, and/or by non-Federal personnel, all of whom enter into appropriate conflict of interest and confidentiality agreements covering the use of such information. As may be provided in the terms and conditions of a specific financial assistance award, applicants are expected to support program reviews and evaluations by submitting required financial and performance information and data in an accurate and timely manner, and by cooperating with Department of Commerce and external program evaluators. In accordance with 2 C.F.R. § 200.303(e), applicants are reminded that they must take reasonable measures to safeguard protected personally identifiable information and other confidential or sensitive personal or business information created or obtained in connection with a Department of Commerce financial assistance award.

### **2. Publication of Applications and Freedom of Information Act Disclosure**

EDA may publish any applications it receives, including any supporting documentation, on its website or through other means. Applicants are advised that any confidential commercial information that should not be disclosed must be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information.

In addition, Department of Commerce regulations implementing the Freedom of Information Act (FOIA), 5 U.S.C. Sec. 552, are found at 15 C.F.R. Part 4, Public Information. These regulations set forth rules for the Department regarding making requested materials, information, and records publicly available under the FOIA. Applications submitted in response to this Notice of Funding Opportunity may be subject to requests for release under the Act. In the event that an application contains information or data that the applicant deems to be confidential commercial information that should be exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information. In accordance with 15 C.F.R. § 4.9, the Department of Commerce will protect from disclosure confidential business information contained in financial assistance applications and other documentation provided by applicants to the extent permitted by law.

### **3. Notice of Government-Wide Procurement Restriction**

The general rule for Federal financial assistance is that contractors that develop draft specifications, requirements, statements of work, invitations for bids or requests for proposals are prohibited from competing for the final procurement. For instance, a professional engineer or architect who prepared the Preliminary Engineering Report for an EDA application would be excluded from bidding on the same work under the award. Under 2 C.F.R §§ 200.319 and 200.317, only State recipients are expressly exempt from this prohibition. Local governments and Indian Tribes may also take advantage of the exemption in two narrow circumstances: (i) if they are required (by statute, for example) to follow the State's procurement rules in full and without exception; or (ii) if they are required to follow a specific State procurement rule that creates an explicit conflict with the prohibition in 2 C.F.R. § 200.319(a) (i.e., there is a statute that requires or permits the local government or Indian Tribe to award the final procurement to the same contractor that developed the draft specifications). Absent one of these two scenarios, the local government or Indian Tribe must comply with the prohibition. Applicants are encouraged to contact the appropriate POC listed in section G with any questions regarding application of this regulation.

### **4. Past Performance and Non-Compliance with Award Provisions**

Unsatisfactory performance under prior Federal awards may result in an application not being considered for funding. Failure to comply with any or all of the provisions of an award may have a negative impact on future funding by DOC (or any of its operating units) and may be considered grounds for any or all of the following actions: (1) establishing an account receivable; (2) withholding payments to the recipient under any DOC award(s); (3) changing the method of payment from advance to reimbursement only; (4) imposing other specific award conditions; (5) suspending any active DOC award(s); and (6) terminating any active DOC award(s).

### **5. Certifications Required by Annual Appropriations Acts for Corporations and for Awards over \$5 Million**

As discussed in section D.3 (p. **Error! Bookmark not defined.**), all applicants are required to be registered in SAM before applying under this NOFO. SAM requires registering entities to certify compliance with all limitations imposed by annual appropriation acts. For corporations, this certification includes that the corporation:

- (a) Was not convicted of a felony criminal violation under a Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; and/or
- (b) Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

For financial assistance awards in excess of \$5 million, this certification includes that the entity:

- (a) To the best of its knowledge and belief, has filed all Federal tax returns required during the three years preceding the certification;
- (b) Has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and/or
- (c) Has not been notified, more than 90 days prior to certification, of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

## **6. EDA's Non-Relocation Policy**

**If an application is selected for award, the recipient will be required to adhere to a specific award condition relating to EDA's non-relocation policy as follows:**

In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or material noncompliance, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

For purposes of ensuring that EDA assistance will not be used to merely transfer jobs from one location in the United States to another, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project assisted by EDA. EDA will consider an employer to be a "primary beneficiary" if: (i) the employer is specifically named in the application as benefitting from the project, and the applicant estimates that the employer will create or save 100 or more permanent jobs as a result of the investment assistance (if the jobs in question were originally located in a smaller community, EDA may extend this policy to the relocation of 50 or more jobs); or (ii) the employer is or will be located in an EDA-assisted building, port, facility, or industrial, commercial, or business park constructed or improved in whole or in part with investment assistance prior to EDA's final disbursement of funds.

## **7. Audit Requirements**

Single or program-specific audits shall be performed in accordance with the requirements contained in the Uniform Guidance (see 2 C.F.R. part 200, Subpart F, "Audit Requirements"). The Uniform Guidance requires any non-Federal entity (i.e., non-profit organizations, including non-profit institutions of higher education and hospitals, States, local governments, and Indian Tribes) that expends Federal awards of \$750,000 or more in the recipient's fiscal year to conduct a single or program-specific audit in accordance with the requirements set out in the Uniform Guidance.

## 8. Implementing the Americans with Disabilities Act (ADA)

The U.S. Department of Justice has issued revised regulations implementing Title II of the ADA (28 C.F.R. Part 35; 75 Fed. Reg. 56,164 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,285 (Mar. 11, 2011)) and Title III of the ADA (28 C.F.R. Part 36; 75 Fed. Reg. 56,236 (Sep. 15, 2010), as amended by 76 Fed. Reg. 13,286 (Mar. 11, 2011)). See also 15 C.F.R. 8b for Department of Commerce regulations prohibiting discrimination on the basis of handicap in any program or activity receiving providing financial assistance.

## 9. Fraud Awareness Training

Consistent with 2 C.F.R. part 200, in signing a financial assistance award, Recipient personnel responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors or sub-grantees, will be required to complete the training PowerPoint entitled "Compliance with EDA Disaster Assistance Program Requirements" and return the signed Certificate of Training Completion to EDA as instructed by the Agency. Further, Recipient will be required to monitor award activities for common fraud schemes and report suspicious activity to EDA and the Office of Inspector General.

### I. Instructions for Application Submission via Grants.gov

The most up-to-date instructions for application submission via Grants.gov can be found at <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. To begin, complete, and submit your application:

- Navigate to <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>;
- Click "Search for Opportunity Package";
- In the "Funding Opportunity Number" field, enter "EDA-2021-ARPATOURISM";
- Click "Search";
- Click "Apply";
- Enter your email address (if you would like to receive updates from Grants.gov regarding this grant opportunity) or check the box that indicates you do not wish to provide it, then click "Submit";
- Choose to apply using Workspace by clicking "Login to Apply Now" or choose to download the legacy application package by clicking "Download Package"; and
- Follow the instructions provided on the Grants.gov website and on each webpage to complete and submit your application.

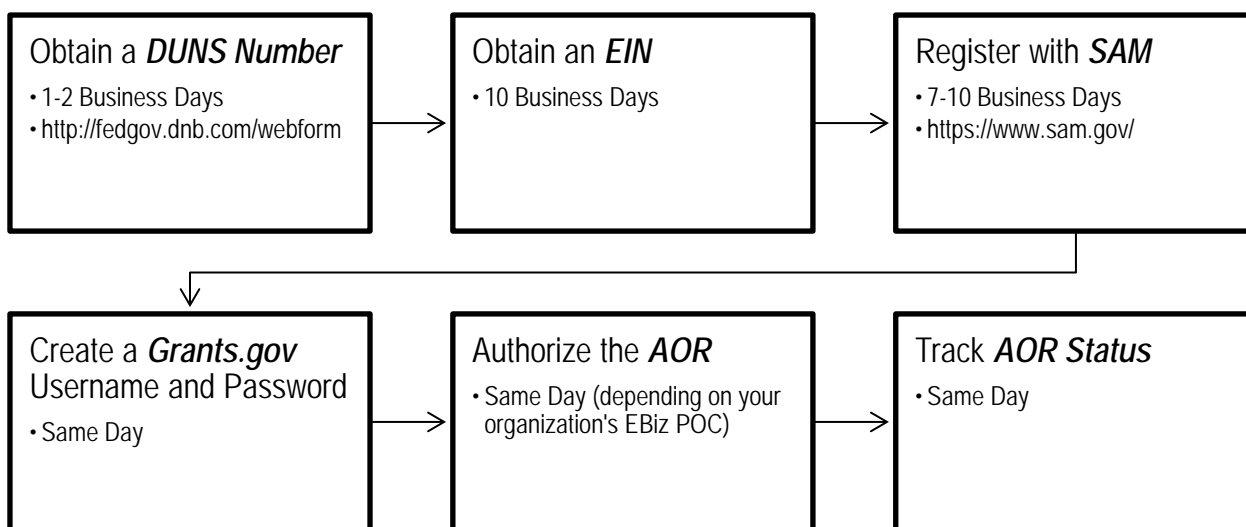
### 1. Register Early and Submit Early.

To submit an application through <http://www.grants.gov/> (Grants.gov), an applicant must register for a Grants.gov user ID and password. Note that this process can take between **three to five business days** or **as long as four weeks** if all steps are not completed correctly. Information about the Grants.gov registration process for organizations can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Please note that organizations already registered with Grants.gov do not need to re-register; however, all

registered organizations must keep their System for Award Management (SAM), which includes the Central Contractor Registration (CCR) database, registration up-to-date through sam.gov or their applications will not be accepted by Grants.gov.

#### a. Pre-Submission Registration

Before submitting a Full Application under this NOFO, each applicant must both register with Grants.gov and register its Authorized Organization Representative (AOR) with Grants.gov. Applicants should note that this process can be lengthy, requires interaction with multiple organizations not affiliated with EDA, and requires confirmation at each step.



Applicants may have already completed one or more of the steps set forth in the above flowchart, which depicts an example of how the pre-submission registration process generally flows (e.g., applicants may have already registered with Grants.gov, in which case they do not need to re-register). However, note that applicants that have not completed any of the above steps may require 23 or more business days to complete the required steps serially. Grants.gov is a centrally-managed Federal grants portal, and changes or updates to the process outlined above may occur after the publication of this NOFO. Prospective applicants should visit <http://www.grants.gov/web/grants/applicants/organization-registration.html> to ensure that they follow the most up-to-date instructions.

## 2. AOR Requirement

Applicants must register as organizations, not as individuals. As part of the registration process, you will register at least one Authorized Organization Representative (AOR) for your organization. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov so please ensure that your organization's application is submitted by an AOR. **If the application is submitted by anyone other than your organization's AOR, it will be rejected by the Grants.gov system and cannot be considered by EDA.** Note that a given organization may designate multiple individuals as AORs for Grants.gov purposes.

### 3. Field Limitations and Special Characters

Please be advised that [Grants.gov](https://www.grants.gov) provides the following notice with respect to form field limitations and special characters: <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### 4. Verify That Your Submission Was Successful

Applicants should save and print written proof of an electronic submission made at Grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. Since email communication can be unreliable, applicants must proactively check on the status of their application if they do not receive email notifications within a day of submission.

An applicant should expect to receive two initial emails from Grants.gov: the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. It can take up to two business days after Grants.gov receives an application for applicants to receive email notification of an error. Applicants will receive a third email once EDA has retrieved their applications.

EDA requests that applicants kindly refrain from submitting multiple copies of the same application package.

Applicants should save and print both the confirmation screen provided on the Grants.gov website after the applicant has submitted an application, and the confirmation email sent by Grants.gov when the application has been successfully received and validated in the system. If an applicant receives an email from Grants.gov indicating that the application was received and subsequently validated, but does not receive an email from Grants.gov indicating that EDA has retrieved the application package within 72 hours of that email, the applicant may contact EDA using the contact information in section G (p. **Error! Bookmark not defined.**) of this announcement to inquire if EDA is in receipt of the applicant's submission.

It is the applicant's responsibility to verify that its submission was timely received and validated successfully at Grants.gov. To see the date and time your application was received, navigate to <https://www.grants.gov> and click on the "Track My Application" link under the "Applicants" tab. For a successful submission, the application must be received and validated by Grants.gov and an agency tracking number assigned. If your application has a status of "Received" it is awaiting validation by Grants.gov. Once validation is complete, the status will change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. For more detailed information on why an application may be rejected, please see "Encountering Error Messages" at <https://www.grants.gov/web/grants/applicants/encountering-error-messages.html> and "Frequently Asked Questions by Applicants" at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

## 5. Grants.gov Systems Issues

If you experience a Grants.gov systems issue (i.e., a technical problem or glitch with the Grants.gov website) that you believe threatens your ability to complete a submission in a timely manner, please (i) print any error message received; (ii) call the Grants.gov Contact Center at (800) 518-4726 for assistance; and (iii) contact EDA using the contact information in section G (p. **Error! Bookmark not defined.**) of this NOFO. Ensure that you obtain a case number regarding your communications with Grants.gov. Please note that problems with an applicant's computer system or equipment are **not** considered systems issues. Similarly, an applicant's failure to, e.g., (i) complete the required registration, (ii) ensure that a registered AOR submits the application, or (iii) notice receipt of an email message from Grants.gov are **not** considered systems issues. A Grants.gov systems issue is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to unexpected volume of traffic or failure of information technology systems, both of which are highly unlikely. In the event of a confirmed systems issue, EDA reserves the right to accept an application in an alternate format.

Applicants should access the following link for assistance in navigating Grants.gov and for a list of useful resources: <http://www.grants.gov/web/grants/support.html>. If you do not find an answer to your question under the "Applicant FAQs," try consulting the "Grants Online User Guide" at [https://www.grants.gov/help/html/help/Get\\_Started/Get\\_Started.htm](https://www.grants.gov/help/html/help/Get_Started/Get_Started.htm) or contacting Grants.gov by email at support@grants.gov or telephone at 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week, except on Federal holidays.



**REQUEST FOR QUALIFICATIONS**  
**Planning and Conceptual Design of a Multi-use facility on the Homer**  
**Education and Recreation Campus**  
**City of Homer, Alaska**

The City of Homer is soliciting Statements of Qualifications (SOQ) from qualified architectural and/or engineering firms/teams interested in helping the City with planning and conceptual design of a new multi-use facility, including developing a master plan for the facility's campus and a long term financial plan. The work consists of assisting the City of Homer develop a scope for the space and usage for a new multi-use recreation facility, including site planning, conceptual design, to help the City produce the "Preliminary Engineering Report" described in Form ED-900C – EDA Application Supplement for Construction Programs (OMB Number 0610-0094) and an order of magnitude cost estimate. The selected firm/team must have the ability to help the City develop a market-driven Financial Plan demonstrating how the building will be supported over the long term and the estimated economic impacts to be generated by the project.

The City will evaluate the SOQs, rank the SOQs, identify the top three ranked firms/teams, interview those firms/teams, and select the highest-ranked firm/team; that is, the firm/team, which is in the sole opinion of the City, the best fit for the Project. The City will enter into negotiations with that firm/team to develop a detailed Scope of Work, budget and schedule. In the event the negotiations do not result in mutually acceptable terms and conditions, the City will enter into negotiations with the next highest-ranked firm/team, and so forth until the City is able to enter into a contract with a willing qualified firm/team.

The City needs to have this work begin immediately upon issuance of Notice to Proceed, in order to use the deliverables to support the City's application for federal funding, which may include an EDA ARPA Travel, Tourism and Outdoor Recreation grant application due in late 2021/early 2022.

Sealed proposals must be received by the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska by **4:30 p.m., Thursday, October 14, 2021**. Proposals received after the time fixed for the receipt of proposals shall not be considered. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

An electronic copy of the RFQ and Plan Holder Registration forms are available online at <http://www.cityofhomer-ak.gov/rfps>.

Direct inquiries regarding the Scope of Work or clarification of the RFP in writing to:

Julie Engebretsen, Deputy City Planner  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
Phone: (907) 299-9354  
Email: [jengebretsen@ci.homer.ak.us](mailto:jengebretsen@ci.homer.ak.us)

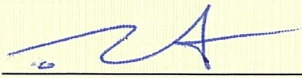
Direct general RFP and proposal submission inquiries in writing to the City Clerk's Office, 491 E. Pioneer Avenue, Homer, AK 99603; Phone (907) 235-3130; Email [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us).

The City of 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 and the City's needs.



Dated this 27<sup>th</sup> day of September, 2021.

CITY OF HOMER



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Robert Dumouchel, City Manager

Publish: Homer News – September 30, & October 7 2021  
Ad # 21-094 Acct# 100-0110-5227



A photograph of a park setting. In the foreground, a paved path curves through a grassy area with several large, leafy trees. A person wearing a white shirt and dark pants is pushing a stroller along the path. To the right of the path, a red and grey tent is pitched on the grass, partially sheltered by a large tree. The background shows more trees and a fence.

## ADDRESSING HOMELESSNESS IN PARKS: AN INCLUSIVE PRACTICES GUIDE





Studio 364 - 401 Richmond St. W, Toronto O.N. M5V 3A8, Canada

Website: [880Cities.org](http://880Cities.org) Email: [info@880cities.org](mailto:info@880cities.org)

Facebook: [/880CitiesOrg](https://www.facebook.com/880CitiesOrg) Twitter: [@880Cities](https://twitter.com/880Cities)

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880 Cities is a non-profit organization based in Toronto, Canada that is dedicated to contributing to the transformation of cities into places where people can walk, bike, access public transit and visit vibrant parks and public places. The 880 Cities approach is to engage people and communities across multiple sectors to inspire the creation of cities that are easily accessible, safe and enjoyable for all.



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#### **CREATED WITH SUPPORT FROM AARP**

601 E. Street NW, Washington, D.C. 20049, United States

Websites: [AARP.org](http://AARP.org) and [AARP.org/Livable](http://AARP.org/Livable) Email: [Livable@AARP.org](mailto:Livable@AARP.org)

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AARP is the United States' largest nonprofit, nonpartisan organization dedicated to empowering people 50 or older to choose how they live as they age. With nearly 38 million members and offices in every state, Washington D.C., Puerto Rico and the U.S. Virgin Islands, AARP strengthens communities and advocates for what matters most to families, with a focus on health security, financial stability and personal fulfillment. The AARP Livable Communities initiatives programs include the AARP Network of Age-Friendly States and Communities and the annual AARP Community Challenge "quick-action" grant program.

# EXECUTIVE SUMMARY

**A**s of 2019, the United States had over half a million people who were without a home on any given night, and **older adults aged 55+ quickly became the fastest-growing group to experience homelessness.** The aged homeless population is growing rapidly and is projected to continue growing for the next decade.<sup>1</sup>

While the national homelessness crisis existed well before COVID-19, the pandemic has exacerbated this rising challenge. With access to safe shelters and social supports facing increasing demands and pressures, people experiencing homelessness are turning ever more to parks and public spaces for refuge.

In 2018, 880 Cities partnered with AARP and The Trust for Public Land to publish *Creating Parks and Public Places for People of All Ages*. Since the release of that publication, individuals

and organizations involved in programming, managing, and designing parks have sought more specific guidance on better solutions for unhoused people living in parks and public spaces.

This document equips readers with vocabulary, evidence, and promising practices that can support their efforts to develop more inclusive approaches to homelessness in parks, for the ultimate benefit of public space for all users.

The policy and good practice recommendations below are informed by interviews with subject matter experts, park managers, frontline service providers, and researchers. We've also highlighted findings and statistics from academic literature, government reports, and publications from nonprofit organizations that focus on housing policy, serve the homeless population, and/or focus on eradicating homelessness.



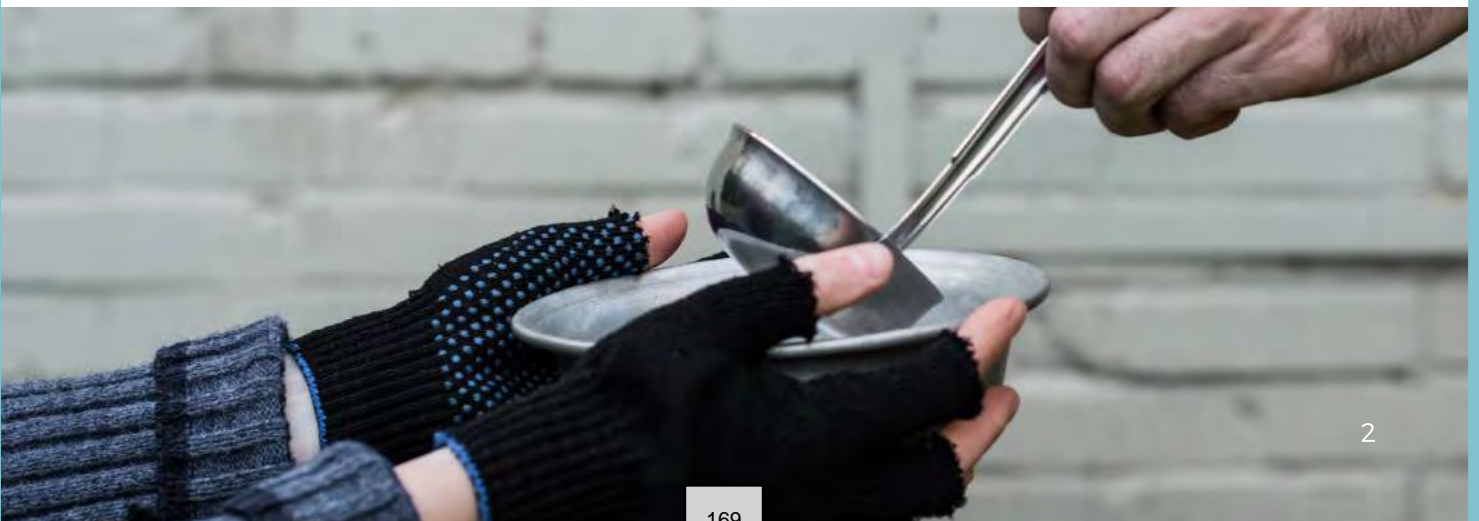
## EXECUTIVE SUMMARY

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The following issues and recommended responses are outlined in the document:

- 1** **Issue:** Misconceptions, Stigma, and Bias  
**Response:** Reframe on Human Rights, Educate, and Train
- 2** **Issue:** Criminalization and Forced Removal  
**Response:** Trauma-Informed Approaches and Coordinated Social Supports
- 3** **Issue:** Traditional Parks Planning and Consultation Is Exclusionary  
**Response:** Inclusive Engagement, Activities, and Programming
- 4** **Issue:** Hostile Architecture and Design  
**Response:** Design for Dignity
- 5** **Issue:** Siloed, Disconnected, and Underfunded Services and Supports  
**Response:** Integrated and Coordinated Responses, Partnerships and Investment
- 6** **Issue:** A Legacy of Discriminatory and Unjust Policies  
**Response:** Evaluate and Reform Policies with an Equity Lens

City leaders must look at ways to support social and economic recovery from the pandemic, and parks and public spaces will play a critical role. **The time to act is now.**



# INTRODUCTION

**T**he rate of unsheltered homelessness has been trending upward since 2016, well before the COVID-19 pandemic.

The pandemic only worsened the homelessness crisis. One way was by adding new challenges for people experiencing homelessness. Access to shelters, respite centers, public washrooms, and places to warm up all but ended during the initial phases of the pandemic. Parks and public spaces thus played an increasingly important role for those lacking not only shelter but access to social services.

**17 OF 10,000**  
AMERICANS EXPERIENCE HOMELESSNESS  
ON ANY GIVEN NIGHT\*



**32% INCREASE**  
OF OLDER ADULTS WILL  
EXPERIENCE HOMELESSNESS  
FROM 2017-2026\*

## PROJECTION OF HOMELESS SENIORS BY CITY:

### NEW YORK




**165%** 

2017-2030\*

### BOSTON



**174%** 

2017-2030\*

### L.A. COUNTY



**196%** 

2017-2030\*

\*Statistics reflect U.S. homeless rates prior to the COVID-19 pandemic  
(National Alliance for Ending Homelessness, 2020; Culhane, et. al., 2019)



## INTRODUCTION



The retreat to parks and public spaces by people experiencing homelessness is a symptom of deep-rooted inequities and policy failures that must be addressed.

### The root causes of homelessness include:<sup>2</sup>



**Low Wages and Precarious Employment**



**Lack of Affordable Housing**



**Lack of Affordable Healthcare**



**Domestic Violence**



**Mental Health**

Many cities have committed to ending chronic homelessness by investing in safe, affordable, and supportive housing for all residents along with well-resourced supports and social services.

While investing in great parks and public spaces cannot solve chronic homelessness, there are important approaches advocates, planners, parks managers and policymakers can take to better address the issue of homelessness in parks.

We do not have to accept that homelessness is an inevitable aspect of modern society. This document highlights some promising approaches to this growing challenge.



# WHAT IS HOMELESSNESS?

**H**omelessness can be both visible and invisible. It is not limited to the occupation of a park or public space via a tent and sleeping bag but can also refer to nomadic campers in RVs and trailers, those chronic couch surfers, or those taking up residence in shelters or utilizing other overnight support services.

Homelessness is also not just an urban or park-specific issue. It spans the urban, suburban, and rural divide.

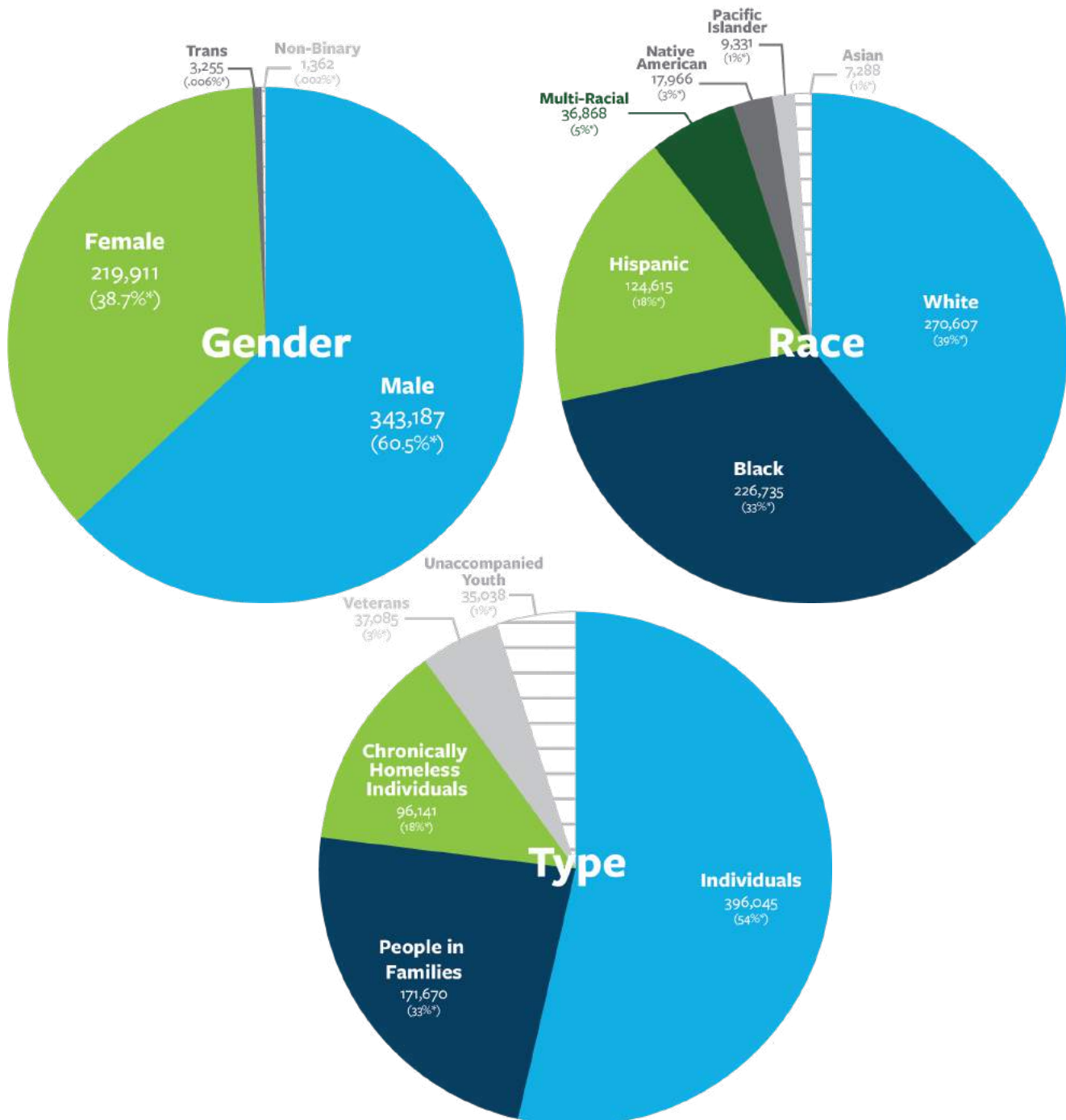
Homelessness can be found among people of all ages, genders, racial backgrounds. The struggles associated with homelessness can be compounded for folks of intersecting identities where, for whom racism, sexism, and ableism can multiply the difficulties of accessing social services. Women; gender diverse folks, Black, Indigenous, and people of color (BIPOC); and older adults all experience homelessness in different ways and face a range of barriers in accessing support.





# HOMELESSNESS BY THE NUMBERS

The following graphs display key demographics and types of homelessness across the United States. These graphs include observed rural homelessness, but hidden homelessness and couch surfing are not captured by the data nor by traditional census estimations.



\*Based on Total Population of People Experiencing Homelessness  
(National Alliance to End Homelessness, 2020)



# THINKING OF THE FUTURE

**A**ddressing homelessness in parks begins with understanding what perpetuates homelessness in our parks and public spaces, policies, and societal attitudes.

The section below introduces key issues, concrete actions, and case studies from cities across North America.

It highlights promising approaches to parks management that acknowledge the unique and multifaceted challenges faced by those experiencing homelessness. It offers solutions that can create more inclusive parks and public spaces and more equitable communities overall.





## ISSUE 1: MISCONCEPTIONS, STIGMA, AND BIAS

**Stigma and bias** are intrinsically linked to the ways in which people experiencing homelessness are portrayed and mistreated in policy. The predominant yet misleading narrative about homelessness is that it is a product of poor life choices, made solely by the individuals themselves. It is often clouded with stigma and bias about substance use, mental illness, and poverty. However, homelessness is not an individual problem, but one rooted in policy failures and systemic injustices.

**Misconceptions** of people who experience homelessness have informed policy and service provisioning. Failing to acknowledge the root causes of homelessness—job instability, the lack of affordable housing, discriminatory policies, domestic violence—can focus efforts and investment on the wrong strategy. For example, when plans focus on counseling, job training, and drug and alcohol treatment without providing supportive housing, they do not result in measurable outcome; they waste important, finite resources. Housing and access to services must go hand in hand in order to move people out of homelessness.<sup>3</sup>

To challenge implicit and explicit biases, park management guides must acknowledge that language matters. People-first language puts human beings before labels or diagnoses. By saying someone is experiencing homelessness and not simply that he or she is homeless, you are describing something that person is going through rather than defining the person by their situation.

People experiencing homelessness are human beings with diverse experiences and motivations. They may want to spend time in parks for various reasons, including:

- To enjoy the space like anyone else.
- Shelter rules requiring them to leave during the day.
- Lack of safe shelter beds.



## RESPONSE: REFRAME FOCUS ON HUMAN RIGHTS: LEARN, EDUCATE, AND TRAIN

Adopting a **Human Rights** approach to park management emphasizes the right of people experiencing homelessness to exist in public spaces and to have their basic needs met.<sup>4</sup> A human rights approach seeks to hold all levels of government accountable for the health and well-being of people experiencing homelessness.

Their displacement and forced removal from parks and public spaces contradicts the United Nations' Special Report on the Right to Adequate Housing<sup>5</sup> and should not be a policy in any community.

### ***Guidelines for the Effective Implementation of the Right to Housing Elaborated under International Human Rights Law (UN General Assembly, December 2019)***

- |          |   |           |  |
|----------|---|-----------|--|
| <b>1</b> | Guarantee the right to housing as a fundamental human right   | <b>9</b>  | Ensure gender equality in housing and land   |
| <b>2</b> | Take immediate steps to ensure the progressive realization of the right to adequate housing                         | <b>10</b> | Ensure the right to adequate housing for migrants and internally displaced persons   |
| <b>3</b> | Ensure meaningful participation in the design, implementation and monitoring of housing policies and decisions      | <b>11</b> | Ensure the capacity and accountability of local and regional governments for the realization of the right to adequate housing                      |
| <b>4</b> | Implement comprehensive strategies for the realization of the right to housing                                      | <b>12</b> | Ensure the regulation of businesses in a manner consistent with State obligations and address the financialization of housing                      |
| <b>5</b> | Eliminate homelessness in the shortest possible time and stop the criminalization of persons living in homelessness | <b>13</b> | Ensure that the right to housing informs and is responsive to climate change and address the effects of the climate crisis on the right to housing |
| <b>6</b> | Prohibit forced evictions and prevent evictions whenever possible   | <b>14</b> | Engage in international cooperation to ensure the realization of the right to adequate housing   |
| <b>7</b> | Upgrade informal settlements incorporating a human rights-based approach  | <b>15</b> | Ensure effective monitoring and accountability mechanisms  |
| <b>8</b> | Address discrimination and ensure equality  | <b>16</b> | Ensure access to justice for all aspects of the right to housing   |

## RESPONSE: REFRAME FOCUS ON HUMAN RIGHTS: LEARN, EDUCATE, AND TRAIN

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Community leaders can reframe their approach to addressing homelessness in parks by first acknowledging that people experiencing homelessness are legitimate park users. Parks Master Plans and Age Friendly Parks and Public Spaces Strategies, and Youth and Senior Strategies rarely identify people experiencing homelessness as a user group with specific needs to address. Many communities aspire to create parks and public spaces for “all” yet through their policy language fail to acknowledge people experiencing homelessness as included under this umbrella. In some cases, the forced removal of people experiencing homelessness is often justified by citing the importance of “safety of all park users,” the underlying assumption being that the safety concerns and needs of people experiencing homelessness are not included or somehow less valid.

To create parks that are safe and comfortable for everyone, we need to acknowledge that people in parks have diverse safety concerns. We also must acknowledge that the perception and experience of safety will vary, depending on people’s social status and intersecting identities (age, ability, gender, gender expression, race, ethnicity, cultural background, income, and housing security status).

People experiencing homelessness are often criminalized and excluded from public parks based on false assumptions that they may commit a violent crime. There is no evidence to indicate this is the case. On the contrary, people experiencing homelessness are more likely to be a victim of violent crime.<sup>6</sup> Women experiencing homelessness are at an even higher risk of violence and sexual abuse than men.

**Training and educating** parks advocates, policymakers, community leaders, residents, elected officials, and local business owners can help build more inclusive policies and practices for addressing homelessness in parks by using an anti-othering approach.

Encourage decision-makers to get out of their comfort zones and listen to the experiences of people undergoing homelessness and the trained frontline workers who actively support and provide care to the homeless population.

Building the language and skills of anti-oppression and creating space for self-reflection around biases can empower park managers, advocates, and elected officials to play a role in elevating understanding and educating the public on the systemic drivers of homelessness.

For example, in Salt Lake City, Utah, a public education campaign was championed by the Parks and Recreation Department. The campaign sought to challenge misconceptions and respond to public concerns and complaints about the presence of people experiencing homelessness in parks. The talking points and public statements included the following:

- Everybody is welcome to use parks and public spaces for recreation, relaxation, rest, and leisure.
- Those experiencing homelessness are part of our community.
- Depending on individual circumstances and available community resources, securing housing can take longer than six months.<sup>7</sup>

These perspectives and insights can bolster support for permanent solutions that end chronic homelessness through Housing First policies and investments.

Creating inclusive parks and public spaces cannot be decoupled from housing justice. Advocating for safe “parks for all” should be synonymous with advocating for housing and human rights.





## ISSUE 2: CRIMINALIZATION AND FORCED REMOVAL

The razing of homeless encampments, known as “sweeps,” is violent and cruel yet is still one of the most common “solutions” cities pursue to address homelessness in parks. In many jurisdictions, police strictly enforce local ordinances covering acts such as jaywalking, loitering, and public urination. Current ordinances also **criminalize** basic service provisions for people experiencing homelessness in parks. In San Jose, California, providing food to people in parks who are experiencing homelessness is a violation of a local ordinance (Solis, 2021).

BIPOC (Black, Indigenous, and people of color) and gender-diverse individuals and families are also more likely to experience over-policing in parks and public spaces and to face additional barriers to access to services.

The **forceful removal** of people experiencing homelessness from public parks under the guise of safety is counterproductive. It often makes an already vulnerable population even more vulnerable by pushing them into more and more isolated and unsafe areas. Park managers in Salt Lake City said the removal of people experiencing homelessness has resulted in their relocation to another area in the park, where the process of displacement then starts all over again.

This is a costly process that does not benefit park users of any socioeconomic status. The removal of tents and sleeping bags from parks is a response to the symptoms of homelessness that can further jeopardize the precarious circumstances of people experiencing homelessness.



**“I don’t think that throwing all of our public lands’ resources into addressing homeless camps is the best approach, it seems like a cyclical problem, and it’s not a permanent improvement. People tend to overreact about the impact of homeless camps on our property, and a large part comes from a somewhat irrational fear of people who are different because they don’t have a home. If we could just be a little more comfortable with the existence of homeless people in our society, we could put money into things that are more positively impactful for everyone.” - Park Manager, Salt Lake City, Utah (National Recreation and Park Association, 2019).**





## RESPONSE: TRAUMA-INFORMED APPROACHES AND COMPASSIONATE ALTERNATIVES TO ENFORCEMENT

While forcibly removing people experiencing homelessness is not the appropriate solution, neither are permanent encampments. Living in encampments is unsafe for people experiencing homelessness and can negatively impact nearby residents' ability to use and enjoy the park or public space. The goal for any city addressing encampments and homelessness in parks should be to work collectively and, at the speed of trust, to get the people experiencing homelessness the housing and support they need.

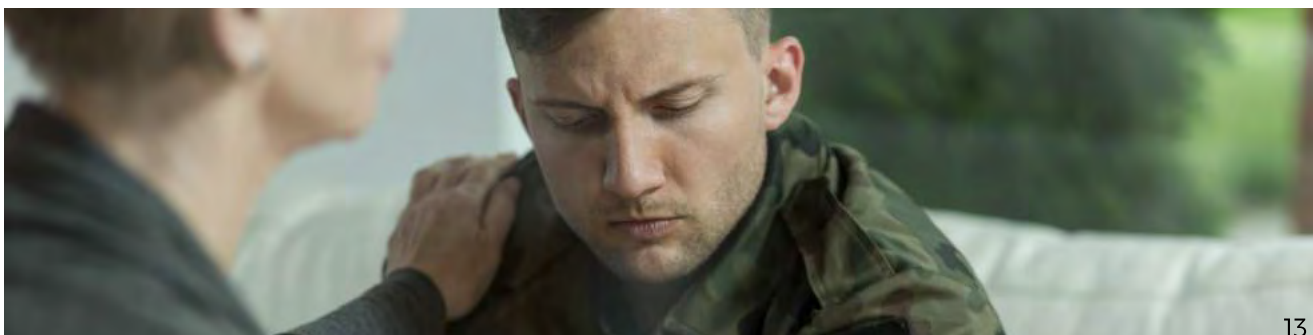
Policing and enforcement will not resolve homelessness; only compassion, social services, and housing will. Innovative approaches are needed, with support and outreach based on empathy, trust-building, and inclusive engagement rather than punishment and displacement.

**Trauma-informed care** is what's needed. That means acknowledging that people experiencing homelessness often have a history of trauma. People working in park management should be trained in trauma-informed approaches, which focus on creating environments of healing and recovery and creating an organizational culture of understanding and respect and appropriately responding to the effects of

trauma. Removing tents and the belongings of a person experiencing homelessness can compound trauma and does not foster the compassion and trust that the public realm should embody.

Veterans are overrepresented in the homeless population and often have invisible wounds of war such as post-traumatic stress disorder. This is only exacerbated by the lack of affordable housing. The U.S Department of Housing and Urban Development's Veterans Affairs Supportive Housing program, which provides permanent supportive housing and supportive programs to veterans, has proved effective in reducing homelessness among this population.<sup>8</sup>

The City of Boston's Department of Health, in collaboration with the city's Healthcare for the Homeless Program, has used a trauma-informed approach when assisting those experiencing homelessness. This collaboration introduced street outreach workers who are trained in trauma-informed care with special considerations for LGBTQ+ youth. Understanding that the struggles of people experiencing homelessness are unique to the individual and that their situation is rooted in trauma is key to challenging broad misunderstandings of the causes of homelessness (Keuroghlian, 2021).



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## RESPONSE: TRAUMA-INFORMED APPROACHES & COMPASSIONATE ALTERNATIVES TO ENFORCEMENT

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Both human rights and trauma-informed care can be adapted to park management, policy, and planning. Park managers in Salt Lake City have partnered with service providers to connect people experiencing homelessness to shelter and housing supports and have moved away from their former policy of displacement.

Many cities across the U.S. have halted sweeps during COVID-19 with shelters closing and people having nowhere else to turn. Many cities implemented emergency measures, moving people experiencing homelessness into hotels and other temporary facilities. Building on these precedents, the communities that took swift action and created more spaces for people experiencing homelessness can re-evaluate the use of restrictive and oppressive policies, ordinances, and criminal enforcement.

Police should not be first responders for people experiencing homelessness unless there are emergencies pertaining to those people's or others' physical well-being. Police officers and first responders should be given training in trauma-based approaches to ensure that interactions are productive.

In Toronto, Ontario, **Street Outreach** teams have adopted an approach that combines compassion and service provision. Street Outreach workers are armed with Naloxone, knowledge, training, and connections to social services and resources as they walk through parks and public spaces where people experiencing homelessness gather. The support of outreach workers in getting simple items like documentation, accessing a computer, or making phone calls for their clients can make all the difference in helping people overcome homelessness.<sup>9</sup>



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## ISSUE 3: HOSTILE ARCHITECTURE AND DESIGN

Parks and public spaces featuring **hostile architecture** were designed to control or repel certain groups of people who are perceived as undesirable. Hostile architecture includes benches that prevent people lying down, spikes on curbs and corners to prevent camping and panhandling, and bollards and boulders to prevent the erection of tents. Hostile architecture and design also includes the installation of blue lights in washrooms to discourage intravenous drug use, timed

washroom use with automated door openings, and fees for seating.

Making a place hostile means making it harder for everyone to enjoy the park or public space. This erodes public life and means many of our parks are failing to live up to their potential. Communities need to embrace inclusive design and management if they want to fully reap the many benefits parks and public spaces can provide to community health and well-being.

## RESPONSE: DESIGN WITH DIGNITY

**Designing with dignity** means that parks and public spaces should project a sense of belonging and ownership to all. People experiencing homelessness can coexist in a park with local residents and visitors, and inclusive design plays a key role in facilitating that.

*Pershing Square Park* in downtown Los Angeles, California, underwent redevelopment in an attempt to remove people experiencing homelessness through hostile architecture. But the desolate nature of the redesign deterred many other users in the process. More recent adaptations have acknowledged the diversity of users of this space and have included open sight lines, and multigenerational programming year-round. The addition of shade, cafes, and water features in the design ensures the comfort of all users (Gabel-Scheinbaum, 2017).



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## RESPONSE: DESIGN WITH DIGNITY

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Designing parks and public spaces for dignity does not require large capital investments but can, rather, be done by adding a touch point to access services.

**Atlanta's Woodruff Park** has a case manager committed to meeting the needs of people experiencing homelessness. Rather than ignoring them or attempting to force them from the park with hostile architecture, the case manager uses a colorful mobile cart to bring comfort to uncomfortable situations. The cart serves as a hub for tourist information and provides board games and materials for other

activities for all park users. The cart provides a place for people experiencing homelessness to connect with social services as part of a partnership with HOPE Atlanta. The cart and social services are part of Atlanta's Housing First strategy (Madison, 2021).

Designing for dignity is a recognition that people experiencing homelessness and housing insecurity will always inhabit parks and public spaces and that hostile design will never resolve the root causes of homelessness.



Photo: Soloman, 2020.

## HOW TO DESIGN WITH DIGNITY

Park designs should be inclusive for all users, including those experiencing homelessness. To design a space with dignity for all, the following approaches should be adopted:

- 1** Remove hostile architecture and amend or replace such elements with infrastructure that supports safe and comfortable activity for all users to stay.
- 2** Introduce year-round washrooms, water fountains, hand washing, and sanitation facilities. Part of designing for dignity is to acknowledge the human needs of all parks users. Fitting parks with washrooms creates a quality space for people experiencing homelessness, but also for pregnant and menstruating women, small children, older adults, and others.
- 3** Signage and ordinances that “close” a park at certain times or prohibit loitering are exclusive and discriminatory toward people experiencing homelessness. Parks and public spaces can be made more welcoming by creating signage and public art that clearly indicates the space is open for everyone. Lighting and rainbow flags are common symbols that folks from the LGBTQ2S community have embraced as symbols that help make a space inclusive.





## ISSUE TRADITIONAL PARKS AND DEVELOPMENT

### 4: CONSULTATION IS EXCLUSIONARY

Cities have often structured their traditional consultations in a way that favors certain segments of the population over others.

**Public consultations** like town hall meetings, public hearings, and deputations at city hall **do not tend to meet the needs of underserved and underrepresented voices.**

The development of affordable housing, shelters, and support services often meets significant opposition during community consultation processes, which paradoxically exacerbates homelessness. The term NIMBY (“not in my back yard”) is used to reflect community opposition to any sort of supposedly undesirable development or presence in a neighborhood. This phenomenon is connected to predominant social attitudes and stigmas around people experiencing homelessness. (See Issue 1: Misconceptions, Stigma and Bias pg 8.)

Exclusionary zoning policies and practices also keep affordable housing out of certain neighborhoods through land use and building code requirements that further entrench racial and economic segregation and exclusion.

The financialization of housing has also further cemented housing as a commodity or financial asset as opposed to a public good and human right.<sup>10</sup>

Similarly, the presence of people experiencing homelessness in parks can elicit strong opposition from residents worried that the presence of unhoused people will decrease property values, negatively impact local businesses, and/or lead to a decline in quality of life and enjoyment of the public space.





## RESPONSE: INCLUSIVE ENGAGEMENT, ACTIVITIES, AND PROGRAMMING

Building relationships with a variety of stakeholders is a vital way of getting them to support affordable housing and social inclusion in parks and public spaces.

**Multifaceted engagement** is the key. That can include walk audits, site visits, community workshops, focus groups, and interviews. By employing such tactics, park and public space planners can directly address safety and accessibility concerns raised by residents, local businesses, shelter representatives, and park managers. This engagement must include ongoing dialogue, transparent and proactive planning, and community organizing. Ultimately, it will lead to improved safety, positive social interactions, and greater comfort for all users.

People experiencing homelessness are members of the community and therefore important stakeholders in the process of improving parks and public spaces. Danish artist and social activist Kenneth Balfelt describes them as “super users” of parks. Through his work, Balfelt seeks to include people experiencing homelessness as co-producers in the design of public spaces, and acknowledges that they have intimate knowledge and expertise on how parks function, and how they can be improved.<sup>11</sup>

Engagement with people experiencing homelessness can also occur through programs and activities that respond to their needs: free Friday night suppers, game nights, affordable food markets, clothing exchanges, free bicycle repair, free yoga or tai chi classes, star gazing. Anyone can benefit from such park programming. In Los Angeles County, Parks After Dark<sup>12</sup> offers free after-hours arts and health workshops, movies, and live music. People of all ages are encouraged to participate. The program is used as a crime prevention strategy and a way to create a sense of welcome for all.

Building trust and creating meaningful relationships with those experiencing homelessness is key to moving forward. However, that requires patience and time. It can take weeks, months, or even years. Pride, mental health, addiction, trauma, and broken trust often prevent people from asking for or accepting help. Park staff who will be interacting with people experiencing homelessness must be properly trained. (See trauma-informed approaches, page 13.) Deadlines for forced removal can immediately erase any trust that may have been established with frontline case workers and social service providers.



## **ISSUE** 5: SILOED, DISCONNECTED, AND UNDERFUNDED SERVICES AND SUPPORTS

Many cities and agencies are siloed in their efforts when dealing with issues surrounding homelessness. While homelessness is evident in parks and public spaces, park managers do not often have the funding, capacity, or proper training to address the issue holistically.

Supports and social services are often found in larger cities but may not be accessible to people experiencing homelessness in rural places. Data on rural homelessness is often inaccurate because in cities it is typically compiled by researchers who walk through communities and manually count those

visibly experiencing homelessness. In rural communities, those experiencing homelessness are often invisible because they rely on family and friends for support and a place to stay.

A lack of public transportation creates an imposing barrier for those experiencing homelessness in rural areas. There, homelessness is described as more transient compared with urban areas. Federal funding to social services is dependent on these counts, leaving rural areas at a disadvantage. In rural contexts, integrated and coordinated supports are harder to come by.

## **RESPONSE:** INTEGRATED AND COORDINATED RESPONSES, PARTNERSHIPS, AND INVESTMENT

Parks departments should work hand in hand with service providers and shelter services to provide integrated services that move people into places where they feel safe and help them access any services they need.

Cities need to take an active approach to homelessness. That includes creating strong partnerships with internal departments and external groups like nonprofits, private organizations, and religious affiliates to connect people experiencing homelessness to needed

services. Local governments can partner with service providers to amplify access to programs for people experiencing homelessness.

For example, the lack of photo identification is a major barrier for many people experiencing homelessness, preventing access to jobs or signing leases for housing. Connecting people who are living in parks with legal aid can make a critical difference in their ability to access stable living accommodations.



## RESPONSE: INTEGRATED AND COORDINATED RESPONSES, PARTNERSHIPS, AND INVESTMENT

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The City of Denver partnered with Bayaud Enterprises, an employment-services organization, to create Denver WorkDays. The program secures full-time, seasonal employment in park maintenance for those experiencing homelessness or precarious housing and also for people with criminal records. This partnership also provides a connection to external housing and rehabilitation services (Bayaud Enterprises, 2021).

The City of Seattle's JustCARE model program eliminates encampments without displacement or the use of police, focusing instead on coordinated support services. JustCARE is a novel collective impact model that simultaneously reduces unsheltered homelessness, barriers to health care, and the harm caused by the criminal legal system—even as it improves public safety and quality of life. The program was started in the summer of 2020 by several community partners and provides interim housing to people contending with unstable income, homelessness, substance use disorders, unsupported mental health disabilities, or criminal-justice issues.

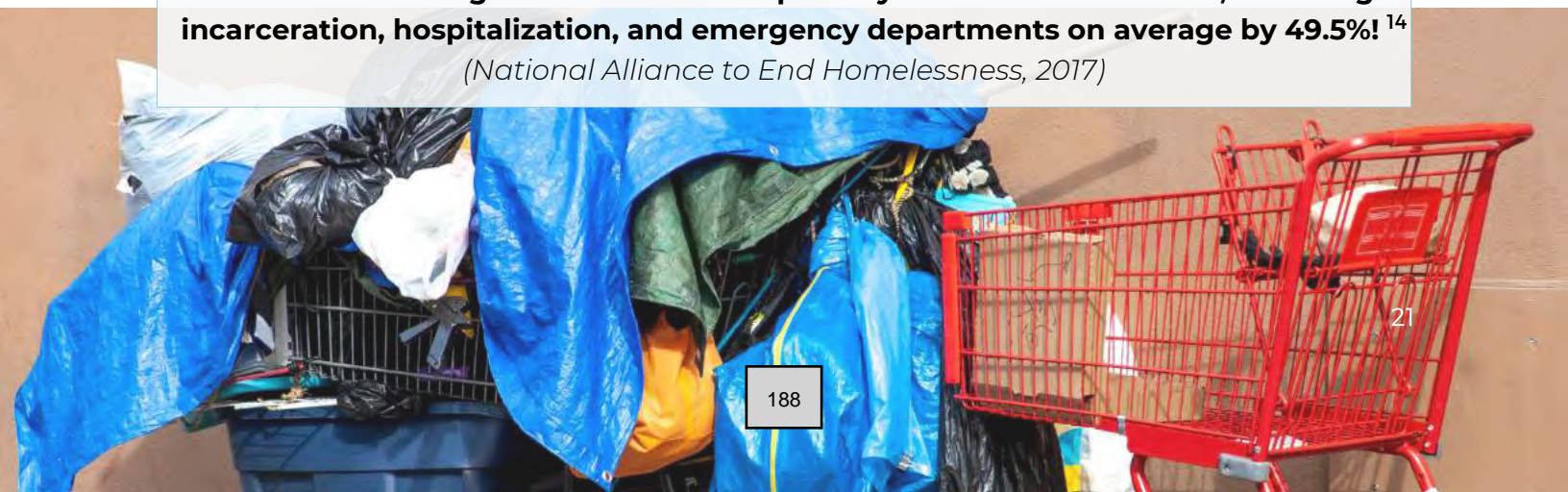
Throughout its operations, JustCARE draws on the harm reduction philosophy, focuses on building constructive and trusting relationships, and employs a racial equity lens to ensure that the intervention mainly benefits Black, Indigenous, and other people of color.<sup>13</sup>

JustCARE improves individual and neighborhood safety by moving people from encampments to hotels. Participants and community partners alike report high levels of satisfaction with this aspect of the intervention. JustCARE outreach teams also coordinate care and support for people whose behavior disturbs neighbors but who cannot be placed in hotels. Their overarching goal is to reduce harm and improve quality of life for all concerned parties.

Elected leaders in both urban and rural communities need to support measures to invest in proper housing, services, and support for people experiencing homelessness within municipal, state and federal budgets. There is a higher cost to society in doing nothing.

**A chronically homeless person costs taxpayers an average of \$35,578 per year. Permanent housing reduces the use of publicly funded crisis services, including incarceration, hospitalization, and emergency departments on average by 49.5%! <sup>14</sup>**

*(National Alliance to End Homelessness, 2017)*



## ISSUE A LEGACY OF DISCRIMINATORY AND UNJUST 6: POLICIES

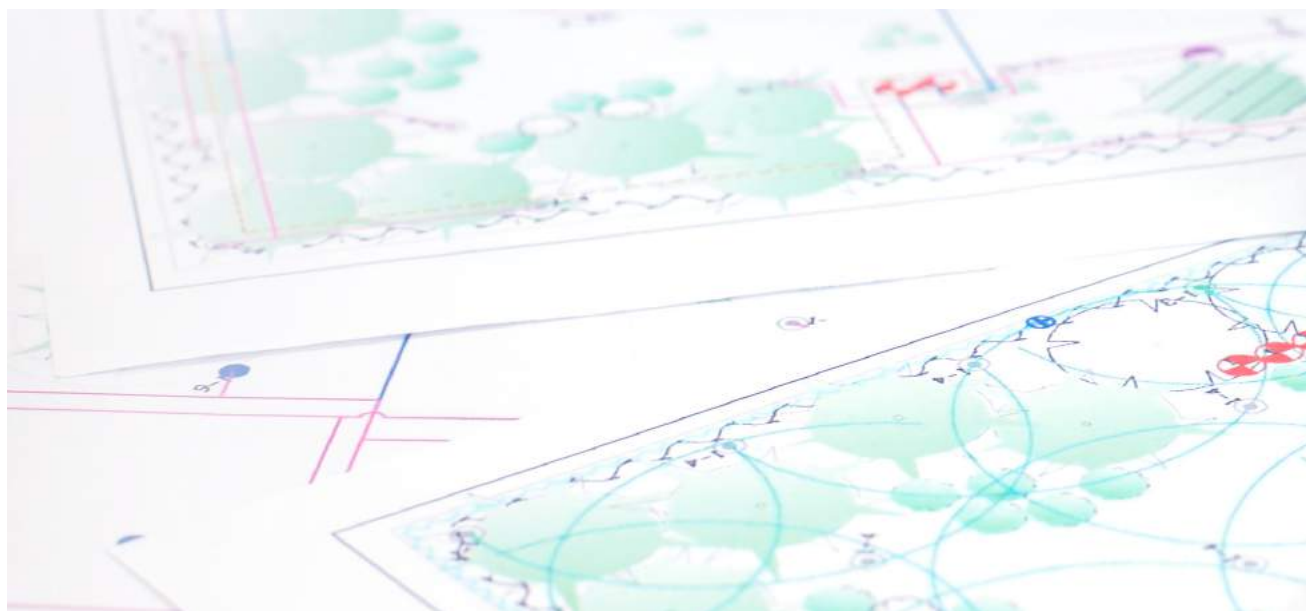
Homelessness materializes in parks and public spaces due to several failures in public policy. Racist housing policies and practices that discriminate against Black, Indigenous, and people of color, such as redlining, exclusionary zoning, discriminatory mortgage lending, and segregation have had wide-ranging effects on who has and has not benefited from homeownership and the right to safe, adequate, and affordable housing.

People living with disabilities are also at a higher risk of experiencing homelessness and facing additional barriers to housing and employment and are more likely to be living in poverty.

Native Americans have the second highest rate of homelessness among racial and ethnic groups. However, detailed data is limited!<sup>15</sup> Colonization and the effects of intergenerational trauma have shaped the experiences of Native Americans experiencing housing insecurity and homelessness.

The fight for safe, adequate of housing is a longstanding issue tied to **deep-rooted inequitable policies** in housing, development, and transportation. Also relevant are the interconnected systems that perpetuate inequities and marginalization, including criminal justice, child welfare, and health care. These systems do not provide equitable access and can compound and exacerbate the vulnerability and risk of homelessness for people of color, women, LGBTQ2S, people with disabilities, and low-income people.

People experiencing homelessness have been systematically failed by their institutions and families, and this fact needs to inform the ways in which social services are designed. They can perpetuate broken trust, and shelters can create barriers and restrictions for access, which has often fueled the retreat to parks and public spaces by people experiencing homelessness.



## RESPONSE: EVALUATE AND REFORM POLICIES WITH AN EQUITY LENS

Municipal governments must evaluate and reform policies, strategic documents, and public space plans through an equity and anti-racist/anti-othering lens.

Systemic racism and marginalization have impacted policies in housing policy and planning, parks and public space design, and transportation planning and investment. Culturally relevant services, cultural representation in frontline staff, and cultural competency and training are particularly important when working with equity-deserving groups, including Black, Indigenous, and people of color folks.

Superintendent Ed Solis of the City of San Jose's Parks and Recreation Department noted in a 2021 interview that people experiencing homelessness have needs

pertaining to their individual position, belief system, previous trauma, abilities, and more. He believes relationship building is important in the creation of an individualized response to people experiencing homelessness and that the resulting relationship can foster trust.<sup>16</sup> The City of Albuquerque's Office of Native American Affairs has created a Native American Homelessness Task Force. The task force has worked closely with external partners such as First Nations Community Healthsource to ensure culturally relevant service provision and amenities to the affected populations.<sup>17</sup>

Albuquerque's Homelessness Task Force, a part of the city's Office of Equity and Inclusion, evaluates existing policies through an anti-racist and equity lens.

Some of the priorities identified by the task force are:<sup>18</sup>

- Appointing a tribal liaison for the city to directly coordinate with tribal leadership and programs.
- Developing and delivering cultural humility training to service providers and other city employees who interact with Native Americans.
- Developing mechanisms to foster collaboration and develop connections between programs for Native American families and individuals.
- Identifying additional funding for caseworkers assist Native American homeless people.
- Initiating public-private-tribal partnerships to increase public housing for Native Americans on the verge of homelessness.
- Developing a resource directory of existing programs and services available to all homeless persons that also highlights programs and services specifically for Native Americans.



## RESPONSE: EVALUATE AND REFORM POLICIES WITH AN EQUITY LENS

Don't accept homelessness as inevitable. Cities and communities can commit to eliminating homelessness by setting ambitious goals and targets and embracing Housing First policies. Such policies aim to get people out of homelessness and into housing as quickly as possible without preconditions such as sobriety programs, drug tests, or criminal reference checks. Cities like Helsinki, Finland, have proved this can be successful and have significantly reduced homelessness with radical reforms that included Housing First policies coupled with social support.<sup>19</sup>

Research published by the Urban Institute in 2021 points to success stories in Denver, Colorado. The Denver Supportive Housing Social Impact Bond Initiative (Denver SIB) was launched in 2014, providing supportive housing through a Housing First approach. Funding came from private investors through a social impact bond, along with public dollars from Medicaid and housing assistance programs. Innovative pay-for-success financing helped fund housing for hundreds of individuals experiencing chronic homelessness and frequent interaction with police, jails, and emergency rooms. The five-year findings show most people stayed in the supportive housing in the long term and their police interactions went down.<sup>20</sup>



# CONCLUSION

Investing in great parks and public spaces cannot solve the issue of chronic homelessness. However, communities do have a choice to stop the rising tide of homelessness, which disproportionately impacts our senior population.

We know the proven solutions to ending chronic homelessness. This document provides promising approaches for addressing homelessness as it becomes more visible and prevalent in our parks and public spaces. Those approaches involve viewing the problem through equity and human rights lenses.

People experiencing homelessness are human beings deserving of respect and dignity. They are legitimate park users with needs that can be addressed through compassionate approaches that focus on trust building, individualized support, and access to safe, affordable housing.

**As cities and communities turn toward recovery from COVID-19, our parks and public spaces must embody a renewed commitment to creating healthy places where everyone belongs.**





# SPECIAL THANKS

Thank you to all those interviewed who helped inform this guide, your insight, advocacy and willingness have not gone unnoticed.

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**Dawn Begay** from The City of Albuquerque's Office of Native American Affairs

**Isaiah Curtis** from First Nations Community HealthSource

**Lauro Monterio** from Haven Toronto

**Kelvin Lassiter** from National Coalition for the Homeless

**Angie Lyon** from Hancock Hope House



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# Creating Parks and Public Spaces for People of All Ages

## A Step-by-Step Guide



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## 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.

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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.

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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.

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The Trust for Public Land's mission is to create parks and protect land for people, ensuring healthy, livable communities for generations to come. Every park, playground and public space created is an open invitation to explore, wonder, discover and play. The Trust for Public Land has been connecting communities to the outdoors and residents to one another since 1972. Today, millions of Americans live within a 10-minute walk of a park or natural area the organization helped create, and countless more visit those spaces every year.

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See page 41 for information about the front and back cover images.

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# Creating Parks and Public Spaces for People of All Ages

## A Step-by-Step Guide

By AARP, 880 Cities and The Trust for Public Land

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- Engage and Energize

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- Public Space Audit
- Public Space Field Study
- Programming Calendar
- Community Asset Map
- AARP Pop-Up Demonstration Tool Kit

### 40 5 Fun Facts About Having Fun

#### **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://www.aarp.org/LivableParks).**

## 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**

The 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

## 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, the global population of people age 60 or older is projected to nearly double to 2.1 billion.<sup>1</sup> By 2050, 1 in 5 Americans will be age 60-plus. By 2060, 25 percent of the entire U.S. population will be age 60 or older.<sup>2</sup>

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.<sup>3</sup>

- **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 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

The 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.



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.

<sup>1</sup> United Nations (2015), *World Population Aging Report*, [http://www.un.org/en/development/desa/population/publications/pdf/ageing/WPA2015\\_Report.pdf](http://www.un.org/en/development/desa/population/publications/pdf/ageing/WPA2015_Report.pdf)

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MELISSA STANTON, AARP

▲ Formerly an asphalt parking lot adjacent to Pittsburgh, Pennsylvania’s Schenley Park, Schenley Plaza 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. With the construction of the 5.2-acre deck park, which was completed in 2012, two parts of the city were reunited. Klyde Warren is now a gathering place from morning to night with “rooms” and activities for toddlers on up. Fun Fact: To prevent the park deck from becoming too heavy, it was built with foam blocks and special soil. (See page 7 to read more about Klyde Warren Park.)

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.



## 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.

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## 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](http://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.

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**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.<sup>3</sup>

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.

<sup>3</sup> "What Brings Children to the Park?" (2010), *Journal of American Planning Association*. <http://www.tandfonline.com/doi/abs/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.

**T**he 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.

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**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 Demonstration 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. Compare this with sprawling Los Angeles, where only 54 percent of the people live within a 10-minute walk of a park. Despite being the only U.S. city to meet the 10-minute goal, San Francisco continues to invest in its park portfolio by focusing on improving the walking and biking routes that connect people to their parks and other public spaces.

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## STRATEGY

# Put Pedestrians First

All journeys begin and end with a walk, and 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 also allows people to interact, which encourages a sense of belonging, pride and participation. Children and older adults especially benefit from walkable neighborhoods with strong connections to amenities and public spaces.

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.<sup>4</sup>

### 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.<sup>5</sup> Slower speeds, safe crossings and continuous sidewalks are key ingredients for connecting parks to the people who need them the most.

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

<sup>5</sup>“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.

**T**attnall 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.”

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**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 those in the city 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 facelift 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, in some places, 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.
- ▼ For decades, when Parkside Avenue—area residents wanted to spend time sitting in Fairmount Park, they had to carry folding chairs across the busy roadway.



ABBY SULLIVAN, FAIRMOUNT PARK CONSERVANCY



## 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.”

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**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

▼ It gets hot, very hot, in downtown Phoenix, Arizona. An easily accessible splash fountain in a commercial district plaza provides welcome relief from the heat — and some silly fun — for people of all ages and abilities.



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*

**W**hen 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 and part of a worldwide movement. In many places, semipermanent parklets are making regular

seasonal appearances. And communities of various sizes have established guidelines and permitting processes that both encourage parklets and regulate their placement. In Eureka, California, for instance, an 18-month pilot program led to parklets being allowed as permanent installations.

“The goals of this program are to enliven Eureka's streets, foster neighborhood interaction, and support local businesses,” the city explained on its website. “Through the creation and use of parklets, we hope to increase our ability as a City to balance the needs of people walking, riding bicycles, taking transit and travelling by car, provide spaces for people to gather and spend time enjoying the weather, and enhance the pedestrian streetscape in our commercial cores areas.”

Said Eureka's development director: “We're working really hard to be business-friendly, and one of the options we've come up with are parklets — where we encourage businesses to invest in the public space, create a place people can enjoy without any funds from the city being expended, and we try to make the process as simple as possible while creating really high quality places.”

**RELEVANT TOOL:** ParkServe, page 23



► **Parklets, like this 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.**



## 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 The 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 forestlike 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 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 The 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 Demonstration 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 states, cities, neighborhoods and even streets throughout 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.

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. (See below.) The results can be customized by choosing which categories to include in the calculation.

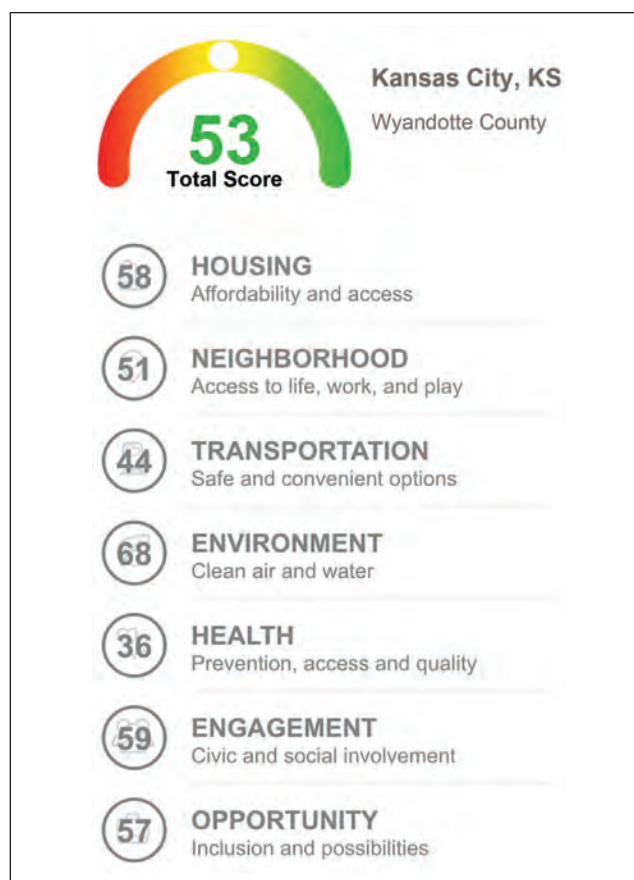
Location	
Total Index Score	
Housing	
Neighborhood	
Transportation	
Environment	
Health	
Engagement	
Opportunity	

## 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 (below left).

## ANALYZING THE RESULTS

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



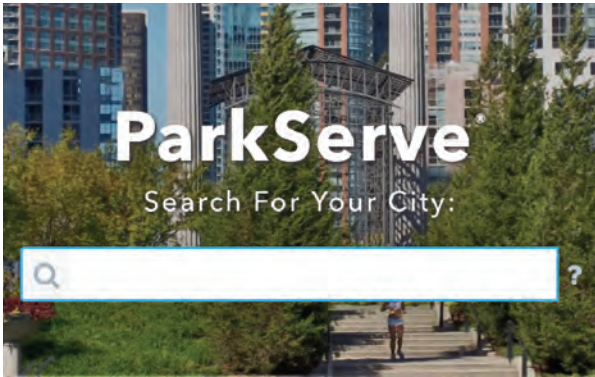
▲ To calculate livability scores, the **AARP Livability Index** uses more than 50 national data sources and 60 indicators spread across the seven categories at left. The example is a sample report.



Developed by The 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 the Deep Dive or Explore and Map Parks option. 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 Park Planning 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. If so, this data can be used to develop awareness and a sense of urgency about a parks project.
- 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, two-booklet resource. The main guide is for conducting do-it-yourself assessments; the second is for hosting walkability events or workshops and then leading others on a community walk audit.
- The data and documentation gathered during a walk audit can be shared with elected officials and municipal staff to help bring about needed change.

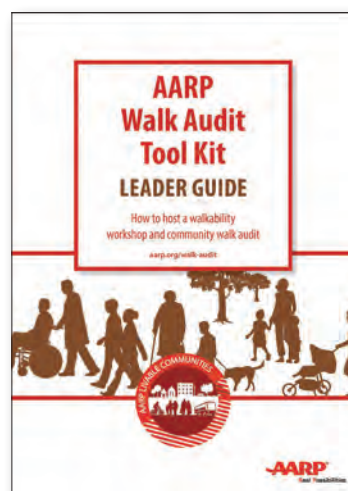
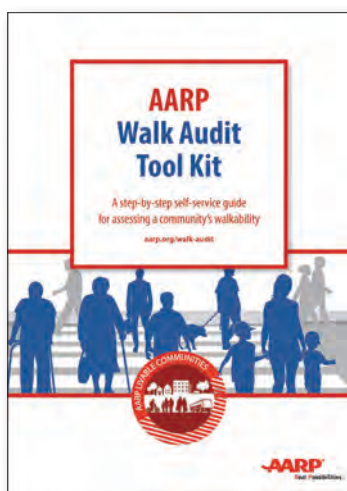
## **A walk audit can improve communities by:**

- Helping to create a pedestrian-friendly environment
- Increasing exercise opportunities for community members
- Fostering more social interactions among neighbors
- Reducing the need to drive
- Reducing traffic congestion and pollution
- Increasing property values

## **INSTRUCTIONS**

**A resident, community group or local leader can survey and report on the safety and walkability of a street, intersection or neighborhood by downloading or ordering the free AARP Walk Audit Tool Kit guides.**

Visit **[AARP.org/Walk-Audit](https://www.aarp.org/Walk-Audit)**





# PARK PLANNING TOOL

## Intercept Survey

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

### SUPPLIES NEEDED

- Pens (10)
- Clipboards (5-10)
- Intercept Survey Worksheets (50)

### 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. That can help identify common themes or specific needs of groups that may be underserved by the space.

*(Continued on page 26)*

► A 120-foot-long alley in downtown Camden, South Carolina, was uninviting. 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.

### 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



# 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? \_\_\_\_\_

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

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

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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? \_\_\_\_\_

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# 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 site'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.



MELISSA STANTON, AARP

▲ 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.

# 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? \_\_\_\_\_

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## 9. What challenges do you see for this location? \_\_\_\_\_

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## 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

### 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** *(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** *(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
Children (under 13)		
Teens (13–19)		
Younger Adults (20–39)		
Adults (40–64)		
Older Adults (65+)		

### Bicyclists

AGE	FEMALE	MALE
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: \_\_\_\_\_

### Age and Gender

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

### Activities

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





## 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.



LIFE ON THE GREENWAY

▲ 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.

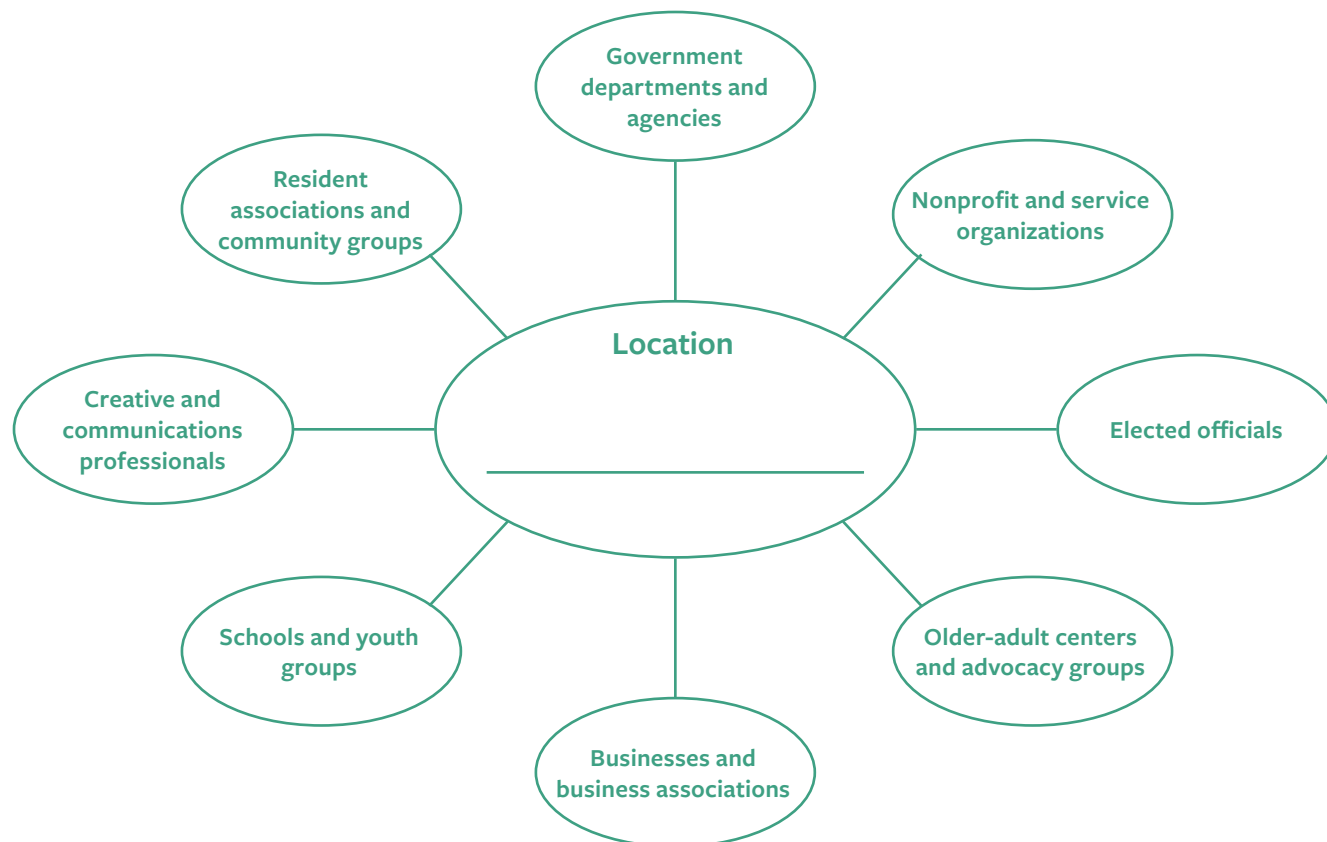
2. Include any contact information.

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

# AARP Pop-Up Demonstration 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 project can be organized and implemented quickly or over time. The **AARP Pop-Up Demonstration Tool Kit** guides users through a three-month timeline for implementing a pop-up project or event.
- These projects may involve the temporary placement of bike lanes, crosswalks, parklets, sidewalk cafes, plazas, benches, potted trees and more. Employing trial runs enables communities to evaluate new concepts and make improvements before investing in large-scale change.



TEAM BETTER BLOCK

▲ The urban planners and placemaking specialists of the firm Team Better Block are pop-up demonstration experts. Visit [AARP.org/Livable](https://aarp.org/Livable) and search for “Team Better Block” to learn about projects AARP and Team Better Block have done together, such as the Fort Wayne, Indiana, transformation shown here.

## INSTRUCTIONS

Visit [AARP.org/Livable-PopUp](https://aarp.org/Livable-PopUp) to access the online tool kit, which contains the following chapters:

1. Getting Started
2. Engaging the Community and Making a Plan
3. Organizing and Marketing the Project or Event
4. Building and Launching the Project or Event
5. Next Steps and Maintaining the Momentum

The tool kit features the following examples:

1. Pop-Up Parklet: *Anaconda, Montana*
2. Pop-Up Plaza: *Camden, New Jersey*
3. Streetscape Revitalization: *Memphis, Tennessee*
4. Protected Bike Lane: *Oakland, California*
5. Pop-Up Road Diet and Plaza: *Portland, Oregon*
6. Protected Intersection: *Minneapolis, Minnesota*





# 5 Fun Facts About Having Fun

According to research by The Trust for Public Land ...

**1** Thanks in part to **PICKLEBALL** — a game that combines tennis, badminton and ping-pong — intergenerational park amenities and recreational centers that appeal to older adults are growing in number. In 2017, the 100 largest cities in the United States had 420 pickleball courts. By mid-2018 that number exceeded 700. (Two pickleball courts fit into the space of one tennis court.) The top five cities for pickleball courts:

- Seattle, Washington
- Saint Paul, Minnesota
- Madison, Wisconsin
- Virginia Beach, Virginia
- Omaha, Nebraska



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

**2 A SOLUTION THAT'S GAINING TRACTION: JOINT USE AGREEMENTS**  
An example is an agreement in which a school district and the local parks and recreation department join forces so school fields and playgrounds can be used by the public when school isn't in session.

**3 THE TOP U.S. CITY FOR RECREATION AND SENIOR CENTERS PER PERSON: HONOLULU, HAWAII**  
The Aloha State's capital city has 4.6 recreation and senior centers for every 20,000 people.



▲ People and pets of all ages have fun at Beau's Dream Dog Park in Lancaster, Pennsylvania's Buchanan Park. (The city with the most dog parks per 100,000 residents: Boise, Idaho. The city with the most dog parks overall: New York.)

**4 TOP CITIES FOR COMMUNITY GARDEN PLOTS**

- Saint Paul, Minnesota
- Portland, Oregon
- Washington, D.C.
- Boston, Massachusetts
- Madison, Wisconsin
- Louisville, Kentucky

**5 PARK SPACES THAT FEATURE** any of the following will attract people (and often pets) of all ages:

- Dog parks
- Community gardens
- Splash pads
- Pickleball courts
- Walking and hiking trails

Source: "The Trust for Public Land 2018 City Park Facts Report"





# Additional Resources

From **AARP Livable Communities** | [AARP.org/Livable](https://www.aarp.org/Livable)

- *AARP Roadmap to Livability Series and Workbooks*
- *Where We Live: Communities for All Ages — 100+ Inspiring Examples from America's Community Leaders*

From **8 80 Cities** | [880Cities.org](https://www.880cities.org)

- *Building Better Cities with Young Children and Families — How to Engage Our Youngest Citizens and Families in City Building: A Global Scan of Best Practices*

From **The Trust for Public Land** | [TFPL.org](https://www.tfpl.org)

- *City Park Facts Reports*
- *Conservation Economics Reports*

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## 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*

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

Charlie McCabe, Director, *The 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*

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**Front Cover Photographs** (Clockwise from top left) Macon, Georgia, by 8 80 Cities | Dallas, Texas, by Melissa Stanton, AARP | Lancaster, Pennsylvania, by Jeff Ruppenthal, LNP Media Group | Philadelphia, Pennsylvania, Neal Santos for WHYY/PlanPhilly

**Back Cover Photographs** (From left) Eastport, Maine, Melissa Stanton, AARP | Anchorage, Alaska, Jerrianne Lowther | Suwanee, Georgia, by City of Suwanee

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# 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, 8 80 Cities** and **The 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.

*“Livable communities don’t just happen. They require leadership, vision and engagement. This guide provides tools and ideas for community members and leaders to ensure that great, intergenerational parks are integral to their livable communities approach.”*

— **Nancy LeaMond**, Executive Vice President  
AARP Community, State and National Affairs

*“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.”*

— **Gil Penalosa**, Founder and Chair  
8 80 Cities

*“The Trust for Public Land, along with mayors and local leaders nationwide, is working to establish parks for the one-third of Americans who cannot walk to a park. This guide puts resources in the hands of citizens to further that goal, as it will take volunteers, public officials and funders to help close the gap.”*

— **Charlie McCabe**, Director  
The Trust for Public Land,  
Center for City Park Excellence



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





# Winter Placemaking

G U I D E

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Studio 364 - 401 Richmond St. W, Toronto O.N. M5V 3A8, Canada

Website: [880Cities.org](http://880Cities.org) Email: [info@880cities.org](mailto:info@880cities.org)

Facebook: [/880CitiesOrg](https://www.facebook.com/880CitiesOrg) Twitter: [@880Cities](https://twitter.com/880Cities)

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880 Cities is a non-profit organization based in Toronto, Canada that is dedicated to contributing to the transformation of cities into places where people can walk, bike, access public transit and visit vibrant parks and public places. The 880 Cities approach is to engage people and communities across multiple sectors to inspire the creation of cities that are easily accessible, safe and enjoyable for all.



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601 E. Street NW, Washington, D.C. 20049, United States

Websites: [AARP.org](http://AARP.org) and [AARP.org/Livable](http://AARP.org/Livable) Email: [Livable@AARP.org](mailto:Livable@AARP.org)

Facebook: [/AARPLivableCommunities](https://www.facebook.com/AARPLivableCommunities) Twitter: [@AARPLivable](https://twitter.com/AARPLivable)

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AARP is the United States' largest nonprofit, nonpartisan organization dedicated to empowering people 50 or older to choose how they live as they age. With nearly 38 million members and offices in every state, Washington D.C., Puerto Rico and the U.S. Virgin Islands, AARP strengthens communities and advocates for what matters most to families, with a focus on health security, financial stability and personal fulfillment. The AARP Livable Communities initiatives programs include the AARP Network of Age-Friendly States and Communities and the annual AARP Community Challenge "quick-action" grant program.





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# Purpose of the Winter Placemaking Guide

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## GOALS OF THE GUIDE

The Winter Placemaking Guide seeks to address the distinct winter challenges that communities of all sizes experience, offering practical solutions to create more equitable, engaging and age-friendly public spaces during the winter season. Using an equity-based approach, this guide provides the inspiration and tools needed for community change makers to leverage existing public space assets and embrace winter placemaking.

The Winter Placemaking Guide is an addendum to the *Creating Parks and Public Spaces for People of All Ages* publication that AARP, The Trust for Public Land and 880 Cities have published.

## WHO IS THIS GUIDE FOR?

The Winter Placemaking Guide is dedicated to community leaders, policymakers and all types of community changemakers who seek to improve their surroundings during the winter season.

## HOW CAN IT BE USED TO ADVANCE AGE FRIENDLINESS?

By using this guide, community changemakers become better equipped to advance the livability of their communities during winter. Applying an all-age and -ability inclusive winter lens will help decision-makers and community champions establish equitable processes in design, programming and management of public spaces in winter. When people in communities of all sizes make their spaces inviting and accessible in the darkest and coldest months of the year for people of all ages and abilities, they create communities that work better for all.







SECTION ONE:

# Introduction to Winter Placemaking

## What Is Winter Placemaking?

Winter Placemaking Is...

**P**lacemaking at its core is about strengthening the connection between people and place. The practice of placemaking occurs when local communities have the power, capacity and resources to actively shape public spaces in a way that meet their needs and improves everyday quality of life.<sup>1</sup> Winter placemaking is a means to re-envision the ways that public spaces are created and used in winter in order to foster social connection, physical activity, and the many benefits of a vibrant public realm all year round. Equitable winter placemaking embodies an intersectional approach to reflect how aspects of our social identities such as race,

gender, socioeconomic status, age and ability overlap and create spatial barriers that shape our distinct experiences of winter in our communities.<sup>2</sup> Winter placemaking should be premised on the idea that **when people of all intersecting identities can access and enjoy a place, but also “play a key role in its identity, creation, and maintenance, that is when we see genuine placemaking in action.”**<sup>3</sup> Winter placemaking is a means to reinvent and re-envision the ways that public spaces are created and used in order to meet the evolving needs of communities amid the challenges of the winter season.

<sup>1</sup> <https://www.pps.org/article/what-is-placemaking#:~:text=For%20us%2C%20placemaking%20is%20both,their%20community%20as%20a%20whole>

<sup>2</sup> <https://canurb.org/wp-content/uploads/OpenLetter-ACallToCourage-Final-June2020.pdf> & <https://www.jstor.org/stable/1229039?seq=1>

<sup>3</sup> <https://www.pps.org/article/what-is-placemaking>

# Rationale for Engaging in Winter Placemaking Now

## Introduction to Winter and Public Spaces

There is a strong logical basis for why communities should integrate winter placemaking initiatives into their planning strategies and processes. Winter placemaking provides a wide range of benefits that can be categorized into three main pillars:

### HEALTH

#### Combating Social Isolation and Supporting Social & Physical Activity

Winter weather can take a heavy toll on the mental and physical health of those living in winter climates. Winter brings shorter days, a change in environment, and colder temperatures, which can result in seasonal depression in all people of all ages, affecting moods, emotions, and sleep cycles. Colder outdoor temperatures also reduce physical activity and increase social isolation, increasing both physical and mental health risks.

Covid-19 has exacerbated social isolation among older adults. According to a University of Michigan study on loneliness among people over the age of 50, 27 percent felt isolated and lonely pre-Covid, as compared with 56 percent during Covid.<sup>4</sup> A study by the Bio-Medical Central research think tank did a review of interventions developed by senior citizen service providers to combat loneliness. The study concluded that subset populations like women, low-income individuals and marginalized communities are often excluded from programs and places that can address social isolation.<sup>5</sup> Public space, however, should never exclude and, in a perfect world, provides an equitable space to address social isolation, even in winter. Winter placemaking provides a solution to the challenges of winter by activating public spaces in order to provide more opportunities for recreation and social interaction, which can promote physical activity and restore social connections in our communities.

### ECONOMIC

#### Supporting Local

Foot traffic and vibrant public life are at the heart of what drives local business. When streets and public spaces are unwelcoming and inaccessible in winter, the local economy can suffer. Many businesses use this “off-season” to shut down until the following spring, based on the assumption that many flock to southern locations for the season and there is less desire for vibrant community life during winter. However, we know this not to be true and there is latent demand from all-season residents for an engaged and activated community all-year round.

Harnessing the unique beauty and magic of winter can be crucial to supporting and sustaining local businesses throughout the seasons. Winter placemaking is an often-untapped resource that can provide a range of economic benefits for the local community, including the creation of jobs, strengthening of neighborhood businesses, increased revenue and new opportunities for local growth.<sup>6</sup>

Rural and small-town economies are often dependent on summer tourism, and many have yet to embrace the outdoor, public winter life that placemaking can help foster. Rural communities may engage in several forms of placemaking that can transform the community for the betterment of its year-round residents and to attract winter visitors. The Town of Richmond, Vermont is home to just over 4,000 people and has found a way to prioritize local winter culture while attracting visitors from across the

<sup>4</sup> <https://labblog.uofmhealth.org/rounds/loneliness-doubled-for-older-adults-first-months-of-covid-19>

<sup>5</sup> <https://bmcpublihealth.biomedcentral.com/articles/10.1186/s12889-020-8251-6>

<sup>6</sup> <https://simonwhite.com.au/2020/07/22/placemaking-for-local-economic-development>



globe for world class ski hills. Richmond's Cochrane Ski Area is run by the nation's only non-profit ski organization that ensures skiing remains an affordable and low barrier activity for the local community. Also in Richmond, Vermont is the family-owned Bolton Valley Ski Resort that acts as a community hub for music concerts, day camps, walking clubs and for local employment. Richmond, Vermont is a special rural community where there is no traditional village center. In lieu of this, community run ski hills have become de facto places to gather and connect.

## SOCIAL

### Creating Opportunities for Community Connection, Cultural Celebration & Joy

Winter placemaking can help reinvigorate community cohesion and spark joy during a time of year that is often perceived as bleak. Winter placemaking strategies can ensure parks and public spaces are used more effectively throughout the year and can encourage healthy and active lifestyles for all people in all seasons. Parks and public spaces can continue to act as social spaces during the winter months if properly programmed, designed and managed with input from the community. Creating vibrant year-round spaces is key to creating livable, inclusive and healthy communities.

When residents of Marquette, Michigan (population 20,000), were asked how they viewed winter, an overwhelming 80 percent had a positive response, with the only downsides being slippery and snowed in roads. In building on the community desire to embrace winter, Marquette began a Winter Community Audit to document the challenges and opportunities of living in a snowy area. The audit asked residents what they envision for Marquette's parks and public spaces in winter. This survey will provide important data on local usage, community desire and can lead to better investments in these spaces.<sup>7</sup>

The first step to getting social during winter is building on community networks and listening to what the community wants. Placemaking is more than the physical activations of public space and should be seen as a means to create social connections and a sense of belonging in communities of all sizes as seen in Middleton, Wisconsin. Middleton is nicknamed is the Good Neighbor City but for a few months each year the 20,000 residents are isolated from their neighbors due to a lack of winter programming. To correct this, and to build on the social connections that Middleton is known for, the town engaged in a community wide survey to determine how to make the downtown plaza programmable for everyone during winter.<sup>8</sup> The results from the survey focused on converting summer walking trails into winter skating tracks and is the acknowledgment that people want to be active and connected all-year round.



<sup>7</sup> <http://www.mml.org/resources/publications/mmr/pdf/jan-feb2010mag.pdf>

<sup>8</sup> <https://www.cityofmiddleton.us/DocumentCenter/View/4229/Downtown-Plaza-Recommendation>

# Engaging in Winter Placemaking in a Post-Covid Future

## Covid-19 Related Challenges and Opportunities for Winter Placemaking in Big and Small Communities Alike

Parks and public spaces have been called a “third place,” a destination that provides balance to the first and second places of work and home. Third places are important because they provide a means for community connection as well as physical and mental well-being. The third place has played an increasingly important role during the pandemic as a setting for socially distanced gatherings when indoor activities are prohibited. A study on the increased usage of parks and public spaces was conducted in New Jersey for a period of 3.5 weeks following the first Covid-19 lockdown that showed a 63.4% increase in the number of public park users as compared with the same time during the previous year.<sup>9</sup> Parks and public spaces in the pandemic have become synonymous with opportunities for safe social connection, but for low-income and high-density communities there is often a lack of access to safe and welcoming green third spaces despite the high demand.<sup>10</sup>

To meet this demand, the City of Buffalo pivoted its existing [Winter City Strategy](#) and adopted an equity lens in making parks and public spaces accessible and representative of the needs of its most marginalized residents during Covid. The strategy included the following placemaking initiatives:

### 1 Good Neighbour Network

Door hangers were distributed by block clubs and other community-based organizations to more than 150,000 homes. The hangers could be displayed to indicate whether the resident needed assistance getting groceries, taking out trash, shoveling and more.

### 2 Wintermission Micro-Grant Program

Block clubs and other community-based organizations were provided between \$250 to \$750 in funding to create intergenerational volunteer snow-clearing teams and to create a shed for storing communal snow shovels.

### 3 Winter Bash

A series of six outdoor events that offered winter activities, music, fire pits and hot chocolate to people of all ages and abilities was hosted in HUD-eligible neighborhoods by the Buffalo Winter City Strategy with support from community partners.

### 4 Discounted Permits for Outdoor Winter Activations of Parks and Public Spaces

The Department of Permit and Inspection Services have been active in supporting the Buffalo Winter City Strategy. The department has offered discounted permits on outdoor winter events and programs for non-profit and community-based organizations during winter.

### 5 Winter in a Bag

250 bags containing play and exercise equipment, materials for family bonding activities and wellness resources were delivered to community centers and dispersed to community members to encourage social and physical activity at home. Weatherization Kits were also distributed to help insulate homes to make home life warmer and safer amidst shelter in place policies.

### 6 Winter Porch Sports

Residents were encouraged to embrace the winter environment and exercise in nearby outdoor spaces without violating social distancing or stay-at-home regulations. Mobile LED trucks were placed in community parks broadcasting interactive fitness programs communities could follow along with at safe distances.

<sup>9</sup> <https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0251799>

<sup>10</sup> Low, S., & Smart, A. (2020). Thoughts about Public Space During Covid 19 Pandemic. *City & Society*, 32(1). <https://doi.org/10.1111/ciso.12260>





Buffalo has provided exemplary equitable winter placemaking during the pandemic for its residents. Rural towns and communities have also leveraged their community organizations, natural capital and charm to weather the pandemic storm. Research on rural communities has shown that those within a few hours' drive of a city are experiencing sustained economic growth due to the rise of remote work.<sup>11</sup> While other rural communities are at a crossroads over keeping their year-round inhabitants safe from the spread of Covid and allowing tourist hot spots to operate that account for up to 80 percent of the local economy, as seen in northeastern Minnesota.<sup>12</sup> The pressure Covid has placed on rural winter communities is unprecedented, and some have made plans to harness this change.

The National Main Street Center surveyed small business owners in rural areas to understand their response to Covid-19. The resounding feedback was that rural businesses were leveraging their physical, social and community assets in ways that were similar to their urban counterparts. This leveraging was done through transformative placemaking along main streets by reclaiming public space for outdoor dining and socially distanced community events. Using public space in new ways through cost-effective placemaking can be accomplished in communities small and large and can be part of the social and economic recovery post-Covid.

<sup>11</sup> <https://www.city-journal.org/americas-post-pandemic-geography>

<sup>12</sup> <https://www.mprnews.org/story/2020/03/21/coronavirus-spread-in-minnesota-forces-north-shore-resort-owners-to-make-tough-decisions?fbclid=IwAR1Y8izZPG-WkVpXCeNOXBH6Th05il3jCSS66bR-x1l2AO3VHYDLvCnX-qQ>

# Why Engaging in Winter Placemaking Matters

## Inclusive Winter Placemaking

Equitable winter placemaking acknowledges that some communities face greater barriers than others in staying warm, feeling represented and accessing the joys of winter physically, financially and socially. For racialized communities, lower income residents and undocumented people, municipally run winter activities and those taking place in public space can feel entirely inaccessible.

Community trust can be fostered through the co-creation of winter placemaking pilot projects with members of racialized and marginalized communities. To build community trust, local partners must be involved in all stages of planning and implementation. In Wilmington, Delaware, creative placemaking became a means to build community trust that had been undermined through a history of disinvestment and discrimination. The Wilmington Alliance launched the Vacant to Vibrant Initiative to engage residents in a revitalization plan for vacant, publicly owned lots in the West Center City neighborhood. The Wilmington Alliance began engagement with local residents in bodegas, hair salons, community centers and street corners to understand their desires of public space all year round. Out of these conversations it was clear that residents of Wilmington wanted access to fresh fruit and vegetables, and in the winter wanted a place for safe and warm community gathering spaces. Through discussion with residents and the leveraging of local political support, the vacant lots were transformed into a communal garden, and a programmable space for concerts, drum circles and gatherings around the fire. The Wilmington Alliance ensured that the engagement with the community on these spaces would lead into ownership and capacity building for the local residents to continue to demand for the betterment of their community.

Inclusive winter placemaking should ensure that people of all ages and abilities are engaged and empowered. Engaging with older adults in the process of winter placemaking is imperative in communities committed to aging in place and livability. The term aging in place refers to the ability to grow old safely at home but should be extended to the capacity of surrounding parks and public spaces to provide active, inclusive and programmed places for older adults in all seasons. The fear of slips and falls during winter keep many older adults homebound out of necessity to remain safe amidst unplowed sidewalks and other mobility concerns. These age-specific concerns surrounding winter particularly impact older adults living in rural contexts where social isolation is compounded by unprogrammed, inaccessible or under provisioned parks, public spaces, and community gathering areas. Adults 50 years of age and older are the largest demographic in America's most rural counties across 33 states, of which 20 states experience lingering winter snow and icy conditions.<sup>13</sup> Winter placemaking in rural communities is imperative to improve the quality of life in older adults and can signal a commitment to livability in communities of all sizes.

Inclusive winter placemaking can be a means to building trust and empowering the community. See the Rules of Engagement section on page 19 for details on how to equitably engage with local institutions, community groups and individuals as to ensure equitable and inclusive placemaking for communities of small and large.

## Cultural Understandings of Winter & Place

For newcomers in winter communities where hockey, skating and skiing is part of the dominant culture, there is the assumption that to feel belonging is to embrace these sports and to forsake any prior

<sup>13</sup> <https://www.census.gov/library/stories/2019/10/older-population-in-rural-america.html>

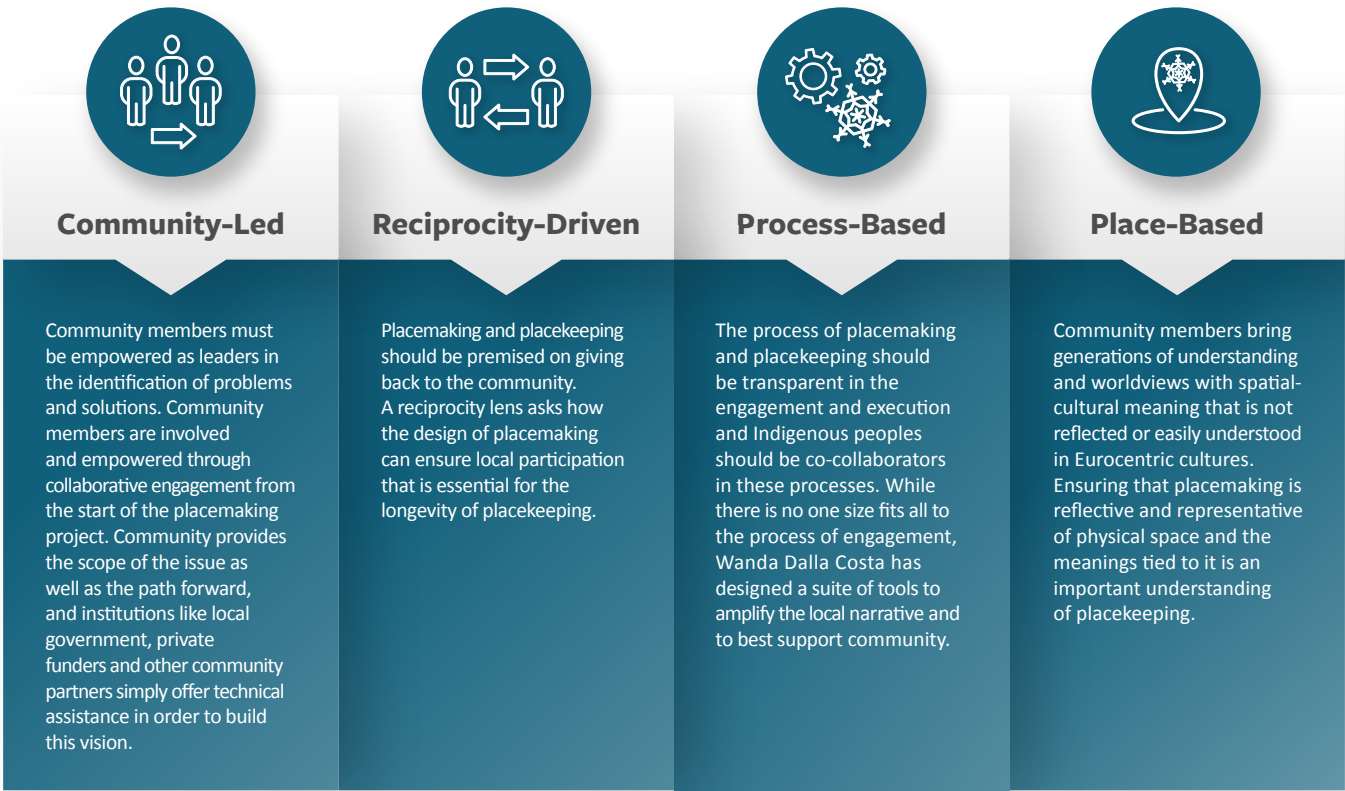
culturally relevant activities or hesitancies about winter. In a winter community, to not participate in these activities is to not be a true citizen. The equation of belonging and assimilation should be decoupled in winter communities in order to embrace the diversity of winter culture. Perry, Iowa, proves that embracing diversity can be part of creating a warmer winter for all. Perry, a community of 7,500, embraced the Latinx population and the Los Posadas celebration by incorporating the event into an annual winter celebration in the town square every December. Previously, the event would take place on the outskirts of town. By recognizing and embracing culture, communities can engage in inclusive placemaking and build off existing cultural assets. Additionally, Toonik Tyme is a celebration of Inuit history and culture in Iqaluit, Nunavut, Canada. Known as the “Premier Festival in Canada’s Arctic,” Toonik Tyme brings locals and tourists alike to participate in traditional Inuit activities, food and dance.<sup>14</sup> Toonik Tyme embraces an important and often under looked aspect to placemaking known as placekeeping.

## Placekeeping

Placekeeping is integral to placemaking. While placemaking is the remaking and repurposing of space, placekeeping refers to the active care and maintenance of community and culture. Indigenous placekeeping is a holistic practice that seeks to align with local value-systems and sees the community as experts who should be empowered in creating shared spaces that represent their needs and identities.

Wanda Dalla Costa, a practicing architect, professor and member of Saddle Lake Cree Nation has created an Indigenous placekeeping framework that re-operationalizes Indigenous ways of knowing, being through connections to contemporary urban design practices. Her framework centers Indigenous placekeeping as:

-  **Community led**
-  **Requiring reciprocity**
-  **Process-based**
-  **Place-based**



<sup>14</sup> <http://www.tooniktyme.ca/about>





## SECTION TWO: How to Do Winter Placemaking

### PHASE 1

## Take an Asset-Based Approach

### Asset-Based Community Development

An asset-based approach seeks to work with the existing infrastructure and resources in a community. Asset-based community development (ABCD) is an approach to community capacity building that is being increasingly adopted by community organizers across North America. An ABCD approach focuses on creating sustainable programs and partnerships premised on existing strengths to ensure that growth can be maintained by the community after the project's completion. The reliance on existing infrastructure and local capacity is the antithesis of the top-down approach, in which external, nonlocal organizations implement plans, projects and events

without regard for local context. The latter often features short-term investments that may include onetime events, imported infrastructure and external staffing. It can result in “placelessness,” in which local culture is not reflected in an event or celebration, thereby changing the intent to be less about actual community and more about consumption, profit and competitive city marketing.<sup>15</sup> Placemaking for the consumption of tourism can have a placelessness effect, with the event or infrastructure added as a layer on top of public space. It can be applied to communities of any size, scale or composition. ABCD is a break from placelessness in favor of amplifying local context, capacity and assets.

<sup>15</sup> <https://onlinelibrary-wiley-com.myaccess.library.utoronto.ca/doi/full/10.1111/gec3.12498>

## Identifying Community Assets

Assets are defined broadly as referring to anything existing in a community that serves that community. The Bonner Foundation found that community assets fall into five categories: individual, institutional, organizational, cultural and physical.<sup>16</sup> **Individual and cultural assets** include the local population, made up of rich dynamics and diverse community members. **Institutional and organizational assets** emanate from the established local government and other community groups with vested interests in the betterment of the local people and place. **Physical assets** include built form, infrastructure and open spaces in a community that can be elevated through a program or event that seeks to have people occupy spaces and use infrastructure in new ways. An ABCD approach seeks to activate this range of assets while acknowledging the local history and culture as well as individuals who are important players with unique perspectives and who promote community development. By leveraging community assets and community capacity, winter placemaking can be carried out in communities of different sizes and different levels of financial resources.

## Amplifying Winter's Assets

Winter cities, towns, and rural communities around the world have been successfully harnessing the assets that winter provides. In Broome County, New York State, the Office for Aging has partnered with local schools to allow local seniors to use the hallways as safe walking spaces before and after school hours during the winter months. In Ottawa, Ontario, the municipal library started a winter cultural access program in which museum passes were distributed for indoor fun and ski passes for outdoor fun. Rapid City, South Dakota converted a parking structure to provide year-round recreational use—an ice rink in the winter and a splash pad in the summer. Winter communities can amplify local assets and shift models of service to allow all residents to stay active during winter.

It may be hard to envision winter providing many assets when the snow on the sidewalk is towering and the bus stops are buried. Yet, the colder months create a sense of community born of the need to take care of the most vulnerable, including the elderly and differently abled. Community organizations like My Block, My Hood, My City (M3) have amplified the usual communal care in Chicago helping make the city more accessible for seniors, low-income schools, businesses and others through a volunteer-operated shoveling services. Meanwhile, in Grand Rapids, Michigan, the AARP Network of Age-Friendly States and Communities found that residents need winterized transit stops. This identification led to the addition of shovels at transit stops for crowd-sourced shoveling, the very sort of communal care and neighborliness that should be at the forefront of any winter placemaking.

## Important Considerations for Rural Placemaking

In rural or geographically isolated communities, where institutional and organizational assets are typically limited, scattered and, often, unavailable, winter can create a particularly high barrier for folks to spend time outdoors safely and comfortably. Enjoying the season in such places requires individual transportation; equipment like skis, skates and warm clothing; as well as sufficient time and physical ability. In Tennessee, the towns of Gatlinburg and Pigeon Forge have come together, combining their institutional and organizational assets to host several winter placemaking events for year-round residents and winter-loving visitors. In Gatlinburg, summer tourism reaches a fever pitch, while winter sees the flight of visitors and seasonal worker alike.<sup>17</sup> To remedy the flight and fear of the cold, the neighboring towns have joined forces to create Winterfest. The event features a Christmas parade through downtown Gatlinburg and the addition of 5 million lights to the streetscapes of Gatlinburg and Pigeon Forge to tie various events together.<sup>18</sup> Similarly, the Winter

<sup>16</sup> <https://onlinelibrary-wiley-com.myaccess.library.utoronto.ca/doi/full/10.1111/gec3.12498>



in Motion Festival is staged in four rural mountain towns in British Columbia's Columbia Valley, that play host to concerts, light shows and other events. Rural communities should consider partnering with each other for collaboration and resource sharing in order to bring out the best winter has to offer.

## “Lighter, Quicker, Cheaper”

Winter placemaking does not require extensive and expensive assets. It can be meaningful and asset based while being lighter, quicker and cheaper (LQC). According to Project for Public Spaces, the lighter, quicker and cheaper movement has been adopted by communities across the world and is “proof that expensive and labor-intensive initiatives are not the only, or even the most effective, ways to bring energy and life into a community’s public space.”<sup>19</sup> Beyond the physical intervention in public space, the LQC movement can be used to support cross-sector collaboration and to build community capacity, trust and to provide inspiration.

The LQC movement has been primarily practiced in warmer seasons and in southern climates but can be adopted in communities of all sizes as a means to test placemaking initiatives before capital investment.

Rural communities are already well versed in the LQC movement. Rural communities are often rich in access to nature and its bounty and have been deepening these connections through placemaking. The connection smaller communities have to nature can be amplified through placemaking and the adoption of the LQC ideology. Ice fishing, nature walks and reliance on community supports are featured in the following LQC examples as seen in communities ranging in size:

<sup>17</sup> Amason, J. H. (2010). Seasonal lives: Tourism and the struggle for place in gatlinburg, tennessee (Order No. 3421024). Available from ProQuest Dissertations & Theses Global. (750365363). Retrieved from <http://myaccess.library.utoronto.ca/login?url=https%3A%2F%2Fwww.proquest.com%2Fdissertations-theses%2Fseasonal-lives-tourism-struggle-place-gatlinburg%2Fdocview%2F750365363%2Fse-2%3Faccountid%3D14771>

<sup>18</sup> <https://www.pigeonforge.com/event/winterfest-lights/>

<sup>19</sup> <https://www.pps.org/article/lighter-quicker-cheaper>



# Lighter, Quicker, Cheaper

## ICE FISHING TOURNAMENT

Devil's Lake, North Dakota  
Population: 7,000

Devil's Lake, North Dakota is embarking on the 37<sup>th</sup> annual Ice Fishing Tournament. This event is supported by local sponsors and builds on the inherent skills and pastimes of residents.

## POP-UP WINTER FIRES & S'MORES

Ladysmith, Wisconsin  
Population: 3,000

S'more kits and pop-up fires bring warmth and public life to Ladysmith during winter. The addition of a heating element and an family-friendly activity creates a LQC way to engage in winter placemaking.

## SOLSTICE TREE TOUR

Anchorage, Alaska  
Population: 288,000

The Nordic Ski Association encourages local sponsors the decorate Christmas trees for public voting on the best tree. Voters are encouraged to walk through the community to visit all decorated trees, providing a LQC way to get people active and together during winter.

## ICE & SMELT

Bowdoinham, Maine  
Population: 800

Ice & Smelt features LQC events like Sidewalk Stories that promote scavenger hunts throughout town as well as educational tours hosted by the local library.

## YUKON RENDEZVOUS

Whitehorse, Yukon  
Population: 42,000

Yukon Rendezvous features a community-run yard sale and includes axe throwing, as sponsored by a local axe throwing business. In Whitehorse, the LQC movement has relied on the skill and dedication of the community.

## DIY WAYFINDING

Anywhere!

Customizable and printable signs can be added to any street post or affixed in any window showing locals and visitors alike where all the amazing shops, activities and attractions are in your community, all-season long.



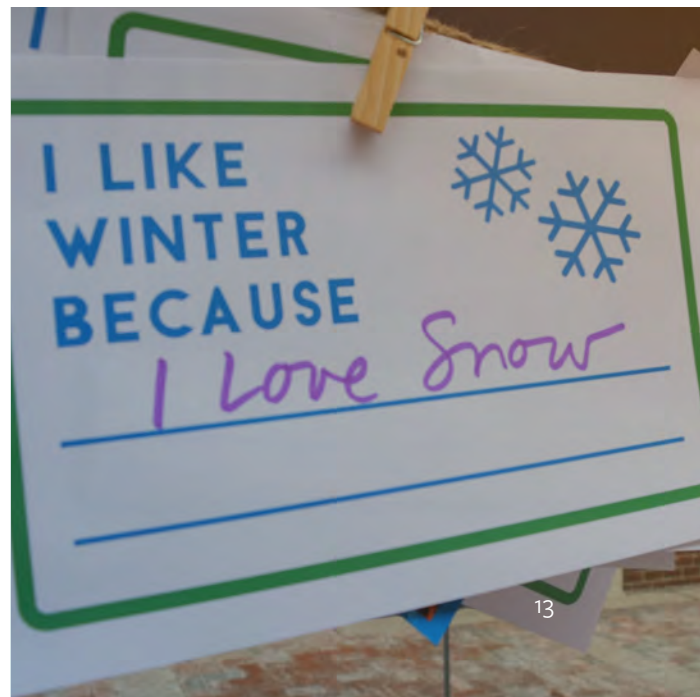
## PHASE 2

# Base Placemaking on the Need to Advance Equity in Winter Cities

## Asset-Based Community Development

An equity-based approach to winter placemaking deeply considers the spatial and social aspects of spaces to collaboratively design winter places, programming and policy in communities. Jay Pitter, a professional planner and equity-based placemaking practitioner in Toronto has developed a placemaking framework that can be adapted to the context of winter cities. Our equity-based winter placemaking checklist below aims to provoke tough yet crucial considerations for winter placemaking projects. Pitter has noted that her placemaking work is always ongoing and intended to provide a structure for learning; similarly, this checklist should be regularly evaluated and improved upon to reflect continuous growth in creating just communities.

In order to understand the impact and audience of placemaking, this checklist asks specific who, what, when, where, why and how questions to spark thoughtful reflections on the intentions of engaging in winter placemaking processes to ensure they are truly based on equity:



**Identify and address power imbalances at all stages of the placemaking process.**

**WHO** are the stakeholders involved and what power dynamics currently exist? Will community members be equal partners in the project from the start? Who is included and who is missing in the process? Are community members being compensated for their time?

**Address the winter place needs of people from all intersecting identities. WHO is the project being made for?**

Does it embody an intersectional approach to reflect how aspects of our identities such as race, gender, class, age, and ability overlap and create spatial barriers that shape how we distinctly experience a place?

**Address the systemic barriers that prevent certain groups from enjoying winter.**

**WHAT** issue is the project trying to address? Does it “develop strong social plans and programming that address competing interests among young families, elders, people experiencing homelessness, disabled people, sex workers and other groups that use public spaces”?

**Identify and consider the time needed to develop a project for a season at a particular time of the year.**

**WHEN** will the project be implemented? Is there enough time to properly engage the local community before winter comes around?

**Acknowledge complex histories and sociopolitical dynamics of public space.**

**WHERE** is the project site located? Which space is being considered for winter placemaking? Is the site situated on the historic land of Indigenous peoples and does it recognize the historical displacement of Indigenous peoples from this land? Does it attempt to understand the dimensions of place-based trauma?

**Value the storytelling and voices of local residents, their cultures and identities.**

**HOW** will the local community be involved in the project? Will the project help maintain the cultural memories of local residents? Will it value oral history and traditions from all cultures?

**Acknowledge each community’s experience with spatial injustices (past and present).**

**WHERE** is the project site located? What community is being considered for winter placemaking? Does the space choice take into consideration the domino effect of placemaking projects that aesthetically “add value” to neighborhoods and perhaps unintentionally harm the local community through the effects of gentrification, rising rents and other forms of housing unaffordability?

**Foster a healthy and shared sense of belonging in the winter months.**

**WHY** is the project important? Why will this distinct place become important to the local community, even in the winter months? Will the project help newcomers adapt to an unfamiliar winter climate? Will it bring people together?

**Acknowledge that urban design is not neutral and either perpetuates or reduces social inequities.**

**HOW** will the project contribute to reducing social inequities? Will it recognize the distinct ways space impacts people’s mobility, safety and joy differently? Is the design of the space intended for year-round use, including winter?

**Embrace community-based knowledge, co-creation and cultural stewardship that bring warmth to the community.**

**HOW** will the project affect the local community? Will it embrace multiple expressions of community power and assets? Will it expand placemaking expertise to community members themselves? Will it spur systemic social change and youth empowerment?

**Value existing community places and public spaces by integrating place-keeping.**

**HOW** will the project shape places that are already great? Are there existing places of importance that could benefit from active care and maintenance through a place-keeping process? Are there places that keep the local community’s cultural memories alive and support the community’s ability to maintain its way of life as it chooses?

<sup>21</sup> <https://canurb.org/wp-content/uploads/OpenLetter-ACallToCourage-Final-June2020.pdf>

<sup>22</sup> <https://usdac.us/blogac/2017/12/11/creative-placemaking-placekeeping-and-cultural-strategies-to-resist-displacement>



# Test Out Community Ideas

## Moving Towards a Pilot Project as Informed by Local Context

For pilot projects in winter cities to have meaningful impact on winter life the planning, coordination, delivery and evaluation phases should be representative of the community's stated desires for parks and public spaces during winter. Trusting that the communities of focus are capable and willing is the first step to a winter placemaking pilot. Many external organizations that have engaged in placemaking have operated on a knowledge-deficit model, in which communities are seen as not sophisticated enough to address localized issues on their own. Through this model, change is only possible with the support of external organizations that inform communities how to identify and address local needs.

Approaching a community, especially a historically marginalized community, with an already formulated plan for addressing localized needs through placemaking will not lead to meaningful change and will undermine community trust. Top-down placemaking is a path to gentrification and the sort of urban regeneration and urban restructuring that has

led to the razing and redlining of communities across North America.<sup>23</sup> Questions to consider when first engaging in placemaking in historically underserved and racialized communities have been raised by authors Robyn Burns and Lisbeth A. Berbary:<sup>24</sup>

“ Who gets to define and give value to a space, (un)making it into a valuable place for community? How are these decisions embedded in larger neoliberal capitalist and settler colonial processes of gentrification? Who is to say that a location is simply an empty space, a clean slate, ready to be made into a place with new worth and meaning? And who is displaced in the process? Who was displaced before these questions even came to bear?

Approaches to meaningful placemaking should therefore begin in all climatological contexts as community partnerships. Winter placemaking that seeks to support and better amplify existing assets in communities should ensure that there is a co-creation process embedded into the scope creation, mobilization and execution of the project.





## Types of Winter Placemaking: Reproduceable Fun for All Context

Winter-based events and activities have been seen across North America and Europe in the form of light shows, ice sculpture events and winter markets. Yet, when European winter markets are reproduced in North American cities there is little opportunity to reflect local culture, which can result in an event or activation that seems placeless and does not build upon local assets. Local vendors, institutions and assets should be reflected in all placemaking ventures to amplify the winter culture that is inherent in all communities.

Placemaking that is reproduceable and popular, like warming huts, light installations and outdoor patios, can be tailored to address local needs and to be unique to the physical and cultural context as seen in Edmonton, Alberta:

### Warm Up Winter Pilot

Edmonton, Alberta, engaged in a [Warming Hut Pilot Project](#) to embrace the joys of winter. Warming huts were strategically placed along Edmonton's River Valley to allow for longer, more enjoyable outdoor excursions amid the elements of winter. The warming huts both gather and retain heat via passive solar principals for heating, alongside flooring and insulation that can retain heat. Each winter the warming huts are placed in different locations, based on community feedback, and are strategically placed around local and tourist attractions.

Winter placemaking can consist of more than adding lights to a public space. It can and should be about making public spaces accessible and safe for those most affected by winter's elements. Winter placemaking can include initiatives that focus on making winter more accessible for those with mobility constraints, as seen in Wells, British Columbia:

### Shoveling Pilots, Municipally and Volunteer-Run

The town of Wells, British Columbia (population 200), engaged with older adults in order to [prioritize snow clearing routes](#) based on their preferred streets and sidewalks. The engagement sought to prioritize equity in mobility and to ensure that communities remain connected despite the elements. The results not only helped the town develop a pilot project to clear streets and sidewalks but also helped identify local partners to support the project.

Pilot projects as seen in Wells take advantage of the individual and cultural assets that are inherent parts of small communities.



# Develop a strategy

## Developing a Winter Strategy

A winter city strategy formally recognizes the unique challenges the season brings and pushes forth a community-led vision for placemaking, municipal investment, urban design and planning. Creating a winter city strategy is the legitimization and documentation of what is heard during the consultation, participation, research, pilot projects and evaluation phases. The lessons learned are pulled from this research and applied to a forward-looking document that can inform future iterations of winter placemaking and foster continued growth.

Edmonton, Alberta, and its city council endorsed the [For the Love of Winter strategy](#), is premised on four pillars as informed by an advisory council, public consultations and other municipal strategic plans and goals. The four pillars are: 1. Winter Life, 2. Winter Design, 3. Winter Economy and 4. Winter Story. These pillars guided the strategy document and included 64 planned actions items determined during consultations and participation events.

All winter strategies should begin with listening to the community through both formal and informal outreach like setting up a table in a busy transit hub, hosting listening events in community centers and embracing the local community and its networks. The creation of an advisory group led by motivated community leaders can ground a winter strategy in the reality of the local context and ensure that pilot projects and project scope are realistic and build on local assets of all kinds.

A winter city strategy must also be legitimized by local government and incorporated into community-wide strategic planning. Beyond road clearing strategies, winter is little acknowledged in planning or policy. To compound this, ordinances prohibiting full use of public spaces and a restrictive permitting process can inhibit the ability of winter placemaking to happen and make an impact. Communities can engage in an audit of their policies and practices to ensure that winter life is supported by parks and public spaces. To create a comprehensive winter community strategy, all planning and policy matters should have regard for the local winter context.



Source: *For the Love of Winter Strategy for transforming Edmonton into a World-Leading Winter City*

## Developing a Small Town, Rural Winter Strategy

Main Street America and AARP Livable Communities have partnered to create a design-centered guide for community development during Covid. [The Commercial District Design: COVID-19 Response & Management](#) guide provides the tools for community leaders to support economic recovery in communities of all sizes where placemaking is at the core. Where institutional and organizational assets are low in small and rural communities, placemaking can be a means to push forth a strategy for economic recovery in all seasons. While Covid has led to the reclamation of street space for curbside cafes and socially distanced events, in rural and small communities' streets and sidewalks are often under the purview of transportation engineers, who have historically prioritized automobile movement with little consideration for pedestrian safety and vibrancy.<sup>25</sup> Additionally, many main streets in smaller communities do not have the support of business improvement districts to be a voice for placemaking on public streets and sidewalks during the pandemic. This can lead to disconnected, one-off approaches to placemaking that put the onus on individual business owners to plan, build and promote their curbside patio and modified business models.

In larger communities, winter placemaking can be a coordinated approach as ratified in community improvement plans and partnerships can be created with local chambers of commerce to support these initiatives. In smaller communities, winter strategies for placemaking and post-Covid recovery can look a bit different but can be just as successful:

Increasingly, small and rural communities are recognizing their ability to harness assets for the betterment of locals and visitors. **PETITE-RIVIÈRE-SAINT-FRANÇOIS, A TOWN OF 814** in rural Quebec, has adopted an approach to placemaking that focuses investment inwardly to create active and attractive community space for residents. The town engaged in creating a [Master Plan](#) with a focus on placemaking interventions, including an ice-skating path along the river, a winter-lighting strategy, public fire pits in a local park and the introduction of winterized public washrooms in the town square. The Master Plan was put forth to ensure that external and internal investments benefit and prioritize livability for residents over the consumption of place by visitors. The Master Plan places emphasis on the need to protect the village core from temporary vacation rentals and has introduced participatory budgeting into their financial processes to allow all residents to have a say in local spending and placemaking interventions.

**CORDOVA, ALASKA (POPULATION 2,800)**, recognized the popularity of its Ice Worm Festival in its [Community Tourism Plan](#). The plan states that while the community is popular with tourists, the locals are not seeing this translate into investment in community spaces and local well-being. The plan identifies local stakeholders like cruise ship operators, tourism companies, community organizations and business representatives to engage with in order to create a community that works for all.

**HOUGHTON, MICHIGAN (POPULATION 7,800)**, has put forth a [Master Plan](#) that embraces its winter city status in all planning and policy matters. Details on how winter impacts mobility, events, service provision and community well-being is baked into the master plan, ensuring that Houghton recognizes and embraces all its assets all year long.

<sup>25</sup> [https://static1.squarespace.com/static/5eaa1b48c001020e903b2589/t/5f807a8fb5183d5330553534/1602255530152/BBMS-URBAN+DESIGN\\_Oct+7+rsz.pdf](https://static1.squarespace.com/static/5eaa1b48c001020e903b2589/t/5f807a8fb5183d5330553534/1602255530152/BBMS-URBAN+DESIGN_Oct+7+rsz.pdf)





Through the Wintermission project, **LEADVILLE, COLORADO, BUFFALO, NEW YORK AND EAU CLAIRE, WISCONSIN** collaborated with local partners to live-test new winter programs, events, policies and design interventions as informed by community engagement processes. The results and findings from the engagement and pilot projects led to the development of a Winter Strategy for each community that provided a roadmap to continue improving winter life for all residents. Creating a winter strategy for a community of any size begins with the 8 80 Rules of Engagement.



**BUFFALO, NY**



**EAU CLAIRE, WI**



**LEADVILLE, CO**

# The 8 80 Rules of Engagement

## TAKE IT TO THE STREETS



### Meeting people where they are is key to engagement

Community engagement should be premised on meeting people where they are. Whether that be in a local mall, at a transit terminal, a library, local bodega or outside a community center, the community knows best about their needs and how to address them. When starting a winter strategy, ask residents what they wish they could do in local parks and public spaces in winter. Ask their favorite things about winter in their community and provide the tools for people of all ages, abilities and languages to participate.

## BE INCLUSIVE



### Adopt an intergenerational and inclusive lens

People of all ages, abilities and backgrounds should be able to participate in the visioning of their community. An equity lens should be adopted to hear from historically underrepresented groups that are often excluded from traditional public consultation methods. Engagement should include, but is not limited to:

- Youth groups
- Older-adult groups
- Community hub representatives
- Racialized groups
- LGBTQ+ groups
- Disability groups

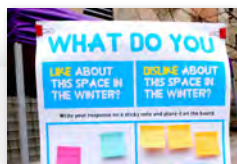
## PLAY WITH PURPOSE



### Put the engaging back in engagement

Community engagement can be fun and interactive through low-cost activations that can get people involved and informed.

## CREATE BUZZ



### Eye catching, informative and accessible

Community should be informed of the engagement through eye catching invitations and visuals that are posted in accessible spaces, both physical and virtual.

## VALUE PEOPLE'S TIME



### Ensure reciprocity

Ensure that the community engagement is meaningful. Treat the community as co-collaborators. When community can see their vision reflected and heard they are more willing to trust and participate in future planning processes.

## TAKE ACTION!



When hosting pilot projects, pop-ups and interactive community engagements, collect feedback and data that will inform future iterations of winter placemaking in your community. For example, Afton, Wyoming (population 2,000), with a \$450 grant from the Wyoming Business Council, converted a local park into a temporary ice-skating rink. What started as a one-off activation was soon recognized as a prized space by locals. The Afton Town Hall later adapted to the demand for a skating track every year and invested in the creation of a skate rental in the town hall. Afton's investment in winter placemaking has allowed for a public space to be used by its residents all year long.





## SECTION THREE:

# The Pillars of Winter Placemaking



### PILLAR 1

#### Winter Mobility

Mobility during winter can be a challenge, and cold weather can quickly create inaccessible, dangerous environments and barriers to movement. This section addresses one of four pillars in this tool kit. It will outline solutions that cities and towns can take to improve accessibility during winter.



### PILLAR 2

#### Winter Fun & Programming

This section on winter fun and programming addresses one of four pillars of this tool kit. It will outline solutions that cities and towns can take to improve existing assets and introduce winter programming and fun for people of all demographic types.



### PILLAR 3

#### Winter Warmth

Warmth in winter is normally found indoors but bringing the heat to the outdoors can be the key to getting folks to enjoy the elements. This segment on Winter Warmth is one of four pillars of this toolkit that will outline actionable solutions cities and towns can take to ensure that placemaking can be comfortable and safe all winter long.



### PILLAR 4

#### Winter Health & Resources

Maintaining physical and mental health during winter is imperative. This section on winter health and resources is one of four pillars in this tool kit that will provide steps to ensure community health is prioritized and needed resources are available to all.

## PILLAR 1

# Winter Mobility

Mobility during winter can be a challenge, and hazardous weather can quickly create inaccessible, dangerous environments and barriers to movement. This section addresses one of four pillars in this tool kit. It will outline solutions that communities of all sizes can take to improve accessibility during winter.





## WEATHER CONDITIONS &amp; MOBILITY HAZARDS

COMMON WINTER  
CHALLENGE TO  
WINTER MOBILITY**SNOW COVERED ROADS**

Hazardous road conditions present challenges to drivers, public transportation, walkers and cyclists alike in navigating streets and public spaces during winter. Those in mobility devices are significantly impacted by unmaintained spaces like roads and sidewalks during winter.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**SNOWMELT SIDEWALK SYSTEM**

**Location:** Holland, MI

**Population:** 32,402

The integrated-infrastructure, closed-loop heating system under Holland's roads and sidewalks melts snow and ice during winter. Initially a couple blocks long, it has been expanded across the town's downtown core, around key city buildings, and has extended into routes connecting senior living facilities to downtown.

**CONVERTING MOWERS INTO SIDEWALK SNOWPLOWS**

**Location:** Cloquet, MN

**Population:** 12,000

Cloquet has developed a network of priority sidewalks that it clears in the winter. The priority routes include about 13 of the city's 40 miles of sidewalk. Parks department staff perform the work using tractors that are converted from grass mowers to snow clearing tractors with 5-foot-wide broom attachments. This helped the city launch its sidewalk clearing program with a small initial investment and no need for additional staff.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**PRIORITIZING SNOW REMOVAL**

There are many creative and adaptive solutions that address snow removal. With a range of new and emerging technologies on the market today, many options for snow clearing are now available commercially. For a cost effective way to engage in community-wide plowing, municipal assets can be retrofitted.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Assess current inventory and gauge the staffing and equipment capacity for retrofitting mowers into plows.
- STEP 2:** Determine neighborhoods or streets that can be used to test out new or retrofitted equipment and host pilot snow clearings.
- STEP 3:** Analyze data gathered from project, including feedback on social media and resident satisfaction surveys, and assess key findings.
- STEP 4:** Incorporate updates and amendments from community feedback related to snow removal programs.

## WEATHER CONDITIONS &amp; MOBILITY HAZARDS

COMMON WINTER  
CHALLENGE TO  
WINTER MOBILITY**ACCESSIBLE TRANSIT**

Fluctuating and freezing temperatures have the greatest effect on the most vulnerable. Those waiting for transit and those who need to use transit to stay warm should be able to do so with dignity.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**ACCESS HUBS**

**Location:** Toronto, ON

**Population:** 2,900,000

Sixteen access hubs were added to Toronto's transit stop network in 2020. The access hubs are equipped with heat sensors, lights and seating and are plowed within 24 hours of the start of a snow event. .

**OPEN TRANSIT ON COLD NIGHTS**

**Location:** Edmonton, AB

**Population:** 980,000

Edmonton Transit centers and Light Rail Transit stations are open overnight when temperatures are -4 F (-20 C) or lower for those who need a warm place to spend the night.

**WINTER-PROOFING TRANSIT**

**Location:** Grand Rapids, MI

**Population:** 198,401

Through AARP's Age-Friendly Communities initiative, listening sessions showed that people needed winterized transit stops. Shovels were then added to stops.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**WINTER-MODIFIED SERVICES**

Many public transportation services, transit facilities and transit-stop designs can be easily adapted to winter conditions with critical and strategic planning in place.

**STEPS FOR GETTING STARTED:**

**STEP 1:** Identify underserved areas and winter barriers in accessing transit.

**STEP 2:** Assess community groups in geographical locations that depend on public transportation. Establish community consultation with underrepresented voices to determine best solutions for equitable and barrier-free winter mobility.

**STEP 3:** Assess infrastructure and assets, estimate financial budget and determine timeline for implementation of pilot.

**STEP 4:** Establish pilot project locations based on community consultation.

**STEP 5:** Analyze results and reassess and adapt services to align with public critiques. Ensure that underrepresented people are heard when making amendments.

## POLICIES &amp; PRACTICES

Policies and practices that focus on winter mobility must prioritize equity and ensure access for the community's most vulnerable residents.

## COMMON WINTER CHALLENGE TO WINTER MOBILITY

**SNOW CLEARANCE**

Obstructive snowbanks, partially plowed streets and sidewalks and snow windrows can create mobility barriers for those using wheelchairs, scooters or similar aids.

Responsibility for snow clearance is usually passed down to owners and residents of adjacent properties along with liability risks. This task can quickly become a major barrier for those who do not have the ability or strength to shovel. It is estimated that 11,500 Americans are injured annually while shoveling snow.

## WINTER PLACEMAKING OPPORTUNITIES TO ADDRESS CHALLENGES

**SNOW PLOWING FOR SENIORS**

**Location:** Wells, BC

**Population:** 200

With support of the local paramedics, Wells engaged with older adults to identify priority snow clearing routes. Armed with information of priority routes and accessibility concerns, the Town re-worked the snow plowing route to prioritize the mobility needs of seniors.

**AGE-FRIENDLY COMMUNITY VOLUNTEER SNOW CLEARING PROGRAM**

**Location:** Portland, ME

**Population:** 66,595

Portland's Age-Friendly Steering Committee seeks out volunteers every winter to shovel snow for their elderly neighbors. The work is primarily focused on clearing paths between houses and sidewalks for emergency access. Volunteers are reassigned to the same residence each snowfall of the season.

**MINI SIDEWALK PLOWS**

**Location:** Holland, MI

**Population:** 32,402

Holland has incorporated five mini plows into its snow clearing strategy. The plows can go onto sidewalks and into tight pathways and can clear up to 140 miles of sidewalk in eight hours.

## GOOD PRACTICES AND STEPS TO IMPLEMENTATION

**DEVELOP AN EQUITY-BASED LENS FOR PRIORITIZING SNOW CLEARING**

Having a robust snow clearing framework that addresses equity-related issues, ensures barrier-free mobility and prioritizes underserved and communities ensures better winter mobility for all.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Identify local organizations engaged in sidewalk clearing and assess how to amplify their services.
- STEP 2:** Assess and categorize popular routes used by different demographic groups (i.e., disabilities/age/race/mode of travel) and routes that present barriers.
- STEP 3:** Propose snow clearing pilot project ideas based on specific routes and the unique needs of individual communities.
- STEP 4:** Reassess pilot projects intermittently through community feedback and address gaps or missed opportunities.



## ACCESSIBILITY &amp; BARRIERS

Addressing the accessibility of winter mobility through an equity-based and intersectional lens can aid in creating livable, walkable, and age-friendly communities.

## COMMON WINTER CHALLENGE TO WINTER MOBILITY

## REDUCED MODES OF MOBILITY

Winter weather tends to hamper the range of mobility options residents can use. Bike lanes and recreational walking paths are usually ignored by plows in favor of roads and sidewalks.

## WINTER PLACEMAKING OPPORTUNITIES TO ADDRESS CHALLENGES

## SNOW EMERGENCY PARKING RESTRICTIONS

Location: Troy, NY

Population: 49,458

Troy has initiated a snow emergency plan to assist in the clearing of streets after severe snowfalls. Snow emergencies are declared in advance and last 48 hours. When these declarations are issued, parking bans are enforced for 24 hours on the side of each street with odd-numbered buildings, the next 24 hours the opposite side of each street is affected. Residents are encouraged to use public parking lots during these events.

## GREENWAY BIKE LANE CLEARING PRIORITIZATION

Location: Minneapolis, MN

Population: 420,324

The bike lanes in the Twin Cities are typically cleared within 24 hours of a snow event to ensure year-round bikeability.

## SNOWMOBILE ORDINANCE

Location: Sault Ste. Marie, MI

Population: 13,500

Sault Ste. Marie hosts an international snowmobile race every winter, which brings 10,000 visitors to the city. A local ordinance allows snowmobilers to use downtown streets. Embracing snowmobiling through an ordinance reflects the importance of this event and mode of transportation to the community.

## GOOD PRACTICES AND STEPS TO IMPLEMENTATION

## ADAPT MOBILITY TO WINTER

Winter presents challenges and opportunities for mobility in places where seasonal weather patterns can bring on sudden changes. Rural areas are especially vulnerable due to the lack of sidewalks, wide areas of open space and low population density, which make it hard to sustain snow clearing practices.

## STEPS FOR GETTING STARTED:

**STEP 1:** Observe the challenges that snow creates for drivers, public transit and individuals.

**STEP 2:** Consider adapting parking requirements seasonally to allow for efficient plowing.

**STEP 3:** Consider multi-modal transportation as requiring the same snow clearing prioritization that cars and streets receive.

## ACCESSIBILITY &amp; BARRIERS

COMMON WINTER  
CHALLENGE TO  
WINTER MOBILITY**ACCESS TO INFORMATION**

Public alert systems can directly reach mobile phones to quickly provide large audiences with important and crucial information relating to weather events, poor road conditions and winter dangers.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**WINTER EMERGENCY ALERT SYSTEM**

**Location:** Madison, WI

**Population:** 254,977

People can sign up to receive Madison Winter Alerts via text messaging. Participants are informed of snow emergency alerts and get reminders of when to clear the sidewalk in front of their home.

**SNOW PLOW TRACKER**

**Location:** Ann Arbor, MI

**Population:** 120, 735

The City of Ann Arbor provides residents with real-time information on the whereabouts of its city's snowplows and tracks roadways and sidewalks that have been cleared or are in the process of being cleared. The city uses Automatic Vehicle Location technology sensors to determine the exact location of its plows. This information can be accessed online or by a mobile phone app.

**SNOW GO**

**Location:** Dublin, OH

**Population:** 46,499

Dublin offers a mobile app that provides the status of snow and ice cleared pathways and trails in the city and places high-traffic and priority routes.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**USE TECHNOLOGY TO SHARE INFORMATION**

Technology with GIS applications are great ways to collect, gauge, and share information relating to snow or rainfall amounts. They can quickly provide the public with up-to-date information on cleared routes, snow removal procedures or schedules of when their community will be plowed.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Assess different forms of snow clearing and snow removal alert systems that can be used by your municipality.
- STEP 2:** Determine budget for snow removal technology and review financing constraints.
- STEP 3:** Choose the form of snow-clearing technology that is best suited to the community, climate, and surrounding geographical environment.
- STEP 4:** Evaluate various neighborhoods and streets and get input from residents on trouble spots within their community.
- STEP 5:** Initiate snow technology pilot project in selected area(s) based on community feedback. Analyze data gathered from project and assess key findings.
- STEP 6:** Incorporate updates and amendments from community on the snow service technology.

## ACCESSIBILITY &amp; BARRIERS

COMMON WINTER  
CHALLENGE TO  
WINTER MOBILITY**USING TECHNOLOGY TO BREAK DOWN WINTER MOBILITY BARRIERS**

In winter, wait times for public transit can be extended. The bus shelter and waiting area conditions is increasingly important during these waiting periods.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**RIDESHARK APP**

**Location:** Renfrew County, ON      **Population:** 88,512

Renfrew County has launched a test pilot of a new ride-share service in partnership with RideShark. The service will use a mobile network to provide the community winterized, on-demand transit. The goal is to improve the safety of travel for residents in rural settings during the harsh winter season.

**ON-DEMAND TRANSIT PILOT**

**Location:** Belleville, ON      **Population:** 50,720

On 2018, Belleville worked with transit-software company Pantonium to create an on-demand service for its transit fleet. With a click of a button any hour of the day, transportation from any bus stop can be ordered and a bus is then autonomously rerouted to pick up passengers. These emerging services have the potential to break down mobility barriers and reduce the need to wait for transit during cold, freezing temperatures.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**USE TECHNOLOGY TO SHARE INFORMATION & REMINDERS RELATED TO TRANSIT**

Technological advancements in mobility have made it easier to keep roadways and sidewalks clear of ice and snow and allow passengers to track transportation in real time and utilize on-demand service.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Identify current transit assets and analyze the types of transit sharing technologies that are available.
- STEP 2:** Determine budget for technological equipment and assess financing for implementation.
- STEP 3:** Determine target audiences that could benefit from such services. Engage with community members to gauge local interest in these services.
- STEP 4:** Assess specific routes for pilot implementation and connect with partners to provide services.
- STEP 5:** Analyze data gathered from project and assess key findings.

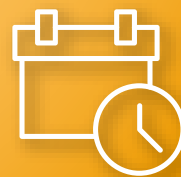




## PILLAR 2

# Winter Fun & Programming

This section on winter fun and programming addresses one of four pillars of this tool kit. It will outline solutions that cities and towns can take to improve existing assets and introduce winter programming and fun for people of all demographic types.





1

## WEATHER CONDITIONS &amp; WINTER HAZARDS

Age-friendly parks and public spaces should require that people of all generations, abilities and backgrounds can have access to winter fun and programming.

COMMON  
WINTER  
CHALLENGE**COLD & FREEZING TEMPERATURES**

People are often reluctant to join outdoor fun and programming for a prolonged duration of time. Ensuring a heat source is incorporated into an event or program can be key to its success. The activity itself, if based upon physical movement, can aid in combating the cold while participants enjoy winter's fun.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**KATAHDIN SNOWDOWN**

**Location:** Millinocket, ME

**Population:** 4,269

Katahdin Snowdown was a Covid-19-safe event that sought to improve local trails with a story walk and transformed a pond into an ice-skating rink. The plan is to repeat the event every winter and turn the community into a four-season destination. The local library supplied snowshoes and skis that could be rented. Warming tents, hot cocoa, benches and an outdoor sound system were purchased with funds from the AARP Community Challenge that made this event a success.

**CROKICURL AND WARM MEALS**

**Location:** Altoona, WI

**Population:** 7,800

Crokicurl combines the Olympic ice sport of curling with crokinole, a Canadian board game in which players flick chips onto a board. Altoona recently became home to the first Crokicurl ice rink, where residents are encouraged to come out and try something new. There is a firepit, and hot meals are provided by local businesses.

**LAKE CITY ICE WALL**

**Location:** Lake City, CO

**Population:** 400

Farmed and managed by volunteers, the ice wall provides a distinctive winter activity for the hearty climbers. With the addition of warming huts, ice fishing tournaments and access to appealing retail outlets, Lake City provides winter fun for residents and visitors alike.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**ENSURE SHELTER AND WARMTH**

Winter fun and programming are premised upon being outdoors for long periods of time. To make it a more comfortable experience, placemaking can build upon local built assets to provide shelter and warmth.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Take account of local assets like fire pits, nearby public washrooms and sheltered areas and centralize the program or event around this space.
- STEP 2:** Ensure fun and programming has a balance of movement, access to indoor/protected spaces, and heating elements.
- STEP 3:** Embrace existing attractions like ice rinks and ski trails to build placemaking on community assets.



## POLICIES &amp; PRACTICES

Policies and practices in winter cities can often restrict year-round use of parks and public spaces. Concerted efforts should be made to evaluate these policies and practices using a winter lens to identify opportunities and barriers.

COMMON  
WINTER  
CHALLENGE**RESTRICTIONS ON USE OF PUBLIC SPACE**

Bylaws and policies can restrict programming and events in certain public spaces and should be reviewed prior to any placemaking activity. Sunsetting ordinances in parks that restrict nighttime use and restrictions of public fire pits can have impacts of winter placemaking. Standards in what is permitted in the public right of way have shifted as a result of Covid-19 and should be harnessed to benefit winter placemaking.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**WINTER DINING PATIOS**

**Location:** Cape Code, MA

**Population:** 212,990

Restaurants implemented various tactics to allow outdoor dining during the wintertime amid the Covid-19 pandemic, including igloos, pop-up tents, outdoor picnic tables with bonfires and heating lamps.

**WINTER PICNICKING**

**Location:** Edmonton, AB

**Population:** 981,280

Edmonton created bookable winter picnic sites, spaces that were previously restricted to summer uses only. The city also created a checklist for picnickers that details best practices for using municipal firepits and picnic areas during winter.

**FREE LITTLE LIBRARIES**

**Location:** Village of Golf Manor, OH **Population:** 4,000

The closure of public libraries during Covid led Golf Manor, Ohio to partner with LittleFreeLibrary.org to install 10 mailbox-size libraries on posts in public spaces. These little libraries are year-round additions to public spaces in the village.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**WINTER SOCIALS**

Winter social events, whether held on a winterized patio space or around a firepit in a park, are important for combating the social isolation that accompanies the colder season.

**STEPS FOR GETTING STARTED:**

- STEP 1:** To create winter dining areas, seek out partnerships with local business improvement areas and chambers of commerce for a cohesive winter dining experience.
- STEP 2:** To create winter socials in public spaces, utilize local assets like parks that provide gathering amenities in summer, then simply winterize these assets.
- STEP 3:** Conduct audits of parks and public spaces as listed in the *Creating Parks and Public Spaces for People of All Ages Guide* to evaluate how these spaces can be winterized for winter fun and programming.

3

## ACCESSIBILITY & BARRIERS

Winter fun and programming can be physically or financially out of reach for many people. Ensuring low-barrier activities have mechanisms in place to bring together people from all types of backgrounds can help facilitate more equitable and inclusive winter programming.

### COMMON WINTER CHALLENGE

#### ACCESS TO RESOURCES

Access to winter equipment like snowshoes, skis and even warm clothing can be a challenge for many.

### EXAMPLES OF WINTER PLACEMAKING TO ADDRESS CHALLENGES

#### GET A GRIP

Location: Lanark County, ON      Population: 869

Lanark Library has adopted a pay-it-forward model to provide free boot grippers for people aged 65 or older.

#### MAINLY OUTDOORS PROGRAM

Location: Town of New Vineyard, ME      Population: 750

A local author and outdoorsman partnered with New Vineyard’s public library to host the Mainly Outdoors Program that provide hiking and snowshoeing rentals. Guided walks through the snow end at the library where warm soup and drinks await participants.

### GOOD PRACTICES AND STEPS TO IMPLEMENTATION

#### TOOLS TO ENJOY WINTER

If the right tools are provided, winter fun and programming can be enjoyed by people of all ages and abilities.

#### STEPS FOR GETTING STARTED:

- STEP 1:** Assess local assets including community groups, physical spaces and institutions like libraries.
- STEP 2:** Compile resource information, create a network of service providers, and produce a comprehensive resource guide.
- STEP 3:** Build upon the commitment of community groups and organizations to provide tools for winter through grants, partnerships and other forms of support.

## ACCESSIBILITY &amp; BARRIERS

COMMON  
WINTER  
CHALLENGE**LOCATION AND CAPACITY**

Small and rural communities can repurpose their existing physical and organization assets to embrace winter placemaking.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**WINTER IN MOTION FESTIVAL**

**Location:** Interior BC, Multiple Rural Communities in Columbia Valley, BC

This four-month festival travels across the Columbia Valley to four partnering resort towns. The festival features winter programming, events and concerts that are cost-shared and co-produced by these four communities.

**JIBBA JABBA RAIL JAM**

**Location:** Houghton, MI

**Population:** 7,800

Houghton realized that streets can be reclaimed for winter fun. Huron Street was closed to cars and opened to a competitive skiing competition as collaboratively hosted with the support of local businesses and volunteers who helped build the snowy slope.

**FROSTBITE FESTIVAL**

**Location:** Harrison, MI

**Population:** 1,973

From grass in the summer, to snow in the winter, the Frostbite Festival has made their local golf course available for all-season use. By using a local institution in all seasons, Harrison amplified and repurposed their existing physical assets for fun winter placemaking.

**DESTINATION GRAND RAPIDS**

**Location:** Grand Rapids, MI

**Population:** 198,401

Destination Grand Rapids transformed a parking lot into a rink in the winter and a splash pad in the summer. The parking lot's lights were rotated to provide rink users the option of skating in the evening.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**CONSIDER NEW PARTNERSHIPS**

- STEP 1:** Take an audit of surrounding organizational assets and seek to amplify them to support placemaking.
- STEP 2:** Seek out new partnerships with neighboring communities, organizations and institutions to winterize spaces in creative ways.
- STEP 3:** Engage residents on the preferred spaces and uses to host a pilot winter placemaking project.
- STEP 4:** Collect data on pilot projects, resident feedback and potential partnerships.

3 ACCESSIBILITY & BARRIERS

COMMON WINTER CHALLENGE	COST OF PARTICIPATION
	Events with an entrance fee or other cost to participate can be prohibitively expensive for people with low or fixed incomes or for large families.
EXAMPLES OF WINTER PLACEMAKING TO ADDRESS CHALLENGES	<div><div><b>SNOW MUCH FUN POP-UP PARKS</b></div><div>Location: Niagara Falls, NY      Population: 48,252</div><div>With support of the Create a Healthier Niagara Falls Collaborative, the city of Niagara Falls created a park pop-up series in winter to engage with local residents of all ages and to foster community well-being.</div></div> <div><div><b>FUN BINS IN THE PARK</b></div><div>Location: Middleton, WI      Population: 19,487</div><div>Fun winter toys and tools were added to select parks in Middleton, Wisconsin for free play for kids of all ages.</div></div> <div><div><b>LUMINARY SKI</b></div><div>Location: Primrose, AK      Population: 100</div><div>Luminary Ski is part of the annual New Year’s Eve tradition where the Divide Ski Trails are lit by candles and all are welcome to snowshoe, ski or walk the slopes. Campfires and free hot drinks are provided, and head lamps recommended!</div></div>
GOOD PRACTICES AND STEPS TO IMPLEMENTATION	<div><div><b>LOW BARRIER ACTIVATIONS</b></div><div>Lower the cost barrier to events by pursuing partnerships and grants.</div></div> <div><div><b>STEPS FOR GETTING STARTED</b></div><div><div>STEP 1:</div>Identify grant opportunities for local events. Grants may be available through a neighborhood agency or a state initiative.</div><div><div>STEP 2:</div>Identify any partners or sponsors that may be willing to support and fund the event.</div><div><div>STEP 3:</div>Identify community groups that might support the placemaking with tools and volunteer hours.</div></div>

## ACCESSIBILITY &amp; BARRIERS

COMMON  
WINTER  
CHALLENGE**ACCESS TO PUBLIC SPACE**

Low-income and racialized communities have historically experienced inadequate investment and are often communities devoid of quality parks and public spaces. Systemic barriers such as this prevent lower-income and racialized individuals from enjoying winter.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**SNOW LOOPS**

**Location:** Toronto, ON

**Population:** 2,930,000

In response to the need for a low-barrier way to get out and about during winter, the City of Toronto has opened municipally run golf courses during winter to create Snow Loops, spaces designated for walking and snowshoeing. The loops range from 1 to 2.5 km and feature washrooms that remain open for winter walkers. All city golf courses are accessible by transit, or adjacent to subway stations to maintain the low-barrier aspect to enjoying winter.

**CITY-OPERATED SKI HILL**

**Location:** Traverse City, MI

**Population:** 15,570

The Hickory Hills Recreation Area is a city-owned and operated recreational ski hill located within Traverse City with 13 runs. This municipally run ski hill offers winter recreational activities and programming for its residents at low-rate prices with further discounts for students and seniors.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**REPURPOSING PUBLIC SPACES FOR WINTER**

When snow covers the recreational trails, sports fields and town squares, municipalities and towns alike must adapt to make these spaces fun and active year-round.

**STEPS FOR GETTING STARTED**

**STEP 1:** Identify recreational spaces that are underutilized in winter.

**STEP 2:** Ask the surrounding community what they want the area of focus to look like by going to where the people are and adopting the 8 80 Rules of Engagement.

**STEP 3:** Condense community feedback to create pilot projects.

**STEP 4:** Gain feedback on pilot projects.

**STEP 5:** Identify key actors who can be responsible for the future successes of the program or future pilot project iterations.



## ACCESSIBILITY &amp; BARRIERS

COMMON  
WINTER  
CHALLENGE**LACK OF REPRESENTATION**

Multi-generational and accessible design is often missing from outdoor sporting and recreational facilities. Access to sports and recreation in winter can also be limited for folks traditionally underrepresented in winter culture. Equitable placemaking seeks to make outdoor winter sports, recreation and access low-barrier and fun.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**LOPPET FOUNDATION'S CROSS-COUNTRY SKIING**

**Location:** Minneapolis, MN      **Population:** 420,324

Culture was identified as a barrier to accessing winter fun and programming for black and brown youth in Minneapolis. Through the Loppet Foundation, these youth were brought to experience the fun winter has to offer and acknowledged that winter culture and sports is historically exclusive.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**REPRESENTATION THROUGH CO-CREATION**

Programs that can embrace community-based knowledge and co-creation are better positioned to provide meaningful and localized placemaking interventions.

**STEPS FOR GETTING STARTED**

- STEP 1:** Assess community need and gap in service provision.
- STEP 2:** Speak to the community on desires for accessing winter fun and programming.
- STEP 3:** Formulate pilot projects as informed by the community and thrown with the support of the community.
- STEP 4:** Evaluate pilot and feedback to inform the next iteration and pass these tools onto identified stakeholders.

## ACCESSIBILITY &amp; BARRIERS

COMMON  
WINTER  
CHALLENGE**LACK OF FAMILIARITY**

Newcomers may not be familiar with the fun programs that can be held outdoors in winter and may therefore be reluctant to participate.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**WINSPORT NEWCOMERS PROGRAM**

**Location:** Calgary, AB

**Population:** 1,330,000

Winsport teamed up with Newcomers Center to offer a 5-week introductory course to winter sports. The course sought to educate new Canadians to the importance of layering to keep warm, and how to actively participate in fun winter recreation.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**FOSTER A SHARED SENSE OF BELONGING**

Winter sports can be a tool to foster a shared sense of belonging and ensure an equitable approach to winter fun and programming.

**STEPS FOR GETTING STARTED**

**STEP 1:** Create partnerships with a range of newcomers clubs, organizations and support systems.

**STEP 2:** Consult with these groups to understand barriers to participating in winter fun and programming.

**STEP 3:** Support newcomers clubs and organization through funding and logistics to create pilot fun and programming events.

## PILLAR 3

# Winter Warmth

Warmth in winter is normally found indoors but bringing the heat to the outdoors can be the key to getting folks to enjoy the elements. This segment on Winter Warmth is one of four pillars of this toolkit that will outline actionable solutions communities can take to ensure that placemaking can be comfortable and safe all winter long.



1

## WEATHER CONDITIONS &amp; HAZARDS

The fear of the cold can deter people from wanting to spend time outdoors during winter. At the heart of making parks and public spaces attractive places to be during the winter is the provision of warmth and shelter.

COMMON WINTER  
CHALLENGE TO  
WINTER WARMTH

## STAYING WARM &amp; ENJOYING COMMUNITY

Making outdoor life attractive during winter is difficult to do. People need to be enticed to stay outdoors longer and there must be compelling options to do so.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES

## DICKENS FESTIVAL

Location: Garrison, ND

Population: 1,500

Known as the Christmas Capitol, Garrison embraces the Victorian charm of its main street through a seven-day Charles Dickens themed celebration. Dickens Festival is a means to bring life back to an agricultural town and is run completely by local volunteers. The festival incorporates local arts and culture, commerce and fun for all ages with warming stations.

## SOUP'R BOWL

Location: Traverse City, MI

Population: 15,000

As part of WonderFest in February, local businesses come out to show off their best soups in a friendly competition that can warm the belly.

## WARMING HUT GRANT CHALLENGE

Location: Libby, MT

Population: 2,703

AARP Montana awarded Kootenai County Cross Country Ski Club a \$5,000 AARP Community Challenge Grant for new trail signage, lighting improvements to the parking lot area and amenities for a warming hut. The warming hut is also used as a gathering and staging area during the summer and fall months for walkers and bikers.

## WINTER RECREATIONAL AREA

Location: Steven's Point, WI

Population: 26,229

Steven's Point has transformed the Iverson Winter Recreational Area into an outdoor space that is now host to many winter activities including sled and toboggan runs, snowshoeing routes, and cross-country skiing trails. The area also includes a warming lodge and restroom use that is staff-operated during Fridays to Sundays in the winter season.

## PROVIDING TEMPORARY RELIEF

Winter placemaking can provide temporary relief to folks enjoying winter's assets by adding warming huts, warmed seating and the opportunity for enjoyment.

### STEPS FOR GETTING STARTED:

- STEP 1:** In deciding the location and scope of a winter placemaking event or program, local assets should be mapped to support the provision of a place for visitors and residents to warm themselves.
- STEP 2:** Taking the asset map that includes location of electrical outlets, logistics of a creating and getting permits for a fire pit should inform the basis to provide temporary relief from the elements.
- STEP 3:** Coordinate assets with vendors and community groups to understand specific needs, locations and orientations of the warming structure.
- STEP 4:** Train staff and volunteers on proper uses of warming infrastructure.



COMMON WINTER  
CHALLENGE TO  
WINTER WARMTH**FOSTERING COMMUNITY WARMTH**

Winter is unpredictable, and for those that are new to winter cities, snow, sleet, and hail create unanticipated factors that encourage many to stay indoors. To combat this, the feeling of warmth associated with social connections can be fostered through community building based on the strengths of multiculturalism. Creating a welcoming place during the most unwelcoming months can assist residents both new and old in feeling warm and welcome within their communities.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**THE PERRY LATINO FESTIVAL & LOS POSADAS**

Location: Perry, IA

Population: 7,599

Perry is a town with a strong Latinx community who find that winter is unfamiliar to many of its new residents. To make winter warm and inviting, the town has embraced Latinx cultural celebrations during the snowiest season: Los Posadas is a religious celebration in December where Perry's residents flock to the town square, bundled in their winter warmest to recreate traditional biblical scenes. Perry's Los Posadas once took place in the outskirts of town until the event was invited to take place in the heart of the community's square, thereby recognizing its importance to the area's residents.

**WESTMAN MULTICULTURAL FESTIVAL**

Location: Brandon, MB

Population: 49,000

Brandon is experiencing declining birth rates, and a loss of their youth population to bigger cities. However, Brandon is experiencing increasing immigration growth. In promoting multicultural community-building, the Westman Multicultural Festival hopes to create a sense of welcome to all in the winter months. Enjoy Jamaican food in January, or snack on El-Salvadoran treats as the snow falls and feel the warmth of community.

**CARIBOU CARNIVAL**

Location: Yellowknife, NT

Population: 20,000

Since 1955, Caribou Carnival celebrated local Dene culture through musical performances, hand games, log sawing and tea boiling competitions. The carnival featured dogsled derbies and an assortment of food and activities for the family.

**LUTEFISK DRIVE-THRU DINNER**

Location: Minneapolis, MN

Population: 420,324

Annual community dinners at the American Swedish Institute have pivoted during Covid to offer a drive through takeout rendition on a Minnesotan classic, Lutefish! Guests are encouraged to eat their Lutefish meals in their cars in the ASI parking lot in lieu of being together, indoors. It's a community tradition that the pandemic could not stop.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES

(CONTINUED)

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION

**FOR THE LOVE OF LOCAL**

**Location:** Valley City, ND

**Population:** 6,800

To support local business, the Valley City Area Chamber of Commerce introduced Chamber Bucks as a way to support the pandemic recovery at the local scale. The initiative begins in February as a means to attract shoppers during the winter months.

**PROVIDING CONNECTION**

In recognizing the culture of a community's residents there is opportunity to make a place inviting simply by amplifying the cultural resources already available. Communities of all sizes can recognize the desire for culturally relevant programs and practices during winter to make a place representative of its residents.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Catalogue existing community groups, multicultural organizations, programming and events to understand the existing organizational assets.
- STEP 2:** Recognize and amplify local culture through winterized event and programming.
- STEP 3:** Seek to include and embrace catalogued community groups in the planning and implementation of events and programming. This inclusion will lead to more active participation during the placemaking activation.

## POLICIES &amp; PRACTICES

Many policies, practices and planning methods can have negative impacts on creating winter warmth during a placemaking activity or event.

## COMMON WINTER CHALLENGE TO WINTER WARMTH

**A LACK OF SUN LIGHT**

When the sun sets early during winter, and street life retreats indoors, city streets can feel unwelcoming.

## WINTER PLACEMAKING OPPORTUNITIES TO ADDRESS CHALLENGES

**GLOW GARDENS**

**Location:** Halifax, NS

**Population:** 431,479

This festival of lights program prioritizes age-friendly activities, accessible heated spaces and interactive installations that encourage the appreciation of winter nights outdoors.

**DOWNTOWN STROLLING LIGHT PARADE**

**Location:** Traverse City, MI

**Population:** 15,570

Traverse City offers its annual Downtown Strolling Light Parade in line with its seasonal tree lighting ceremony. This annual light parade is dedicated to showcasing off local businesses and talent which helps to reinvigorate and boost downtown businesses and the local economy.

**ART BY THE RIVER**

**Location:** Lander, WY

**Population:** 7,500

The importance of placemaking has been observed by Wyoming's Economic Development Agency through rural development grants. Through this grant, Lander was able to activate its riverside walking path during winter with murals speaking to the history of the community and watershed. The mural unveiling was held on a snowy winter day, reinforcing that arts and culture can be embraced all year round.

## GOOD PRACTICES AND STEPS TO IMPLEMENTATION

**ILLUMINATING WINTER**

Winter cities across the world play on the whimsical nature of winter by adding playful lights and art installations to public spaces that encourage movement and enjoyment.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Identify attractive architecture, pathways, and public spaces that lighting and art could be used to illuminate.
- STEP 2:** Tie in lighting with a larger placemaking strategy or reoccurring event.
- STEP 3:** Work with local partners like business improvement areas or chambers of commerce to support, fund, and organize the illuminations with support of local businesses and organizations.

COMMON WINTER  
CHALLENGE TO  
WINTER WARMTH**POLICIES THAT PREVENT WARMING**

Closed washrooms in winter and ordinances against public fire pits can have negative impacts for accessing winter warmth in parks and public spaces.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES**CAFETO**

**Location:** Toronto, ON

**Population:** 2,930,000

CafeTO began in the summer of 2020 as a way for restaurants and bars to move their seating outdoors into formerly curbside parking spaces. As the seasons changed, the city modified local by-laws to allow portable heaters in the public right of way.

**HEAT IN THE STREET**

**Location:** Northville, MI

**Population:** 6,007

In response to Covid-19, the Northville Downtown Development Authority closed roads to traffic during the summer to allow restaurants and other businesses to expand cafe style seating outdoors. This program was continued into the winter with outdoor warming pods for customers to sit and enjoy the season.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**ADAPTING TO NEW USES**

Winter cities across the world play on the whimsical nature of winter by adding playful lights to public spaces to encourage movement and enjoyment.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Conduct an evaluation of policy and programs that might inhibit local businesses and institutions from embracing winterized seating and activities.
- STEP 2:** Partner with local businesses and institutions to encourage new forms of socialization in public spaces in winter.
- STEP 3:** Work with policy makers to embrace new uses of public space in winter.

3

ACCESSIBILITY & BARRIERS

Accessible and barrier-free access to winter warmth is needed to make parks and public spaces available year round.

COMMON WINTER  
CHALLENGE TO  
WINTER WARMTH

EXISTING ASSETS

Placemaking should aid in creating access to multifunctional institutions for all ages. Existing physical assets can be repurposed, and institutions can be reprogrammed to support local in all seasons.

WINTER  
PLACEMAKING  
OPPORTUNITIES  
TO ADDRESS  
CHALLENGES

INDOOR WINTER WALKING PROGRAM FOR SENIOR CITIZENS

Location: Broome County, NY      Population: 190,488

The Broome County Office for Aging has teamed up with the local school district to offer after hour indoor walking in school halls to those age 60 or older during the winter months.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION

STAYING WARM INDOORS

Placemaking can focus on outdoor public spaces as well as indoor private spaces. Staying warm indoors can lead to the creation of creative placemaking that relies on local assets and partnerships.

STEPS FOR GETTING STARTED

- STEP 1: Evaluate existing local spaces and community organizations that can provide potential partnerships in making multifunctional spaces.
- STEP 2: Spread the word about partnerships and opportunities for indoor warm activities with a target audience.
- STEP 3: Create and strengthen partnerships every year by reviewing usage data and look for ways to improve the relationship for both parties.





#### PILLAR 4

## Winter Health & Resources

Maintaining physical and mental health during winter is imperative. This section on winter health and resources is one of four pillars in this tool kit that will provide steps to improving health outcomes for all residents through placemaking.





1

## WEATHER CONDITIONS & WINTER HAZARDS

Special attention is needed in winter when navigating parks and public spaces. Many of these spaces are unmaintained during winter, a policy that creates additional barriers to enjoying the outdoors safely in winter for many.

### COMMON WINTER CHALLENGE

#### SLIPS, TRIPS AND FALLS

Winter can create hazardous outdoor environments and caution is required to prevent falls and injury.

### EXAMPLES OF WINTER PLACEMAKING TO ADDRESS CHALLENGES

#### ICE GRIPPERS IN BRRRLINGTON

Location: Burlington, VT

Population: 42,545

To help visitors navigate the slippery slope in Arthur Park, boxes with free ice grippers have been provided, making it easier to reach to the lake and trails below. Boxes of ice grippers have been provided at the top and bottom of the slope.

### GOOD PRACTICES AND STEPS TO IMPLEMENTATION

#### MODIFYING UNMAINTAINED SPACES

Parks and pathways are often unmaintained spaces during the winter months. Interventions to introduce accessibility modifications can help some better access and enjoy winter's elements.

#### STEPS FOR GETTING STARTED:

- STEP 1:** Embrace the Lighter, Quicker, Cheaper movement to make unmaintained winter spaces more accessible.
- STEP 2:** To encourage year-round use, consider exploring ways to introduce parks maintenance in the winter.

## POLICIES &amp; PRACTICES

Seasonal washroom closure is driven by the idea that people do not use public washrooms as frequently in winter because there is less reason to be outside for long periods of time. This rationale has created hostile parks and public spaces in the winter that is the antithesis of placemaking.

COMMON WINTER  
CHALLENGE  
TO HEALTH &  
RESOURCES**CLOSURES**

Maintenance costs during colder temperatures and fears that people experiencing homelessness will use washrooms for habitation also motivate the seasonal closures. The closures can create problems for older adults, children, those with disabilities, nursing mothers and other affected groups.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**OTTAWA'S OFFICIAL PLAN**

**Location:** Ottawa, ON

**Population:** 994,000

Ottawa is undergoing an Official Plan review that acknowledges the demand to have more public washrooms in parks and transit stations open year-round.

**DOUBLING WASHROOMS IN WINTER**

**Location:** Toronto, ON

**Population:** 2,930,000

As part of the ongoing pandemic and acknowledgement that people are spending more time than ever in parks, even in winter, Toronto has committed to doubling its public washroom openings. Out of 143 public washrooms available in summer, 64 will now be available in winter.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**A HUMAN RIGHTS APPROACH**

Washroom access is key in creating a public space where people will want to spend time.

**STEPS FOR GETTING STARTED:**

**STEP 1:** Evaluate existing public spaces with washrooms that are seasonally restricted.

**STEP 2:** Assess the feasibility of expanding winter washroom accessibility and provide both temporary and permanent solutions.

## ACCESSIBILITY &amp; BARRIERS

Winter can exacerbate and perpetuate barriers that already exist in urban spaces for those facing health or disability-related challenges.

## COMMON WINTER CHALLENGE TO HEALTH &amp; RESOURCES

## DIGITAL RESOURCES

Some winter resources or guidebooks that are provided by municipalities or organizations only come in digital form. Those who face challenges in using technological devices may therefore be shut out from accessing this information. Offering alternative paper-based resources can ensure a more accessible and barrier-free environment.

## EXAMPLES OF WINTER PLACEMAKING TO ADDRESS CHALLENGES

## HEALTH AND WELLNESS WINTER TOOLKIT

**Location:** State of Maine

**Population:** 1,340,000

Maine published a booklet offering resources and advice for living through the winter season. It addresses a variety of subjects, including mental health in winter, exercise and movement, healthy eating practices, financial well-being and more. It can be obtained online or in print format.

## WINTER ACTIVITIES INTERACTIVE MAP

**Location:** Oakland County, MI

**Population:** 1,258,000

Oakland County created an interactive, web-based platform to showcase winter activities that can be accessed within the county in both urban and rural settings. The GIS map-based website allows for a visualization of all things winter and helps direct residents to other websites pertaining to each activity.

## GOOD PRACTICES AND STEPS TO IMPLEMENTATION

## PROVIDING RESOURCES IN A VARIETY OF FORMATS

Digital resources are a great way to reach diverse audiences over large geographic areas. However, it is also important to complement these resources with hard copies for those who do not have access to technology or internet service. Providing handouts, door delivery drop-offs and central pickup locations for winter resources in addition to online formats allows for equitable access and engagement.

## STEPS FOR GETTING STARTED:

- STEP 1:** Establish geographic boundaries and a targeted network for resource distribution.
- STEP 2:** Curate resource content for distribution in both online and hard copy formats.
- STEP 3:** Compile residential lists and collect information on how to access resource preferences.
- STEP 4:** Establish central locations for hard-copy pickups and ensure PDF resources are accessible for download and printing online.
- STEP 5:** Provide alternative options for delivering resources, such as postal mail, door delivery and handouts.

## ACCESSIBILITY &amp; BARRIERS

COMMON WINTER  
CHALLENGE  
TO HEALTH &  
RESOURCES**SHARING KNOWLEDGE**

Accessing and distributing knowledge on events and winter resources should be available in both online and physical formats.

EXAMPLES  
OF WINTER  
PLACEMAKING  
TO ADDRESS  
CHALLENGES**MULTI-LINGUISTIC FACT SHEETS**

**Location:** State of Vermont

**Population:** 624,000

Vermont's Department of Health shared information through a series of health releases that are accessible to various groups. Health-related information is available in print and digital formats that incorporate a range of languages spoken in the region. Video and audio resources have also been provided for those with visual or audio impairments.

**TRANSLATED WINTER GUIDEBOOKS**

**Location:** Bellevue, WA

**Population:** 144,400

Bellevue's Winterized Weather-Preparedness Guide and the Winter Cautions Guide is offered in online and downloadable formats in various languages.

**WINTER WEATHER RESPONSES - WEBSITE TRANSLATIONS**

**Location:** Seattle, WA

**Population:** 724,300

Seattle's website features language translation options for the city's winter weather responses. This allows information to be shared in an accessible format for those not fluent in English.

GOOD PRACTICES  
AND STEPS TO  
IMPLEMENTATION**INCLUSIVE KNOWLEDGE SHARING AND COMMUNICATION**

Sharing winter knowledge in an inclusive manner allows all residents of a locality to have access to the same resources. Dispersed rural communities, people with disabilities, new immigrants, and non-English speakers may not have the same access to information as those in urban centers or the dominant demographic group.

**STEPS FOR GETTING STARTED:**

- STEP 1:** Assess local population and target underrepresented audiences that face barriers to knowledge (i.e., language, ability, cognitive, visual).
- STEP 2:** Establish a main framework for knowledge sharing (i.e., website, pamphlet)
- STEP 3:** Provide alternative versions of knowledge sharing based on main framework and targeted underrepresented groups within the community (i.e., multilingual pamphlets, audio for the visually impaired, braille, video graphics)
- STEP 4:** Meet people where they are at to distribute information.





## SECTION FOUR:

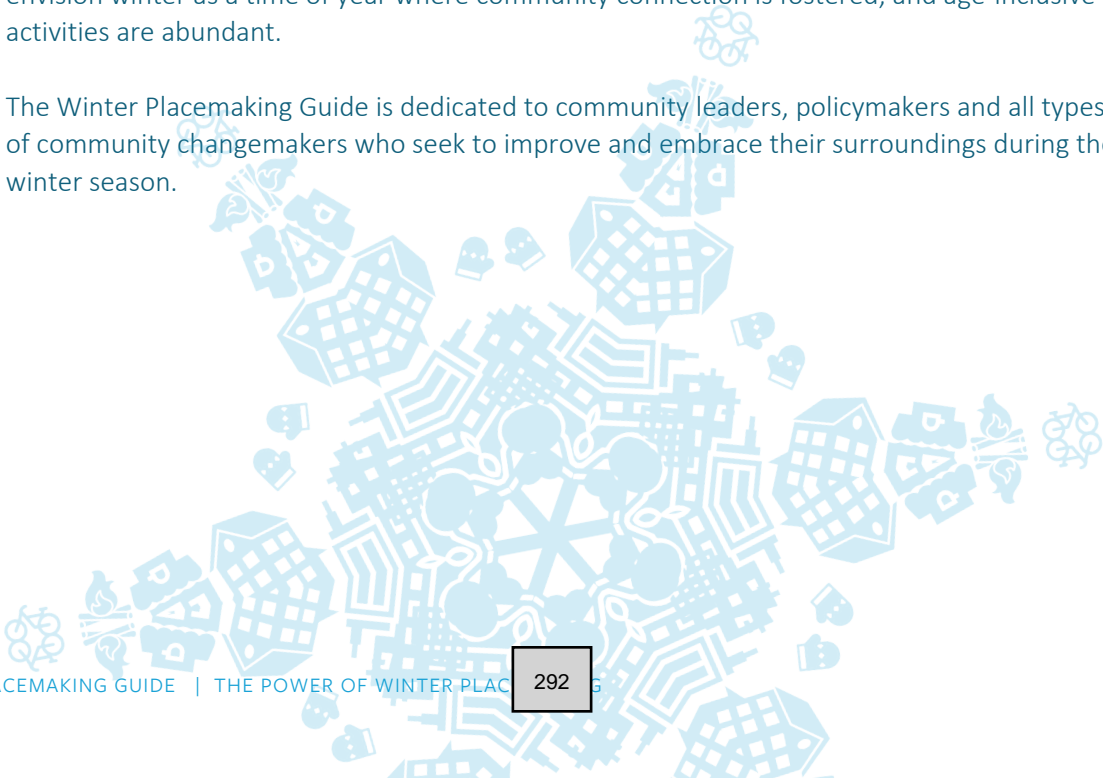
# The Power of Winter Placemaking

For communities of all sizes

**T**his guide has sought to compile the ways in which communities of all sizes embrace winter while enhancing a sense of place. The examples provided in this guide are meant to inspire communities to create winter strategies, test-out pilot projects and invest in livability all year round.

Winter placemaking is about giving communities the power, capacity and resources to re-envision winter as a time of year where community connection is fostered, and age-inclusive activities are abundant.

The Winter Placemaking Guide is dedicated to community leaders, policymakers and all types of community changemakers who seek to improve and embrace their surroundings during the winter season.





GOT ICE?

🔥 #ICECASTLES