



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Planning Commission Regular Meeting

Wednesday, August 18, 2021 at 6:30 PM

Council Chambers via Zoom Webinar

Webinar ID: 979 8816 0903 Password: 976062

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

CALL TO ORDER, 6:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

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

- A. Planning Commission Regular Meeting Minutes of August 4, 2021 **p. 3**

PRESENTATIONS / VISITORS

REPORTS

- A. Staff Report 21-49, City Planner's Report **p. 13**

- B. Public Works Task Force

PUBLIC HEARINGS

PENDING BUSINESS

- A. Staff Report 21-51, Large Retail and Wholesale Stores Code **p. 23**
- B. Staff Report 21-50, Ordinance 21-XX amending on-site parking requirements for one-bedroom dwellings **p. 62**

PLAT CONSIDERATION

NEW BUSINESS

- A. Staff Report 21-47, Review of Planning Commission Bylaws & Policies and Procedures **p. 68**
- B. Memorandum from City Clerk re: Amending Homer City Code 2.58 Regarding Teleconferencing, Attendance and Vacancies for Boards and Commissions **p. 88**
- C. Staff Report 21-52, Converted Shipping Containers **p. 98**

INFORMATIONAL MATERIALS

- A. City Manager's Report for August 9, 2021 City Council Meeting **p. 107**
- B. Planning Commission Calendar **p. 120**

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

COMMENTS OF THE STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is Wednesday, September 1, at 6:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission

Session 21-17, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:33 p.m. on August 4, 2021 at Cowles Council Chambers in City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, via Zoom Webinar. There is one vacancy on the Commission.

PRESENT: COMMISSIONERS BARNWELL, VENUTI, SMITH, CONLEY, HIGHLAND, CHIAPPONE

STAFF: CITY PLANNER ABBODD
DEPUTY CITY CLERK KRAUSE

The Commission met prior to the regular meeting at 5:30 p.m. for a worksession. On their agenda was discussion on the 2022-2027 Capital Improvement Plan and Homer City Code 21.57 Large Retail and Wholesale Stores.

APPROVAL OF THE AGENDA

Chair Smith read the agenda changes and supplemental items into the record and requested a motion.

HIGHLAND/VENUTI MOVED TO APPROVE THE AGENDA WITH THE CHANGES AND SUPPLEMENTAL ITEMS

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

- A. Planning Commission Regular Meeting Minutes of June 16, 2021
- B. Decisions and Findings for Conditional Use Permit 21-06 at 1308 Lakeshore Dr

Chair Smith read the Consent Agenda into the record and requested a motion of approval.

HIGHLAND/VENUTI MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS / VISITORS

Aaron Fleenor, Yard Manager, Northern Enterprises Boat Yard made a presentation to the Commission on the recent improvements to their facility and the proposed plan to increase their footprint with the purchase of available property.

Mr. Fleenor responded to questions from the Commission on the following:

- Traffic crossing concerns regarding Kachemak Drive
- Long term prediction of increased need for large vessel haul out facilities
- Increase in large boats coming to Homer over the last 13 years
- Influx of boats from northern communities in Alaska
- Kodiak has the infrastructure but is limited in space and difficulties in getting supplies
- Seward does not have the infrastructure
- Homer does have tidal issues
- Large economic driver for the community
- Community concerns over wetland use and moose habitat
- Current land holdings have some dedication to wetlands and there is currently 35 acres dedicated to moose habitat along Kachemak Drive
- Moose and wildlife are still able to access Northern Enterprises property
- Estimated number of vessels that will increase use of their services
- Diversity of Marine Trades available in Homer
- Permitting is currently in place by the Corps of Engineers allowing Northern Enterprises to dredge materials from the specific area but they do not by practice remove the dredge materials just push them to the sides to provide additional depth needed when bringing vessels out of the water for services.

The Commission expressed their appreciation for the presentation.

REPORTS

A. Staff Report 21-48, City Planner's Report

Chair Smith introduced the item and deferred to City Planner Abboud.

City Planner Abboud spoke to his written staff report, highlighting the following:

- Tsunami response on Wednesday, July 21, 2021
- Siren control and volume

City Planner Abboud facilitated discussion on the scheduling of a future agenda item on use of connexes as structures in Homer City Limits and getting public input on the use of those structures and meeting in person in the Council Chambers and or via teleconference.

B. Public Works Campus Task Force Report

Chair Smith introduced the item and asked for Commissioner Barnwell to provide his report. He additionally noted the minutes provided in the Supplemental Packet of the July 14th and 28th regular meetings.

Commissioner Barnwell reported on the Task Force progress refining their final report to City Council. He responded to questions of the Commission on use of a phased approach, availability of commercial real estate, inclusion in the Capital Improvement Plan.

PUBLIC HEARINGS

PLAT CONSIDERATION

A. Staff Report 21-41, James Waddell Homestead 2021 Replat Preliminary Plat

Chair Smith introduced the item by reading of the title and invited City Planner Abboud to provide his report.

City Planner provided a summary of Staff Report 21-41 for the Commission.

There was no applicant present.

Chair Smith opened the public comment period and having no members of the public requesting to comment closed the public comment period.

VENUTI/HIGHLAND MOVED TO ADOPT STAFF REPORT 21-41 AND RECOMMEND APPROVAL OF THE JAMES WADDELL HOMESTEAD 2021 REPLAT PRELIMINARY PLAT TO VACATE A LOT LINE.

There was a brief comment on this action being clear and straight forward.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 21-44, Barnett's South Slope, Evans Addition, Preliminary Plat

Chair Smith introduced the item by reading of the title and invited City Planner Abboud to provide his report to the Commission.

City Planner Abboud provided a summary of Staff Report 21-44.

Tom Latimer, representing the applicant reported that he was available for questions.

Chair Smith opened the public comment period and having no members of the public requesting to comment closed the public comment period.

HIGHLAND/VENUTI MOVED TO ADOPT STAFF REPORT 21-44 AND RECOMMEND APPROVAL OF THE BARNETT'S SOUTH SLOPE EVANS ADDITION PRELIMINARY PLAT TO REMOVE A LOT LINE BETWEEN TWO LOTS WITH THE FOLLOWING COMMENTS:

1. INCLUDE A PLAT NOTE STATING "PROPERTY OWNER SHOULD CONTACT ARMY CORPS OF ENGINEERS PRIOR TO ANY ON-SITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY) PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL STATE AND FEDERAL PERMITS.
2. COMMISSION TO CONCUR WITH MAINTAINING EAST TASMANIA COURT AS A 50 FOOT RIGHT OF WAY WITH THE INCLUSION OF PLAT NOTE AND DEPICTION DESIGNATING THE ADJACENT 15 FOOT UTILITY EASEMENT AS A UTILITY AND SLOPE EASEMENT.
3. CORRECT THE STREET NAME TO EAST TASMANIA COURT.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Smith called for a recess at 7:45 pm. The meeting was called back to order at 7:50 p.m.

PENDING BUSINESS

- A. Staff Report 21-43, Marijuana Onsite Consumption Endorsement

Chair Smith introduced the item by reading of the title.

City Planner Abboud provided a summary and explanation of why this item was back before the Commission noting that they could not take further action or recommendations. He noted that the Commission could provide, and what City Council was requesting, was further clarification on the reasons for not supporting on site consumption regulation.

Commissioner Barnwell and Highland commented that in further consideration of the subject if they could change or vote again on the issue they would vote it down.

Chair Smith provided clarification on why he could not support allowing onsite consumption was the location in the Central Business District in the middle of an area that is highly frequented by families and children and with the wind blowing the odor would be in his opinion advertisement for the product.

City Planner Abboud responded that if any smell was detected outside the location the business would be shut down in accordance with state regulations.

NEW BUSINESS

- A. Motion to Dismiss Appeal by Frank Griswold of the Planning Commission Decision on Conditional Use Permit 20-15 for the reconstruction of a restaurant building at 106 W. Bunnell Avenue, Homer, Alaska

Chair Smith introduced the item by reading of the title and noted that this matter was before the Planning Commission at their June 6, 2021¹ regular meeting and it was discovered after the fact that the parties had not received notice of the motion to dismiss. As a result, the action from the June 6th² meeting is void. Notice was distributed to the parties on July 6, 2021 and they were given the opportunity to respond. This matter is back before the Commission tonight for action.

Deputy City Clerk Krause responded to Chair Smith's request for clarification on the ordinance amending city code to remove matters like this from the Commission. She explained that it was introduced and still needed to go through the public hearing and second reading before becoming effective, further stating she believed that was scheduled for the upcoming Council meeting.

Chair Smith requested a motion and second.

VENUTI/HIGHLAND MOVED TO POSTPONE ACTION ON THE MOTION TO DISMISS UNTIL CITY COUNCIL RESOLVED ACTION ON THE ISSUE.

Commissioner Venuti recommended the postponement to allow City Council time to address the code changes.

Commissioner Highland requested some input from Deputy City Clerk Krause on whether they could postpone the action before them.

Deputy City Clerk Krause explained that City Council approving the ordinance would not change the action before the Commission tonight however there was information in the supplemental packet regarding a request for a continuation. This matter is in the hands of the Commission and in my opinion you should not postpone it to await the outcome of Council action.

Commissioner Venuti stated that he would like to amend his motion.

Deputy City Clerk Krause recommended voting on the motion on the floor.

Chair Smith called for any additional discussion hearing none he requested the Clerk to take a roll call vote.

VOTE. NO. CONLEY, BARNWELL, VENUTI, SMITH, CHIAPPONE, HIGHLAND.

Motion failed.

Chair Smith requested Commissioner Venuti to restate his motion but before he did he recognized Commissioner Highland.

¹ Incorrect date provided of June 6, 2021 correct date of meeting should reflect June 2, 2021

² See note 1 above

HIGHLAND/VENUTI MOVED TO DISMISS THE APPEAL BY FRANK GRISWOLD OF THE PLANNING COMMISSION DECISION ON CONDITIONAL USE PERMIT 20-15 FOR THE RECONSTRUCTION OF A RESTAURANT BUILDING AT 106 WEST BUNNELL AVENUE, HOMER, ALASKA.

There was a brief commentary on the lack of credentials on the part of the Planning Commission in addressing issues like this since they do not know the law and while Mr. Griswold brings forward interesting points it will be better to have these types of actions go before a hearing officer.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum Re: Planning Commission Declaration of Vacancy

Chair Smith introduced the item by reading of the title. He then requested input from the Clerk.

Deputy City Clerk Krause responded that in accordance with the Commission bylaws since she had exceeded the allowed absences.

HIGHLAND/VENUTI MOVED TO DECLARE THE SEAT OF SYVERINE BENTZ VACANT IN ACCORDANCE WITH THE BYLAWS.

Discussion ensued on the ability for Ms. Bentz to reapply for her seat and encouragement from all members of the Commission and the Mayor. Further points made on being cognizant of how important attendance is to this commission and how inflexible the rules are in comparison to the other commissions and board.

Deputy City Clerk Krause responded that she does have attendance sheet but with the meetings being conducted via Zoom she lost track in keeping accurate accounting of absences and it was Commissioner Bentz herself who brought that issue to the Clerk's attention in response to Commissioner's questions.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Staff Report 21-46, Election of Officers

Chair Smith introduced the item by reading of the title and opened the floor for nominations of Chair.

Commissioner Highland nominated Commissioner Smith for the Office of Chair.

Commissioner Barnwell seconded.

There were no further nominations.

Commissioner Smith was unanimously voted in as Chair.

Chair Smith then opened the floor for nominations of Vice Chair.

Commissioner Venuti nominated Commissioner Highland for Vice Chair.

Commissioner Barnwell seconded.

Chair Smith called for additional nominations for Vice Chair.

Commissioner Highland nominated Commissioner Conley.

Commissioner Conley declined the nomination citing the lack of time on the commission.

Commissioner Barnwell nominated Commissioner Venuti.

Commissioner Venuti declined the nomination citing that he has served as both Chair and Vice Chair and believes that every sitting Commissioner should be given the opportunity to serve as Chair or Vice Chair during their term as a commissioner.

Commissioner Highland was voted in as Vice Chair unanimously.

D. Staff Report 21-45, Parking Code

Chair Smith introduced the item by reading of the title and invited City Planner Abboud to provide his report.

City Planner Abboud reported that the number of parking spaces is higher than the standards used in other communities. Especially for multi-family dwellings and small detached units like cabins. If the efficiency units are in one building on one spot is required but if there are several small cabins on one lot each is required to have two parking spaces. They would like to amend City Code to adjust the requirement to one space for small 500 square foot cabins or efficiencies.

Chair Smith inquired about how or where visitors would park and how would that be configured.

City Planner Abboud responded that staff could work on that and bring it back before the commission. He further acknowledged that there was no parking on city streets, possibly working on off-site parking, the likelihood of someone not having a vehicle especially living in the center of town.

HIGHLAND/VENUTI MOVE TO ADOPT STAFF REPORT 21-45 AND AMEND HOMER CITY CODE 21.55.090 (1) TO ALLOW TWO PARKING SPACES PER DWELLING UNIT OR ONE PARKIN SPACE PER EFFICIENCY OR ONE BEDROOM UNIT WHEN MORE THAN ONE DWELLING UNIT IS LOCATED ON A PARCEL

Discussion on parking for visitors if there is no dedicated parking on site; this applies only to efficiency/studio units. Evaluation of a formula where a maximum is established and then additional spaces are required; if project is in the center of town the likelihood that the occupant would have a car or have many visitors is unlikely but to require parking that will not be used is a waste of real estate.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. Staff Report 21-42, Large Retail and Wholesale Stores

Chair Smith introduced the item by reading of the title.

City Planner Abboud reviewed discussion points from the worksession and then proceeded to continue reviewing proposed changes to Title 21.57.

Chair Smith commented that it was a good visioning exercise and suggested a worksession for the Commission to discuss with staff the proposed amendments.

Chair Smith and City Planner Abboud facilitated additional discussion on the following:

- How these amendments would work with the Community Design Manual
- Does it need to be duplicated in city code
- Original city code was developed to combat change and change happened anyway.
- It is important to grow the City inside out as it is beginning to be difficult to develop commercial projects. The new grocery store being developed out East End Road and there is no benefit to the city.
- The city needs to temper its code and zoning requirements for large retail developments.
- Homer has grown immensely over the last twenty years.

City Planner Abboud will work on these considerations and present the amendments for a future meeting.

F. Memorandum Re: City of Homer Draft 2022-27 Capital Improvement Plan (CIP)

Chair Smith introduced the item by reading of the title. He noted the information provided by Ms. Carroll at the worksession.

City Planner Abboud reviewed the process briefly for the Commission and requested each Commissioner submit their top two projects.

The Commissioners then provided their top two projects from the draft Capital Improvement Plan for City Planner Abboud to list.

City Planner Abboud reviewed the projects selected and noted that the Main Street Sidewalk Project is the top priority but there is a not consensus on the second project. He noted the top three projects selected:

- Barge Mooring and Large Vessel Haul out Repair Facility
- New Large Vessel Harbor; and
- the New Public Works Facility

Chair Smith suggested that he submit all three projects and leave the final selections to City Council.

City Planner Abboud stated that Commissioner Chiappone needs to select a second project to support.

Commissioner Chiappone selected the Barge Mooring and Large Vessel Haul-out Repair Facility.

City Planner Abboud reported that the Commission selections were the Main Street Sidewalk Project North of Pioneer Avenue and the Barge Mooring and Large Vessel Haul Out Repair Facility. He will forward these recommendations to Ms. Carroll.

INFORMATIONAL MATERIALS

- A. City Manager Reports for June 28 & July 26, 2021 City Council Meetings
- B. Planning Commission Calendar
- C. Kenai Peninsula Borough Notice of Decision

Chair Smith noted the informational items in the packet and there were no comments on the material provided.

COMMENTS OF THE AUDIENCE

Syverine Bentz, congratulated Deputy City Planner Engebretsen on 19 years with the Planning Department. She thanked the Commissioners for following the process and believed that the Commission should revisit the bylaws regarding absences. They should be operating consistently with the other Commissions and Council and considering virtual attendance options in the future. She appreciates all the hard work and for the long meeting tonight.

Chair Smith thanked Ms. Bentz for staying throughout the meeting and encouraged her to re-apply for her seat on the Commission.

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause thanked the Commissioners for getting through such a long agenda in a timely fashion and that it was a good meeting. She further noted that the Clerk's Office was drafting some amendments to City Code regarding telephonic/electronic meetings and attendance and hoping to have it reading for introduction to Council soon. They also noted conflicts in city code with what was stated in the bylaws. Ms. Krause announced the candidacy filing period is currently open until 4:30 p.m. on August 16th if anyone was interested.

COMMENTS OF THE COMMISSION

Commissioner Highland commented on the long meeting and that Commissioner Chiappone was able to experience that for his first meeting.

Commissioner Venuti welcomed Commissioner Chiappone and noted that his first meeting lasted until 11:00 p.m. and all he could think of, was what did he get himself into, so he got off easy. He then stated that he hopes Ms. Bentz rejoins the Commission as she was a very important part of the Commission. He did want to bring to the Commission's and the City Planner's attention that a couple of years ago they approved a CUP to permit more cottages and he noticed that they are starting to build more just below the Chamber of Commerce so Homer is growing again. It was a good meeting and always a pleasure working with everyone.

Commissioner Conley commented on it being nice to see everyone and hoped everyone was having a good summer so far. He thanked the Chair for getting them out at a fairly early hour.

Commissioner Barnwell welcomed Commissioner Chiappone and echoed the sentiments on Ms. Bentz rejoining the Commission.

Commissioner Chiappone thanked everyone for the warm welcome and stated that it has been eye opening and excited about being on the Commission. He thought that the city was more complex than he realized and he has lived on the south peninsula off and on for over 20 years but only been in the City, downtown metropolitan area for the last 6 or 7 years. This has really been eye opening. It never could imagine the huge undertaking it is to keep it going.

Chair Smith echoed the sentiments of encouragement to Ms. Bentz and welcoming Commissioner Chiappone to the Commission. He commented on the interesting topics and expressed his appreciation for the work of the Planning Staff and requested the City Planner to forward their thanks to his staff on behalf of the Commission. He then expressed his opinion that Deputy City Clerk Krause was amazing in her ability to keep them in line and on task. He was very appreciative of all the efforts of staff.

ADJOURN

There being no further business before the Commission, the meeting was adjourned at 9:35 p.m. Next Regular Meeting is Wednesday, August 18, 2021 at 6:30 p.m. A worksession is scheduled for 5:30 p.m. All meetings scheduled to be held virtually by Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

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Planning

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Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: August 18, 2021
SUBJECT: Staff Report 21-49, City Planner's Report

City Council 8.9.21

Resolution 21-054, A Resolution of the City Council of Homer, Alaska Expressing Support for a Joint Resolution with the Kenai Peninsula Borough for the Federal Request of \$35 Million to Mitigate the Spruce Bark Beetle Infestation that has Resurged on the Kenai Peninsula. City Manager. Recommend approval.

ADOPTED without discussion.

Ordinance 21-41, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.18.020, Central Business District, 21.24.020 General Commercial 1, 21.26.020 General Commercial 2, 21.27.020 East End Mixed Use, 21.62.020 Marijuana Cultivation, Manufacturing, Testing, and Retail Facilities to Include a Consumption Endorsement as Defined by State Law. Planning Commission. Introduction June 28, 2021 Postponed to July 26, 2021 Public Hearing and Second Reading July 26, 2021. Memorandum 21-110 from City Planner as backup.

Three people testified.

FAILED with discussion.

Ordinance 21-44, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.91 Planning Commission and Board of Adjustment to Remove the Board of Adjustment and 21.93 Administrative Appeals Establishing that Administrative Appeals from certain final City Planning Decisions shall be filed before a Hearing Officer and Supplementing Notice Requirements. City Clerk. Introduction July 26, 2021, Public Hearing and Second Reading August 9, 2021.

Ordinance 21-44(S), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 21.91 Planning Commission and Board of Adjustment to Remove the Board of Adjustment and 21.93 Administrative Appeals Establishing that Administrative Appeals from certain final City Planning Decisions shall be filed before a Hearing Officer and Supplementing Notice Requirements. City Clerk.

Memorandum 21-137 from City Clerk as backup

Memorandum 21-131 from City Clerk as backup

ADOPTED Substitute without discussion.

Planning Conference

When I thought we might have COVID on the run, I signed up for the Western States Planning Conference. This will be held August 22-25 in Scottsdale AZ. I am looking forward to interacting with fellow planners and keeping up with the most current planning thought. They have made sure there is extra room for social distancing. This will be the first trip I have made since before the onset of COVID.

Economic Development Advisory Commission

- The EDC heard presentation on the Wayfinding and Streetscape plan. The consultant provided some initial design concepts for signage, which the Commission narrowed down. (See attachments). When the project is further along, staff can provide a short presentation for the Planning Commission.
- The EDC is interested in the large retail code changes. Rick will make a presentation to them when the work is further along – aiming for the October EDC meeting.
- Public Works Director Keiser provided an overview of current and future city projects
- Heard a presentation about possible seasonal worker housing
- Made CIP recommendations

Commissioner report to City Council

8/23 _____

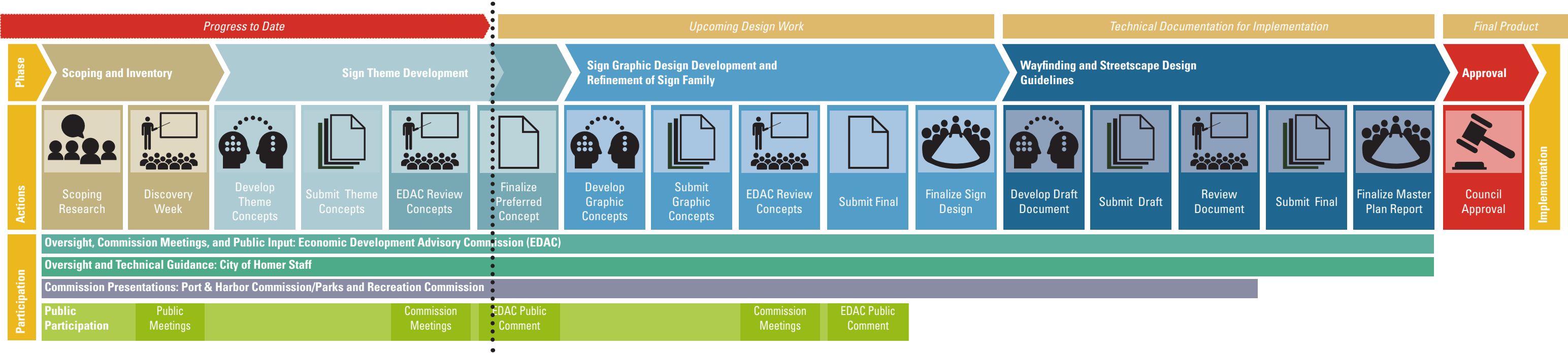
9/1 _____

9/15 _____

Attachments

Wayfinding 8/11/21 Sign Revisions
Post Card

WHERE WE ARE IN THE PROCESS





SIGN GOALS



Photo 1

This project has been tasked with two main goals: 1) Develop a functional wayfinding system that will be clear and help people to navigate around Homer, and 2) Develop a sign system that fits into and feels like Homer. The photos on this sheet show various locations, and the context within which signs will be located and need to function. An important discussion has been that Homer has a significant amount of existing signs, and many of these exhibit the artistic aspects that might represent 'Homer character'. From this, the intent is that the sign system should be easily recognizable and legible, but not compete with adjacent areas and signage. The sign framework should generally be simple, with some emphasis placed on the graphic design of panels to reflect the City and/or a particular area. Adjacent landscaping should be used to integrate the signs into an area, with the possible use of adjacent artistic components where visual emphasis is desired (such as gateways).



Photo 5



Photo 2



Photo 4



Photo 6



Photo 3



Photo 7

FINDING YOUR DESTINATION



People need to figure out where they want to get to, and how to get there. Homer has some key destinations, and these destinations include areas where there are multiple things to do and see. The map to the right shows some of these “destination areas”.

Most people entering into Homer will be doing so in a vehicle (car, boat, or plane). Wherever they enter Homer, there should be a way for them to figure out how to get to their already known destination, or figure out their destination. Information kiosks at key entries to Homer should provide information on emergency services and civic destinations. These locations are also good places to partner with entities like the Chamber of Commerce to identify private sector and for-profit opportunities and experiences.

Then, people can either get to their final specific destination, or find a place to park and continue their travel to their destination or destinations. Roadway signs are important to help people get to specific key destinations, or these destination areas.

Once people are out of their cars, area specific information can be provided with a different type of information kiosk that focuses on a smaller area, supported by pedestrian sized signs to assist people in navigating.

The flowchart on this sheet is intended to illustrate this process of figuring out where you want to go, how to find your way there, and then how to navigate to your final destination if it involves parking and walking.

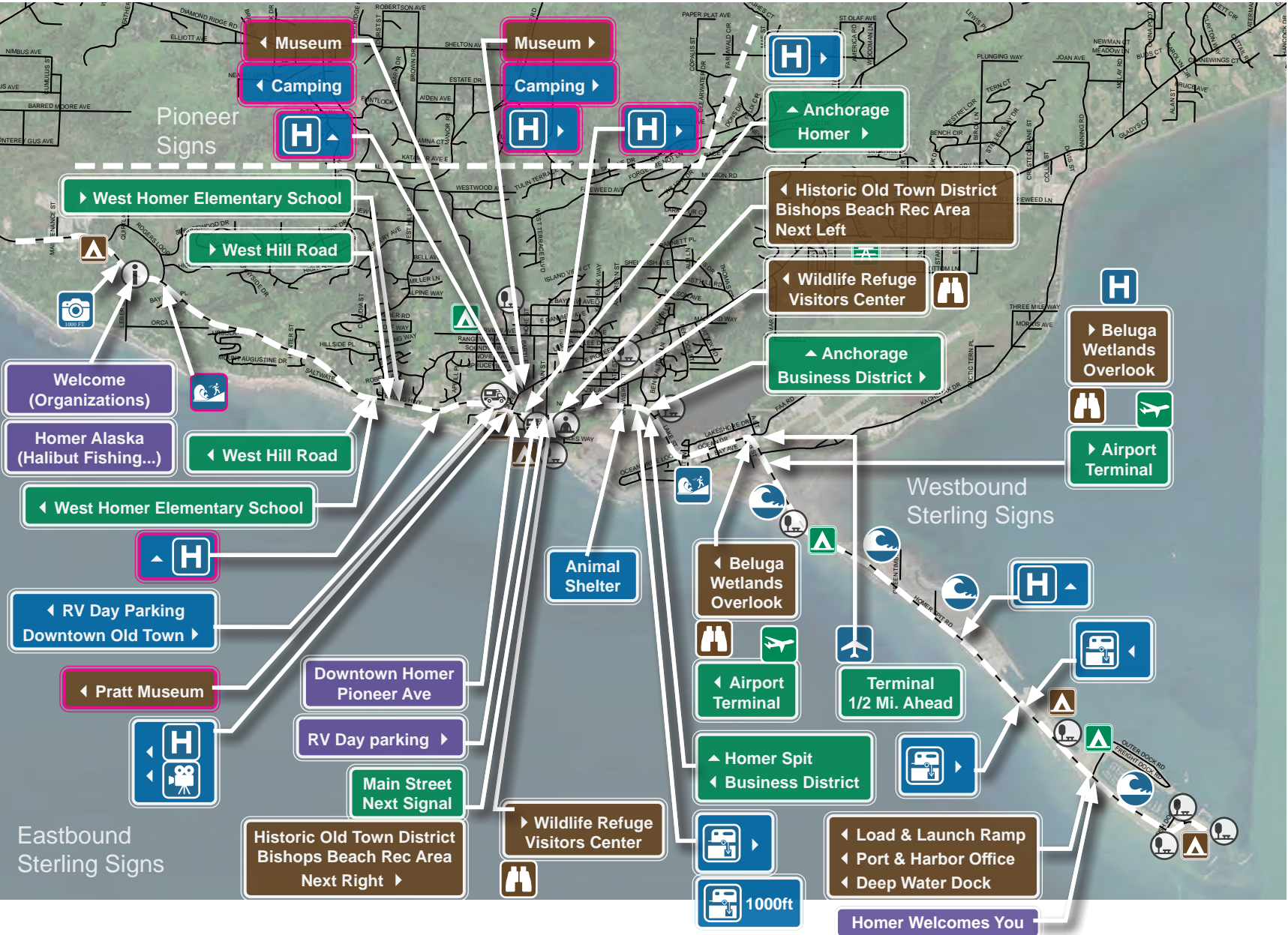


- Downtown Homer (Destination Area)
- Old Town (Destination Area)
- Ocean Drive (Destination Area)
- Homer Spit (Destination Area)
- Skyline Drive (Destination Area) and Wynn Nature Center (Destination)
- Karen Hornaday Park (Destination)

Next steps:

- Determining what destinations need to be identified from within the DOT road corridors. Which key destinations and destination areas should be requested as DOT standard signs or via encroachment/beutification permit as “local” signs within the right-of-way?
-

EXISTING HIGHWAY SIGNS



- RV Parking
- Visitor Services
- Park
- Information
- City Campground
- Private Campground

- Location** DOT 'brown' Sign - Recreational and Cultural Interest Area Signs (RCIA)
- Location** DOT 'green' Sign - Directional
- Location** DOT 'blue' Sign - Tourist Oriented Directional Signs (TODS)
- Location** Local Sign - Directional or Gateway
- Pink Frame** indicates that it was identified from Google Streetview and may not be accurate



GATEWAY CHARACTER



General

The intent is that gateways can be used stand-alone, with landscaping around the sign to complement the local theme, and/or combined with something more iconic that could represent the character of the area and possibly act as an ‘instagram moment’.

Homer Spit Gateway

The instagram moment idea for the Homer Spit area would be a boat that allows people to take a photo sitting in front of the cabin behind the bow, and standing behind the cabin.



Downtown Gateway

The instagram moment idea for the Downtown area could be a larger-than-life peony planting bed where people can stand among the large peony blooms.

Ocean Drive Gateway

The instagram moment idea for the Ocean Drive area could be a small plane that people could pose with.



Neighborhood Gateway Sign Thematic Component/Instagram Moment

PREFERRED SIGN FAMILY

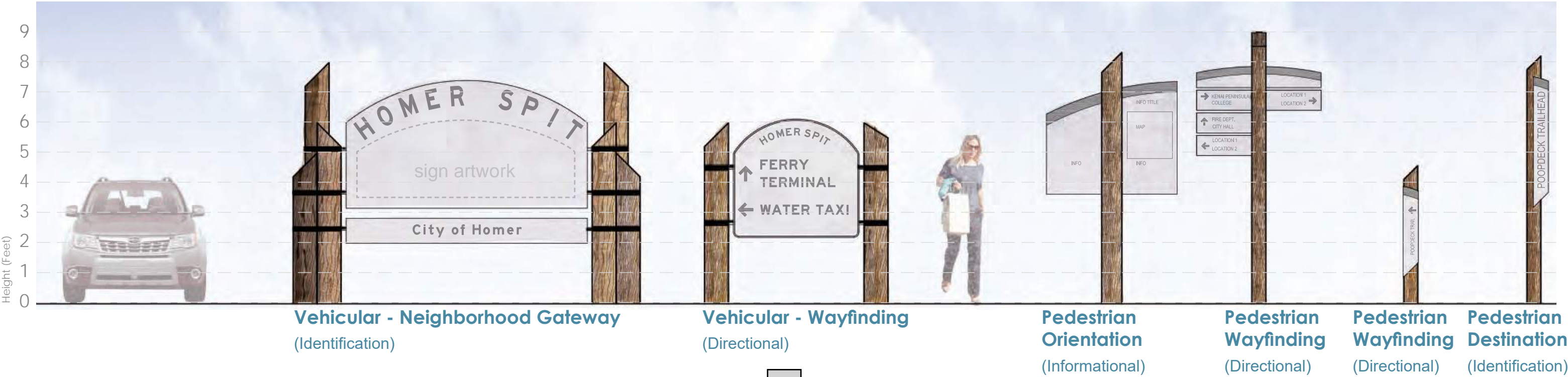


This is loosely marine-themed for the use of round timber similar to dock pile and bollards. The main sign panel could have significantly sized area-specific artwork.

The gateway sign panel clearly brands the destination area and the City of Homer, and includes space for a significant graphic or artwork element. Vehicle wayfinding signs would be similar in shape and form to the gateway, with a focus on clear navigation.

Pedestrian signs would help people to orient and make choices (maps and destinations), help them navigate to their destination (sign posts), and identify public destinations that might be unsigned (trailheads).

Options only illustrate general form and scale. Graphic design of panels and refinement of a preferred alternative option will occur during the next project phase.



Staff Presentations:

August 10: Economic Development Commission Mtg

August 19: Parks & Recreation Commission Mtg

August 25: Port & Harbor Commission Mtg

Public Comment Opportunity:

August 31: Economic Development Commission Mtg

For more information and to provide comment:

WWW.HOMERWAYFINDING.BLOGSPOT.COM

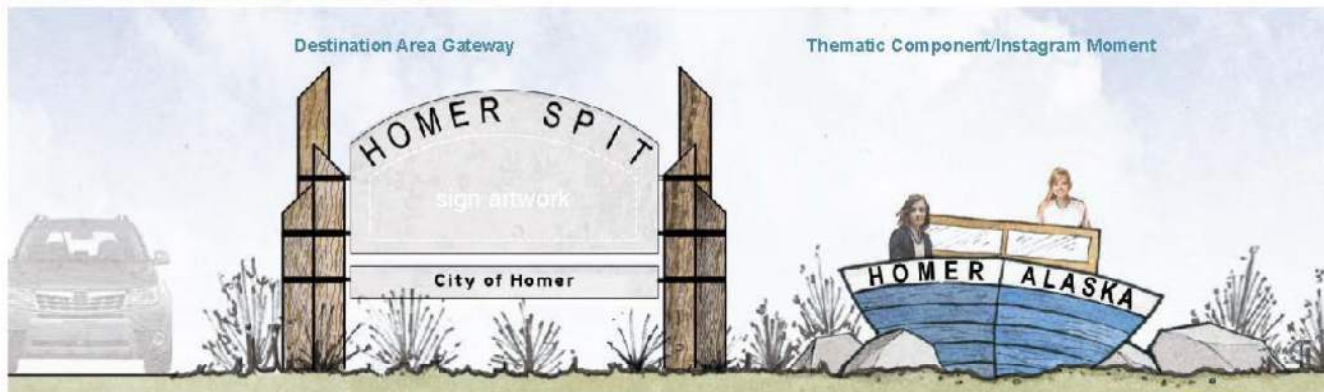


City of Homer

Planning Department
491 E Pioneer Avenue
Homer, AK 99603

FOR MORE INFORMATION VISIT
WWW. HOMERWAYFINDING.BLOGSPOT.COM
OR EMAIL
planning@ci.homer.ak.us

One of the Potential Sign Family Options





City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Staff Report PL 21-51

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: August 18, 2021
SUBJECT: Large Retail code

Introduction At the last meeting, I hastily put together some comments on the Large Retail code to elicit some feedback on the subject. Since then I have more thoroughly analyzed the code and have less for consideration. There was a recommendation of some visioning to be performed at a worksession. I have made some revised comments that I am ready to discuss. Now, I am better able to discuss some of the more tedious parts of the code.

Below I have broken down some issues into categories. The community issues are better for visioning, while the others are technical in nature. I am only focused on one policy issue at this time. Our conversations may lead to work on other issues. At very least, you may get a better working understanding of this code.

The code dealing with Large Retail dovetails with the Community Design Manual (CDM) (in districts where it is applicable, basically the Central Business District (CBD) and Town Center District (TC)). Large Retail also requires Level 2 Site Development Standards (HCC 21.50.030) in all districts where it might be found. In some cases, level 2 standards been copied and/or lightly supplemented in the Large Retail code. I have attached the CDM and Level 2 Site Development Standards as attachments for convenience.

Analysis

COMMUNITY ISSUES

Traffic Impact Analysis

- Involves consideration of traffic solutions for an individual project to provide. I am concerned with some traffic issues that may be community wide issues that should be addressed as part of an ongoing comprehensive traffic plan of the city. Currently, we do not have a good process or policy for consideration of what or how the city might consider a 'joint' solution. This goes for other types of development also.
- Would involve professional consultation
- May be best addressed in an update of the Transportation Plan

Community and Economic Impact Analysis

- After dealing applicant provided information, there is not guidance of any type of consideration of what we are do with the information. The consideration of economic impacts leads to complicated cause and effects analysis, which is not even referenced in code or in any plan. While we might imagine that most major retailers have the resources to sustain an operation and have done demand analysis that lead them to a proposal, who are we to determine long range viability? I am not really sure what conclusion may be made and sustained in relationship to approving or denying a permit.

TECHNICAL ISSUES

Landscaping is found in 2 different sections 21.57.100 & 21.57.170

21.57.120 Development Activity Plan, 21.57.130 Stormwater Protection Plan, 21.57.190 Lighting & 21.57.140 Signs are references to existing code.

- I am looking for feedback on the thought of how developed of a stormwater and development activity plan should be expected for a CUP application.

21.57.170(a)(2) Landscaping in parking lots is a copy of Level 2 Site Development Standards (f)(b) Landscaping requirements.

POLICY

Parking

21.57.140 lines 153-154: Requires parking not exceed minimum requirement by 10%.

- This is at very least inconsistent as a parking lot of any dimension is allowed as an outright use in most areas that would support large retail

Staff Recommendation

Have discussion and make recommendation for further consideration.

Attachments

HCC Chapter 21.57 Large Retail and Wholesale Stores w/comments

CDM Approved 6.14.21

Site Development Standards Level 2

Revised Thoughts 8.11.21

Chapter 21.57

LARGE RETAIL AND WHOLESALE STORES

Sections:

- [21.57.010 Scope.](#)
- [21.57.020 Intent.](#)
- [21.57.030 Pre-application conference.](#)
- [21.57.040 Application.](#)
- [21.57.050 Costs.](#)
- [21.57.060 Site and access plans.](#)
- [21.57.070 Traffic impact analysis.](#)
- [21.57.080 Community and economic impact.](#)
- [21.57.090 Visual impacts.](#)
- [21.57.100 Landscaping.](#)
- [21.57.110 Citizen participation meetings.](#)
- [21.57.120 Development activity plan.](#)
- [21.57.130 Stormwater protection plan.](#)
- [21.57.140 Signs.](#)
- [21.57.150 Parking.](#)
- [21.57.160 Pedestrian access.](#)
- [21.57.170 Landscaping.](#)
- [21.57.180 Buffers.](#)
- [21.57.190 Lighting.](#)
- [21.57.200 Loading and delivery.](#)
- [21.57.210 Building and aesthetics.](#)
- [21.57.220 Screening of mechanical equipment.](#)
- [21.57.230 Utilities.](#)
- [21.57.240 Snow storage.](#)
- [21.57.250 Outdoor sales and storage.](#)
- [21.57.260 Trash and recycling collection.](#)

30 **21.57.010 Scope.**

31 a. This chapter applies to development that includes one or more buildings of more than 15,000 square
32 feet of combined building area containing a retail business or wholesale business use when a conditional
33 use permit is required pursuant to other provisions of the zoning code.

34 b. As used in this chapter, “large store” means one or more buildings of more than 15,000 square feet of
35 combined building area containing a retail or wholesale business use. [Ord. [08-29](#), 2008].

36 **21.57.020 Intent.**

37 a. The intent of this chapter is to ensure that large store development is of a quality that enhances the
38 character of Homer and does not overwhelm its surroundings. Large store development can result in
39 substantial impacts to the community, such as, but not limited to, noise, traffic, community character,
40 environment, and the local economy. One purpose of this chapter is to minimize the effects of these
41 impacts through a detailed review and approval process.

42 b. The requirements of this chapter are to be used for evaluating and assessing the quality and design of
43 proposed large store developments. Where these requirements conflict with other provisions of this
44 title, the more restrictive requirements shall apply. These requirements are in addition and
45 complementary to the general conditions applicable to conditional use permits. [Ord. [08-29](#), 2008].

46 **21.57.030 Pre-application conference.**

47 Prior to submitting a completed conditional use application for a large store, the applicant must meet
48 with the City Planner to discuss the conditional use permit process and any issues that may affect the
49 proposed conditional use. This meeting is to provide for an exchange of general and preliminary
50 information only and no statement made in such meeting by either the applicant or the City Planner
51 shall be regarded as binding or authoritative for purposes of this title. [Ord. [08-29](#), 2008].

52 **21.57.040 Application.**

53 An application for a conditional use permit or modification of an existing conditional use permit for a
54 large store may be initiated by a property owner. If initiated by the owner’s agent, the agent shall
55 submit with the application written authorization signed by the owner expressly stating the agent’s
56 authority to submit the conditional use application on behalf of the owner. [Ord. [08-29](#), 2008].

57 **21.57.050 Costs.**

58 The cost of all permits, studies and investigations required under this chapter shall be borne by the
59 applicant. [Ord. [08-29](#), 2008].

60 **21.57.060 Site and access plans.**

61 a. A level one site plan complying with Chapter [21.73](#) HCC shall be submitted with the application. Site
62 design shall utilize the natural features and topography of the individual site to the maximum extent
63 possible.

64 b. A level two right-of-way access plan complying with Chapter [21.73](#) HCC shall be submitted with the
65 application. [Ord. [08-29](#), 2008].

21.57.070 Traffic impact analysis.

The conditional use permit application shall include a traffic impact analysis if required in the applicable zoning district. The analysis and any mitigation shall comply with Chapter [21.76](#) HCC. [Ord. [08-29](#), 2008].

Commented [RA1]: TIA is a can of worms costs/benefits/responsibilities. Need profession help here and a community plan would be appropriate.

21.57.080 Community and economic impact.

a. The conditional use permit application for a large store shall include a community and economic impact analysis report that evaluates the projected benefits and costs caused by the project to the public and private sectors of the community, and prescribes mitigation measures, if needed. The analysis must show:

Commented [RA2]: No standards for measuring impact or the amount of mitigation appropriate.

1. The proposed project will not have a significant adverse impact to the City in terms of balancing as near as possible the cost of public services and public revenue provided through taxes and other revenue to the City.

2. The project shall be designed to minimize negative impacts to adjoining property values.

3. The developer shall demonstrate the financial ability to complete the project and to achieve long-term financial stability.

b. At a minimum the community and economic impact analysis shall include, based on a horizon year of 10 years, the following:

1. The estimated net impacts to local employment, wages and salaries, retained profits, property taxes, and sales taxes.

2. The estimated net impacts of increased local consumer spending and savings.

3. The change in the estimated number of employees, employment types, and estimated wages generated by the project.

4. The change in locally retained profits.

5. The net change in sales tax and property tax base and revenues, including any changes in overall land values.

6. The projected net costs to the City arising from increased demand for and required improvements to public services and infrastructure.

7. The value of improvements to public services and infrastructure to be provided by the project.

8. The impacts (including displacement of existing retailers) on the existing businesses in the zoning district in question and on the business community as a whole.

9. The impact on the City's Insurance Services Office (ISO) rating. [Ord. [08-29](#), 2008].

21.57.090 Visual impacts.

Parking lots and parking structures may not visually dominate the setting and should enhance the City's aesthetic qualities and natural surroundings. Parking facilities shall be designed and landscaped with increased emphasis on pedestrian ways that provide public connectivity to and through the site. The

100 visual impacts of parking lots shall be mitigated through measures such as landscaping, screening, or
101 situating parking areas away from the front of buildings adjacent to arterials. [Ord. [08-29](#), 2008].

102 **21.57.100 Landscaping.**

103 Landscaping is required in order to improve the aesthetic quality of the built-up environment, promote
104 retention and protection of existing vegetation, reduce the impacts of development on the natural
105 environment, enhance the value of current and future development and increase privacy for residential
106 areas. A landscaping plan shall provide for landscaping that minimizes visual, sound, and other negative
107 impacts from the development. The materials selected shall be compatible with the climate, planting
108 location, and landscaping function. The landscaping plan shall include the retention of mature natural
109 vegetation to the greatest extent possible. [Ord. [08-29](#), 2008].

110 **21.57.110 Citizen participation meetings.**

111 a. The conditional use permit application shall include a report of citizen participation meetings held in
112 accordance with this section.

113 b. The purposes of the citizen participation meetings are (1) to ensure that developers pursue early and
114 effective citizen participation in conjunction with their development, giving developers the opportunity
115 to understand and try to mitigate any real or perceived detrimental impacts their development may
116 have on the community; (2) to ensure that the citizens and property owners have an adequate
117 opportunity to learn about applications for conditional use permits that may affect them and to work
118 with developers to resolve concerns at an early stage of the process; and (3) to facilitate ongoing
119 communication between the developer, interested citizens and property owners, City staff, and other
120 officials throughout the application review process.

121 c. A minimum of two citizen participation meetings shall be held at which the applicant shall provide a
122 detailed description of the project and shall address the following items: access, parking, landscaping,
123 building size and locations, general style and architectural finish, signage, grades and other site
124 improvements. During the meetings with the public, the developer shall have available for review all
125 conceptual drawing(s) in standard architectural format illustrating the items above. This material will be
126 filed with the Planning Department, and made available for inspection by the public.

127 d. At a minimum, the citizen participation meetings report shall include the following information:

128 1. Details of techniques the applicant used to involve the public, including:

129 a. Date and location of a minimum of two meetings where invited citizens discussed the developer's
130 proposal;

131 b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and
132 other publications;

133 c. Location and date of meeting advertisements; i.e., notice posting locations within Homer, newspaper
134 publishing dates;

135 d. Mailing list of residents, property owners, and interested parties receiving notices, newsletters, or
136 other written materials, and proof of advertisements and other notices; and

Commented [RA3]: In areas that allow lg retail level 2
site standards apply

- 137 e. The number of people that participated in the citizen participation meetings.
- 138 2. A summary of concerns, issues and problems expressed during the process, including:
- 139 a. The substance of the concerns, issues, and problems; and
- 140 b. How the applicant has addressed or intends to address concerns, issues and problems expressed
- 141 during the process; and
- 142 c. Concerns, issues and problems the applicant is unwilling or unable to address and why. [Ord. [08-29](#),
- 143 2008].

144 **21.57.120 Development activity plan.**

145 A development activity plan (DAP) shall be submitted with the conditional use permit application if

146 required by the code provisions of the applicable zoning district. [Ord. [08-29](#), 2008].

147 **21.57.130 Stormwater protection plan.**

148 A stormwater protection plan shall be submitted with the conditional use permit application if required

149 by the code provisions of the applicable zoning district. [Ord. [08-29](#), 2008].

150 **21.57.140 Signs.**

151 All signage shall conform to the requirements of Chapter [21.60](#) HCC. [Ord. [08-29](#), 2008].

152 **21.57.150 Parking.**

153 a. Parking lots for large retail and wholesale development shall not exceed the minimum number of

154 spaces required by Chapter [21.55](#) HCC **by more than 10 percent.**

155 b. All parking lots will be posted “No Overnight Camping Permitted” as required by HCC [19.08.030](#).

156 c. Where practical, no more than 50 percent of the required parking area for the development shall be

157 located between the front facade of the building and the abutting streets or adjacent to arterials. [Ord.

158 [08-29](#), 2008].

159 **21.57.160 Pedestrian access.**

160 Sufficient accessibility, safety and convenience to pedestrians shall be provided. Unobstructed sidewalks

161 shall link the site to existing public pedestrian facilities, including but not limited to sidewalks and trails.

162 Sidewalks shall be provided along the full length of any structure where it abuts a parking lot. [Ord. [08-](#)

163 [29](#), 2008].

164 **21.57.170 Landscaping.**

165 a. Landscaping shall not be less than 15 percent of the total lot area of the site and shall include the

166 retention of existing native vegetation to the maximum extent possible. **The coverage of shrubs, trees**

167 **and hedges shall be measured from their drip lines.**

168 1. Buffers shall be maintained in minimum width of three feet along all lot lines **where setbacks permit.**

169 **2. In parking lots:**

Commented [RA4]: This is part of a zoning permit and only needed if approved. How much design needs to be submitted for application?

Commented [RA5]: We would generally accept a conceptual plan at this point

Commented [RA6]: Redundant

Commented [RA7]: This is the only development where this is required and one could develop unlimited parking on separate lot with no other use associated with it

Commented [RA8]: Language added to level 2

Commented [RA9]: Thought is continued in level 2; *except where a single use is contiguous across common lot lines, such as, but not limited to, shared driveways and parking areas. Whenever such contiguous uses cease the required buffers shall be installed.*

Commented [RA10]: Copied from level 2 ‘parking lots’

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

172 b. Parking lots with 24 spaces or more will have a minimum 10-foot landscaped buffer adjacent to
 173 road rights-of-way.

174 c. Parking lots with only one single-loaded or one double-loaded aisle that have a 15-foot minimum
 175 landscaped buffer adjacent to road rights-of-way are excluded from the requirement of subsection
 176 (a)(2)(a) of this section.

177 b. General landscaping shall be additionally provided as needed to achieve the minimum required
 178 landscape coverage.

179 c. Required landscaping shall be limited to the following materials:

180 1. Living ground cover;

181 2. Permeable, continuous nonliving ground cover;

182 3. Living plant life other than ground cover;

183 4. Retained native vegetation;

184 5. Natural or manmade features, including, but not limited to, boulders and planters;

185 6. Pedestrian ways;

186 7. Public spaces.

187 d. Separate sections of landscaping shall be composed of the required materials in any combination as
 188 follows:

189 1. Living plant life other than ground cover or natural vegetation shall have **minimum** coverage of five
 190 percent;

191 2. Living ground cover shall have a **maximum** coverage of 80 percent;

192 3. Permeable nonliving ground cover shall have a **maximum** coverage of 10 percent;

193 4. Natural or manmade features shall have a **maximum** coverage of 10 percent;

194 5. Pedestrian ways or public spaces shall have a **maximum** coverage of 50 percent.

195 e. Topsoil addition, final grading, seeding, and all planting of flora must be complete within nine months
 196 of substantial completion of the project, or within the first full growing season after substantial
 197 completion of the project, whichever comes first. Required landscaping will be maintained thereafter,
 198 with all shrubs, trees, and ground cover being replaced as needed. [Ord. [08-29](#), 2008].

199 **21.57.180 Buffers.**

200 The Commission may require buffers, including berms, fences, trees and shrubs, to minimize impacts to
 201 adjacent property. A landscaped buffer or combination of landscaping and berms of no less than 10 feet
 202 in width will be required where the development adjoins residential zones. [Ord. [08-29](#), 2008].

Commented [RA11]: Maximum coverage of 50%, of landscaping, (d)5 below

Commented [RA12]: Maximum coverage of 50%, of landscaping, (d)5 below

203 **21.57.190 Lighting.**

Commented [RA13]: Redundant with district code.

204 All lighting will conform to the requirements of the zoning district. [Ord. [08-29](#), 2008].

205 **21.57.200 Loading and delivery.**

206 a. Loading and delivery areas shall be designed and located to mitigate visual and noise impacts to
207 adjacent residentially zoned areas. The delivery and loading areas will also be screened so they are not
208 visible from public streets, sidewalks, and adjacent properties. A landscaped buffer may be required
209 when delivery and loading areas are adjacent to residentially zoned areas. The landscaped buffer will
210 include mixed vegetation adequate to provide noise, light and visual screening.

211 b. The Commission may limit hours of delivery and loading as necessary to reduce the effects of noise
212 and traffic on surrounding residential zones.

213 c. Commercial vehicles, trailers, shipping containers and similar equipment used for transporting
214 merchandise shall remain on the premises only as long as required for loading and unloading
215 operations, and shall not be maintained on the premises for storage purposes unless it is screened from
216 public view and otherwise lawful. [Ord. [08-29](#), 2008].

Commented [RA14]: Copied from 21.18.080
Nuisance standards in CBD.

217 **21.57.210 Building and aesthetics.**

218 This section sets minimum requirements to help create an aesthetically attractive facade by reducing
219 the perceived mass of large buildings, creating structures in scale with existing development, and
220 creating a pedestrian-friendly environment, while recognizing that buildings for certain uses may not be
221 able to fully achieve these goals. In such instances, the Commission may allow increased landscaping
222 and proper siting may be utilized to mitigate the perceived mass and visual impacts of the large building.

223 a. If a building facade exceeds 60 feet in length, it shall be divided into smaller elements by jogging the
224 wall in or out a minimum of four feet for at least 10 feet in length, or by adding an element such as a
225 porch, recessed entry, bay window, projecting trellis or similar substantial architectural feature at
226 intervals so that no continuous wall plane is more than 60 feet in length.

227 b. The portion of the building within public view shall incorporate human-scale elements such as
228 windows, arcades, lower roof overhangs, awnings, or architectural features.

229 c. The design shall provide architectural features that contribute to visual interest at the pedestrian
230 scale and reduce the massive scale effect by breaking up the building wall, front, side, or rear, with
231 color, texture change, and repeating wall offsets, reveals, or projecting ribs.

232 d. The roof design shall provide variations in roof lines and heights to add interest to and reduce the
233 massive scale of large buildings. Parapet walls shall be architecturally treated to avoid a plain
234 monotonous style.

235 e. Entryways shall be designed to orient customers and to be protected from the weather. Each
236 entrance shall be clearly defined and highly visible.

237 f. The buildings shall have exterior building materials and colors that are compatible in color, texture and
238 scale.

239 g. Public Spaces. No less than five percent of the floor area shall be dedicated to interior or exterior
240 public spaces. [Ord. [13-27](#) § 18, 2013; Ord. [08-29](#), 2008].

Commented [RA15]: This could be pretty large.
2000sf for a 40,000sf store

241 **21.57.220 Screening of mechanical equipment.**

242 Roof or ground mechanical equipment shall be screened to mitigate noise and views in all directions. If
243 roof equipment is mounted, the screen shall be designed to conform architecturally with the design of
244 the building. Screening of ground-mounted mechanical equipment shall be of such material and be of
245 sufficient height to block the view and noise of the equipment. [Ord. [08-29](#), 2008].

246 **21.57.230 Utilities.**

247 All utilities providing permanent service, including, but not limited to, electric power, telephone, CATV
248 cables and all other wires and cables, shall be located underground. The Commission may grant
249 exceptions or recommend exceptions under the criteria established in HCC [22.10.055](#)(d) and (e),
250 respectively. [Ord. [08-29](#), 2008].

251 **21.57.240 Snow storage.**

Commented [RA16]: Parking above required may be
used

252 A snow storage plan is required as a component of the site plan. Use of sidewalks and required parking
253 areas for snow storage is prohibited. Snow storage within 25 feet of stream banks is prohibited. Use of
254 landscaped areas for snow storage may be allowed under the approved snow storage plan. The
255 Commission may impose such restrictions on snow removal operations as are necessary to reduce the
256 effects of noise or traffic on surrounding areas. [Ord. [08-29](#), 2008].

257 **21.57.250 Outdoor sales and storage.**

258 a. If permitted in the zoning district, areas for outdoor sales and storage of products may be approved in
259 the conditional use permit if they are extensions of the sales floor into which patrons are allowed free
260 access. Such areas shall be incorporated into the overall design of the building and landscaping. The
261 areas shall be permanently defined and screened with walls, fences or both. Materials, colors and design
262 of screening walls and fences and their covers shall be complementary to those of the primary structure.
263 These outdoor sales and storage areas shall be considered as part of the gross floor area of the
264 establishment.

265 b. Where outdoor storage is permitted, the area used for outdoor storage (where no sales occur) must
266 be screened from view from adjacent streets and parcels, and must be more than 40 feet from a
267 building. Such outdoor storage, whether covered or not covered, shall not be counted as part of the
268 floor area of the building. [Ord. [08-29](#), 2008].

269 **21.57.260 Trash and recycling collection.**

270 Noise and visual impacts of trash and recycling collection on adjoining properties and streets shall be
271 mitigated. Trash and recycling collection areas shall be located at least 50 feet from adjacent residential
272 zones, residential uses, and public streets, unless enclosed within a structure. Unenclosed trash and
273 recycling collection areas shall not be visible from public streets, sidewalks, trails, internal pedestrian
274 walkways, or adjacent properties. [Ord. [08-29](#), 2008].

275



Resolution 21-044
Adopted June 2021

CITY OF HOMER COMMUNITY DESIGN MANUAL

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Introduction

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors. This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

The Design Review process allows for early discussion of a proposed project's design and how modifications can result in more attractive design. As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Applicability

The extent of design review varies according to the location and type of development. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are prescribed within the zoning code for those districts. Applicability of each chapter of the CDM when not required within a specific zoning district, is stated at the beginning of each chapter.

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, or (b) the alternative design meets the intent of the general requirement, or (c) reasonably meets the intent of the CMD when considering the constraints of the building site, building use, or excessive material costs.

Design Review Options

The City of Homer encourages a creative approach to design by providing a flexible review standard. Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

Design Review Goals

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity. Quality design is more important than strict conformance with the CDM.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, in keeping with the scale of the remodel.
3. Provide an objective basis for decisions which address the visual impact of the City's future growth.
4. Increase public awareness of design issues and options.
5. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Design Review Application Requirements

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- c. Color Palette. A color palette of the building's exterior including roof, siding and trim.

2. Site Plan Review

- a. Site plans and information in conformance with HCC 21.73.020, and when required by code, 21.73.030.
- b. Screening details. Details on how all mechanical and utility equipment will be screened.
- c. Fencing Details. Color, type and appearance of all fencing and screening materials.

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.

Chapter 1. Architecture

A sense of place cannot be achieved with a single building. It is the cumulative effect of each building and their relationship to surrounding buildings that creates rhythm and pattern and defines scale in the city's streetscapes. Homer aspires to have a built environment of universal and timeless quality with visual interest. The following design standards will help to achieve this.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts, to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District, and to other districts as required by City Code.

The sections in this chapter include:

- A. The Building and its Setting**
- B. Hierarchy in Building Design**
- C. Prominent Facades**
- D. Siding and Trim**
- E. Color**
- F. Roofing Material**
- G. Building Lighting**
- H. Miscellaneous Architectural Devices**
- I. Parking Garages**

A. THE BUILDING AND ITS SETTING

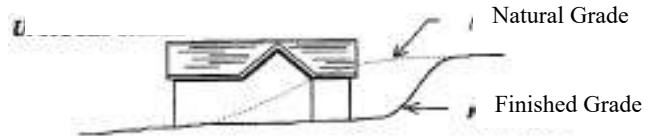
Buildings shall be designed to reflect the natural conditions of the site and shall include design elements which visually "anchor" the building to the site:

- 1. Incorporate building design elements into landscaped areas.** Without some form of transition between the ground and the building wall, structures can appear to be unrelated to, rather than part of, the site. This is especially true of stand-alone buildings in large open spaces. By extending secondary structural elements from the building out into the site, a transition between the ground and the building wall can be achieved. Low walls, stairs, walkways, or small plazas, for example, can help anchor and transition the building to the site.
- 2. Respect natural topography.** Buildings shall be designed to fit natural slopes rather than forcing the slope to fit a particular building design. Buildings shall be designed with both up-hill and downhill floor plans if the site involves significant slopes. Minimize cut and fill by developing designs which complement and take advantage of natural

topography. Sloped lots may require terraced parking lots and multi-level buildings designed to follow the slope.



ACCEPTABLE



UNACCEPTABLE

STRUCTURE SHOULD BE DESIGNED TO FIT NATURAL SLOPES.

AVOID SIGNIFICANT REGRADES BY SELECTING DESIGNS WHICH FIT NATURAL TOPOGRAPHY.

3. In the Scenic Gateway Overlay District changes to slopes can be made to maintain views.

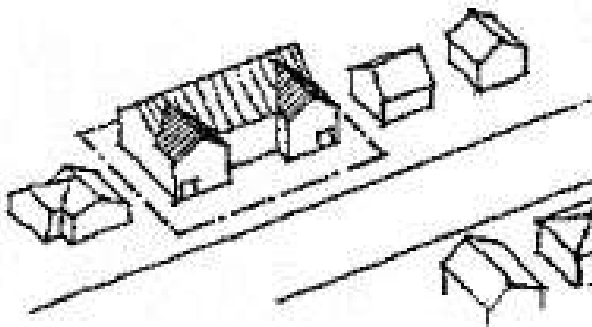
B. HEIRARCHY IN BUILDING DESIGN

Visual interest in the urban-scape can be achieved through a hierarchical approach to design. For example, strategically located structures, architectural elements, or site amenities designed as focal points create a visual "draw" and suggest a point of activity. These serve also as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple "carbon-copy" buildings provide no visual hub and shall be avoided.

- 1. Design primary structure as a focal point.** Primary structures are those which serve as a visual draw to a site. Primary structures shall be included on all commercial sites with more than one building, on commercial sites with a one or more multiple tenant buildings. Primary structures shall be designed as follows:
 - a.** Primary structures shall be the focal point of development.
 - b.** Primary structures shall include a prominent entrance. The entrance may be defined by a projecting porch or portico or a clearly defined doorway designed as a focal point, in the facade design.
- 2. Include area for outdoor leisure for Primary Structure.** Primary structures shall incorporate either a prominent portico or plaza which is visible to the public and useable to customers or clients. Its size shall be at least 10% of the main level interior floor area. It must be incorporated into the building design. (This may or may not be the prominent entrance described above and may be applied toward

requirement for a commercial common area described on page 2-2 (site design chapter).

3. **Incorporate multiple tenant spaces into hierarchy of building design.** Required facade and height variation will provide some degree of hierarchy in a building's design. Where possible, facade and height variation should reflect the location of individual tenant spaces.
4. **Provide a common architectural treatment to all buildings on the same parcel or which are part of the same development.** In order to provide an overall pleasing development, all buildings shall employ a complimentary architectural style and finish.
5. **Integrate secondary structures as support buildings.** Secondary structures may be much simpler in design and still provide interest to the site plan or streetscape. Architectural interest is of less importance with secondary structures but they must meet all other design criteria for commercial buildings.
6. **Reflect mass and scale of adjacent structures.** Structures shall reflect the mass and scale of adjacent structures. If a larger structure is built next to a smaller structure, it must include projections in the facade which approximate the smaller structure's massing.



The projections in the facade of this larger building appropriately reflects the scale and spacing of the adjacent structures

7. **In the Scenic Gateway Overlay District-** In addition to the above, building placement and scale will be set to foster a village type of feel. Several buildings or the use of modulation and design elements that give the appearance of smaller street frontages are favored over single building masses with large monolithic faces visible along street frontages.

C. PROMINENT FACADES

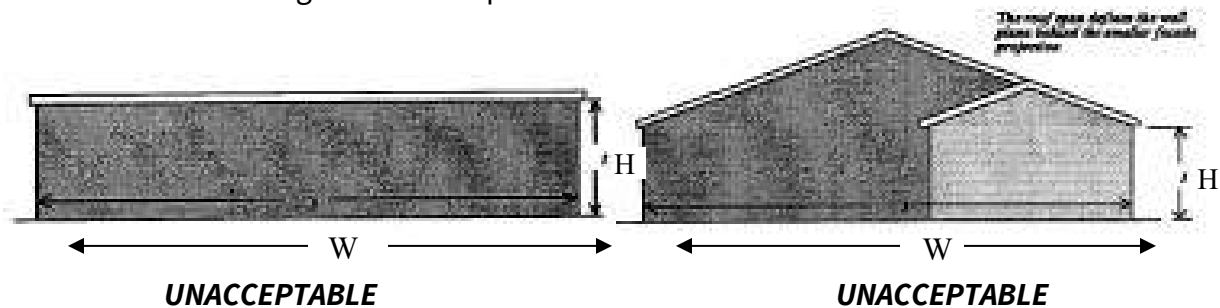
Prominent facades are defined as all building facades visible from arterials, and activity centers, and also facades which face the road(s) providing primary access to the building's site. The 'back' of a building, which may have loading areas or employee entrances, is not a prominent façade unless it meets one of the prior circumstances. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping. Prominent facades, whether the front, side or rear of the building, are subject to full design review and shall comply with all design criteria stated herein unless full on-site screening by vegetation can be achieved within 3 years.

1. **Provide consistent architectural interest to all prominent facades.** All prominent facades shall meet the following requirements.

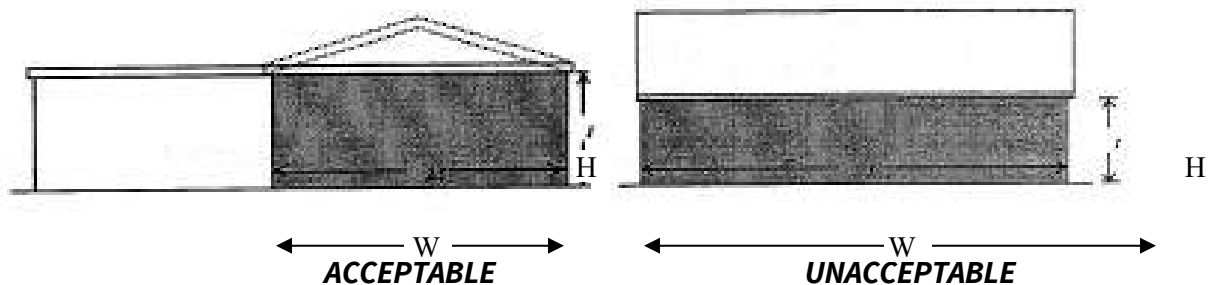
- a. Prominent facades shall not be blank walls.
- b. Prominent facades shall reflect the same design and detailing which typify the building's front including roof design, window proportion, facade variation, and building materials.
- c. Prominent facades may not be concealed behind high walls or privacy fences. Lower fences and walls not exceeding 3 feet in height are acceptable.

2. **Building Scale and Mass**

- a. **Avoid long, low wall planes.** Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.



Height/Width proportions apply
with or without gable

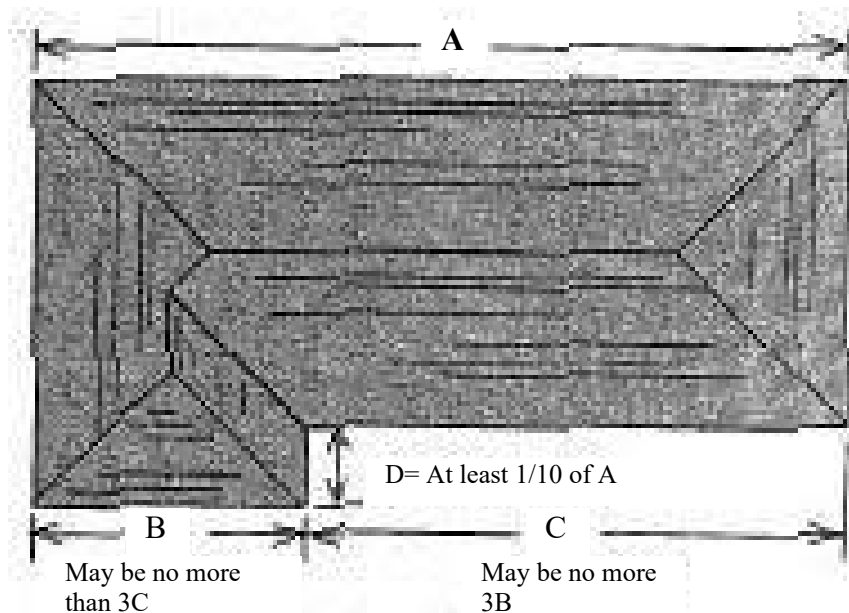


3. Provide substantial shifts in walls and roof surfaces. Wall and roof surfaces shall be broken down into smaller planes using substantial shifts in building footprints that result in substantial shifts in roof lines as follows:

a. Limit roof areas in the same plane. The total roof area in a single plane shall not exceed 5000 square feet.

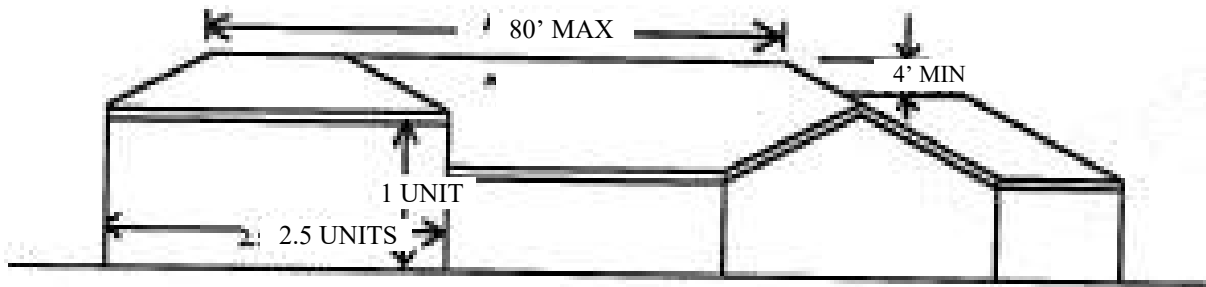
b. Horizontal shift. No portion of a prominent facade may exceed 60 feet in length without a shift in the building footprint measuring $1/10$ of the facade length. This shift may be broken down into smaller shifts of at least 4 feet each. For prominent facades of 100 feet in length or less, this horizontal shift may be accomplished by creating an entrance that serves as a major focal point, such as an extended roofed area, front porch or other feature, without jogging the exterior wall of the building.

c. Horizontal shifts, when required, shall be reflected by a shift or alteration in the roof design. To assure that footprint shifts are evenly distributed across the building facade, shifted wall planes shall have a width proportion of between 1-to-1 and 3-to-1 the width of adjacent wall planes on the same facade.



Horizontal shifts required if "A" exceeds 60 feet in length

d. Vertical shift - No single run of ridge, cornice, or fascia (excluding eave overhang) shall exceed 60 feet without a minimum 4-foot transition in height.



4. Provide visual terminus to tops of buildings. In order to avoid a truncated look at the top of the building, all structures shall have a visual "cap". This may include either a pitched roof or a flat roof. Pitched roofs shall have the appearance of true hips and gables with a defined ridge where opposing roof planes meet. Roof designs must conform to one of the following options:

a. Lower pitched roofs with extended eaves - A lower pitch roof with a 4/12 pitch or less is allowed provided eaves extend at least 2 feet beyond exterior building walls. A minimum of a 4/12 pitch is preferred.

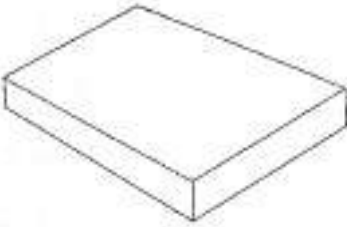
b. Steep pitch hip or gable roof form - conforming to the following roof pitch requirements:

- Minimum pitch - 4/12 in all areas:
- Maximum pitch - 12/12 in all areas.

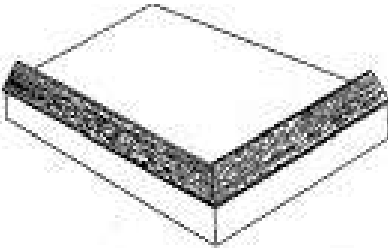
Exceptions: Steeples, bell towers and other ancillary structures.

c. False pitch roof with appearance of true hip or gable - Single story and multiple story buildings may, have a flat roof with a false pitch if:

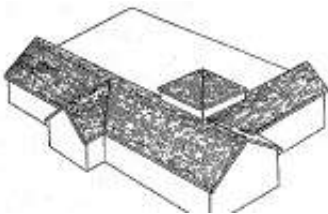
- The roof appears to be a true hip or gable from all public vantage points, and
- There are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable (this will avoid a mansard roof appearance).
- These roofs shall have a minimum 4/12 pitch, with eaves extending at least 2' beyond exterior walls.



UNACCEPTABLE - A simple box-like structure.



UNACCEPTABLE - The box structure with simulated mansard.



ACCEPTABLE - Notice how the gable ending beyond the corner of this box structure provides the appearance of a true gable from the public's vantage point.

5. Avoid unusual or atypical roof forms on all structures. A-frame, modified A-frame, curvilinear, domed, and mansard style roofs and other unusual or atypical roof forms are discouraged. Multiple gables over a single-mass structure forming a "saw-tooth" design are also discouraged.

Examples of discouraged roof forms:



Curvilinear



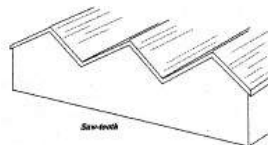
Geodesic Dome



A-frame



Modified A-frame



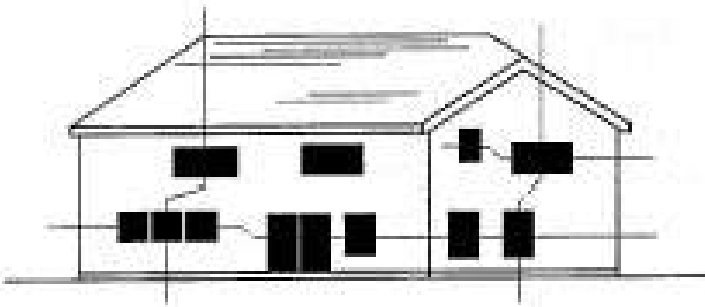
Saw-tooth

A-FRAME

6. Window and Door Fenestration

The primary purpose of windows to the interior portion of a building is to let in light and air. To the outside of a building, windows can make an architectural statement. The challenge to the architect is to make sure that both objectives are met. Windows placed primarily to serve interior functions may appear to have been haphazardly placed on the outside of the building or may be completely lacking due to a reliance on mechanical systems for light and air. This shall be avoided. Windows can and should serve as a pleasing focal point in a building's design or emphasize a shift in a wall or roof plane. Windows should relate to, align with, or complement exterior design features of the building.

a. Maintain balance in the placement of windows. To the extent possible, multiple windows on a single wall plane should be regularly spaced and aligned with other windows and doors on the same wall plane. Single or grouped windows on a wall plane should relate to other architectural features such as roof forms, doors, or facade projections.



AVOID

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



PREFERRED

The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, non-centered windows look better below a hip than below a gable

b. Conform to solid/void ratio guidelines. Generally, windows and doors shall constitute a minimum of 25 - 30 percent of prominent facade wall planes. In situations where this is not practical, emphasis shall be placed on the building's form and texture. The following type of options may, in limited applications, be acceptable alternatives:

- Vertical and/or horizontal shifts in the facade combined with roof forms which accentuate facade variations.
- Variations in texture.
- Variations in exterior lighting.
- Vegetative screening.

c. Reflective glass is discouraged. The use of reflective glass shall generally not be allowed but may be considered in limited applications.

D. SIDING AND TRIM

Traditional building materials such as brick, stone or wood reflect human handicraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities. Overall, the goal is to have buildings with visual interest.

1. **Use materials which simulate quality traditional building materials.** Finish materials must individually be characterized by texture, grain, or color variation. Individual components shall be small enough so that their collective application provides interest and texture to building facades and reflects human handicraft. Non-traditional materials shall be used sparingly unless they can be shown to have similar visual qualities of traditional materials or contribute to overall design character.
2. **Discouraged siding materials** include tile, smooth concrete blocks and smooth or flat metal panels. Creatively applied small sections of these materials may add architectural interest, but their use is discouraged as the predominant siding material.

E. COLOR

Color is an important and dominant aspect of building design. When selecting colors, consider carefully the different materials and levels of detail that color can emphasize. The field or base color is one of the most dominating features of the building; trim colors are used on the building's secondary features, while accent colors can emphasize the finer, more characteristic elements of the building's design. The goal is to create buildings with visual interest, rather than strict adherence to the guidelines below.

1. **Keep field colors subdued.** Field or base colors (the main color of the exterior walls) are recommended to be the more subtle earth tone colors. White, soft sands, grays, light pastels, and deep rich clay colors are appropriate field colors.
2. **Limit bold or bright trim colors.** Trim colors (fascia, cornice, window & door trim, kick panels, etc) may contrast or compliment the field color. Using a lighter or darker shade of the field color is always an appropriate trim color as is white.
3. **Finer details may be accented with brighter colors.** Accent colors can generally be brighter than field or trim colors. Accent colors should be used with restraint. Appropriate areas for accent colors are those details that might otherwise go unnoticed such as moldings or molding indentations, medallions, and shadow lines of window and door frames. Doors are also an appropriate location for accent colors.

F. ROOFING MATERIALS

Views of roofs from the ground and from higher elevations play an important role in the architecture of the city. Roofing materials shall be selected according to the following criteria.

1. **Use roof materials which provide texture and shadow lines.** Ribbed metal roofing or architectural or laminated shingles are encouraged.
2. **Avoid bright-colored, reflective or unsightly roofing materials.** The following roofing materials are discouraged and may only be considered by the Commission in unusual cases:
 - a. Gravel.
 - b. Untreated aluminum or metal (copper may be used).
 - c. Reflective materials (including aluminized hot-mopped roofs, white or light gray metals which have a metallic appearance in bright sun).
 - d. Brightly colored, highly visible roofing materials.
 - e. Red bar-tiles common to Spanish architecture
 - f. Urethane foam, painted and unpainted

G. BUILDING LIGHTING

Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. **Avoid back-lit panels and awnings.** Translucent panels and awnings illuminated from behind are prohibited. This shall not exclude soft light being emitted from windows.

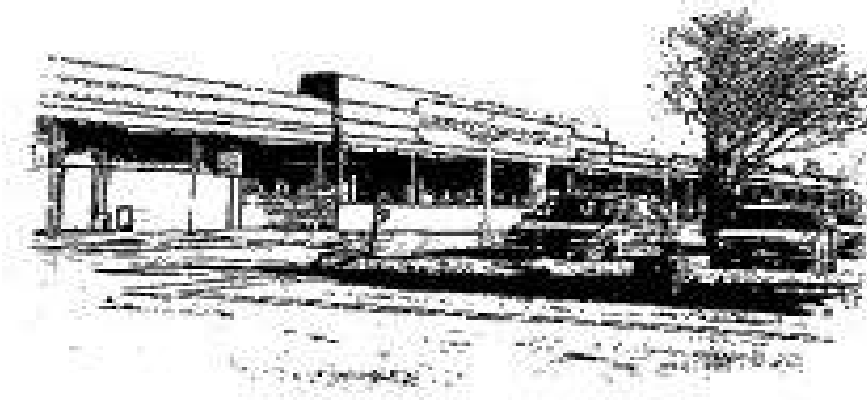
2. **Keep light source hidden from public view.** Except for decorator lights with frosted lenses or which use clear bulbs (e.g., candelabra bulbs) light sources shall be concealed behind soffits, within recessed containers, behind shrubbery, etc.
3. **Avoid bright lighting on outdoor surfaces of buildings.** Outdoor building lighting is limited to low levels except that more intense lighting is allowed at building entrances.
4. **Avoid colored lighting on buildings.** Colored lighting is limited to temporary holiday lighting only.
5. **Apply utility lighting sparingly.** Utility light fixtures which have an industrial or utilitarian appearance may be used for security lighting on buildings, but shall not be used in areas of concentrated lighting (e.g., service station canopies) unless the fixtures are not seen from public rights-of way.

H. MISCELLANEOUS ARCHITECTURAL DEVICES

Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. **Architecturally integrated artwork is encouraged.** Artisans are encouraged to create art and sculpture which compliment building architecture and the community.
2. **Avoid Architectural Gimmicks and fads.** Types of gimmickry to be avoided include, but are not limited to, the following:
 - a. **Tenant-specific motifs.** Detailing or color used to promote a particular theme or to identify a specific tenant should be avoided. Signage shall be used for this purpose.
 - b. **Neon Outlining.** Architectural features shall not be outlined in neon, linear lights, or tube-type lights. This includes exposed and concealed lights.
 - c. **Back-lit Awnings.** Awnings may not be backlit or otherwise illuminated from behind unless the awning fabric is completely opaque so that it blacks out all light.
 - d. **Non-functional Awnings.** Awnings shall be limited to traditional locations over windows walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.
3. **Maintain consistency in awning design.** Multiple awning designs are not permitted on a single building.

4. **Avoid awnings which obscure or dominate the building design.** Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design.



This continuous awning overpowers the building design and hides the original parapet or cornice detail.

I. PARKING GARAGES

The following requirements are intended to soften the visual impacts of parking garages as seen from the street face.

1. **Recess vehicle entries in main facade.** Garage doors and open vehicle entries must be recessed at least 6 feet from the front facade plane.
2. **Screen parking garage facade.** Parking garage facades which are visible from the street shall conform to one or a combination of the following options:
 - a. **A landscaped screen.** Screening may be trees, shrubs or wall clinging plantings on a trellis.
 - b. **Store fronts.** The parking garage may be faced with storefronts or display-windows.
 - c. **Simulated storefront.** The openings of the garage may be designed to reflect or simulate the window pattern and material choice of the primary structure on the site. The door and window fenestration requirements on this page should be used as a guide.
3. **Acquire Commission approval for all parking garages over 1 story or which enclose 20 cars or more.** In making its determination of compliance, the Commission shall consider the design criteria under 1 & 2 directly above, and may also determine how much screening or architectural embellishment is required based upon projected lines of sight from the pedestrian's perspective.

Chapter 2. Site Design

The Site Design chapter addresses site amenities intended to enhance the visual character of the site, invite outdoor activities and connect public rights-of-way to structures on private property.

Applicability: This Chapter applies to all non-residential uses and uses with more than 12 residential units in the Central Business and Gateway Business Districts and to all uses except single family dwellings and duplexes in the Scenic Gateway Corridor Overlay District.

The sections in this chapter include:

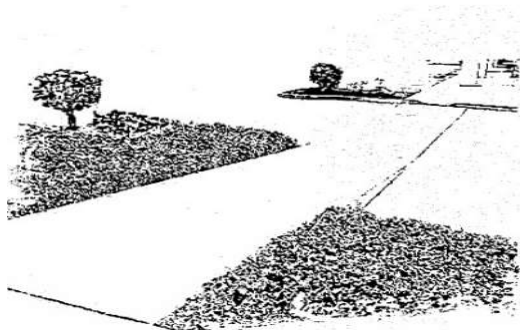
- A. On-site Walkways**
- B. Outdoor Common Areas**
- C. Commercial Streetscape**
- D. Landscaping and Screening**
- E. Fences**

A. ON-SITE WALKWAYS

Primary walkways are intended to link a building's main entrance to the public right-of-way and to facilitate and enhance the pedestrian environment.

1. Link commercial buildings and the public right-of-way with primary walkways.

Commercial buildings must be served by primary walkways which directly link the building's main entrance to the public right-of-way.



2. Assure that primary walkway width is proportionate to scale of project. Primary walkways must be a minimum of 5 feet on small-scale projects; wider walkways may be required for larger scaled projects.

3. Differentiate walkway surface. Walkways must be visually distinct from parking lot and

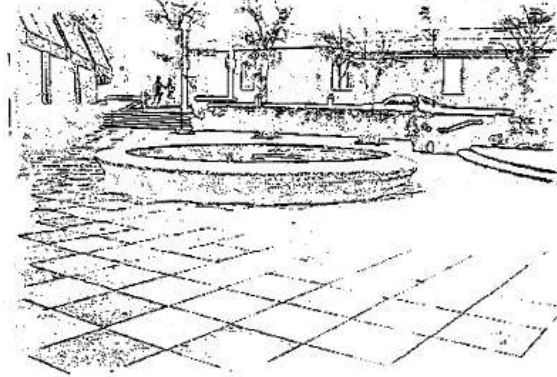
driveway surfaces and may include textured or colored materials. Paint or striping will not suffice to meet this requirement. Walkways must be functionally separate from parking lots and driveways except where they cross driveways.

4. **Accent walkway with significant landscaping.** One side of the primary walkway must be landscaped except where it crosses a driveway. The width of the landscaping shall be sufficient to maintain a proper planting environment. Planting strips must have an average width of 3 feet. Wider planting strips may be required for larger scaled projects.

5. **Accent walkway with lighting and seating areas.**

B. OUTDOOR COMMON AREAS

A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common areas must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.



1. **Provide common area of a size proportionate to development.** Commercial development greater than 5000 square feet in floor area shall include common areas equal to 5% of the gross floor area of the building to which they apply, excluding garages, warehouses, and similar support structures.
2. **Choose type of common area best suited to development.** Common areas must include trash receptacles and casual seating and/or tables. Common areas must be one of (or a combination of) the following:
 - a. **Balcony, terrace or covered colonnade** - providing a minimum walking width of 8 feet and which also incorporates seating areas.

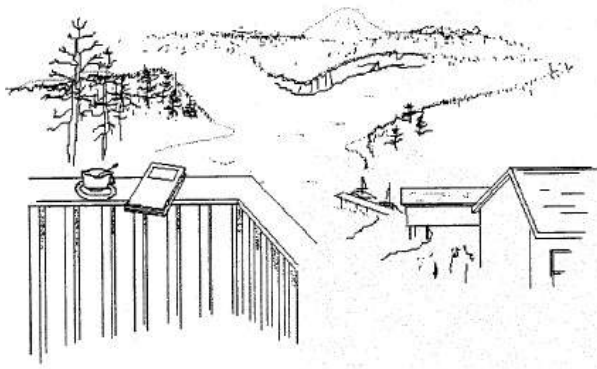


a. Plaza - with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, concrete surfaces shall be scored or otherwise divided into smaller sections.

b. Pocket park - developed between or in front of buildings which include landscaped areas of grass, trees, shrubbery and flowers, combined with limited paths and pavement areas for casual tables and/or seats.

c. Scenic View Area - consistent with these design standards. Viewing platforms intended for public access shall be identified with signage located at the edge of the public right-of-way.

d. Off-site common areas - For structures with less than 10,000 square feet of floor area, any of the above common areas which are within 250 feet of the subject site and are at least as large as the required common area for the subject site meet common area requirements and do not have to be repeated. This does not imply that the off-site common area must be accessible for the subject site's use. It merely develops an appropriate density for outdoor common areas in a given district.



3. Locate common areas in view corridors. Where view corridors occur on a site,

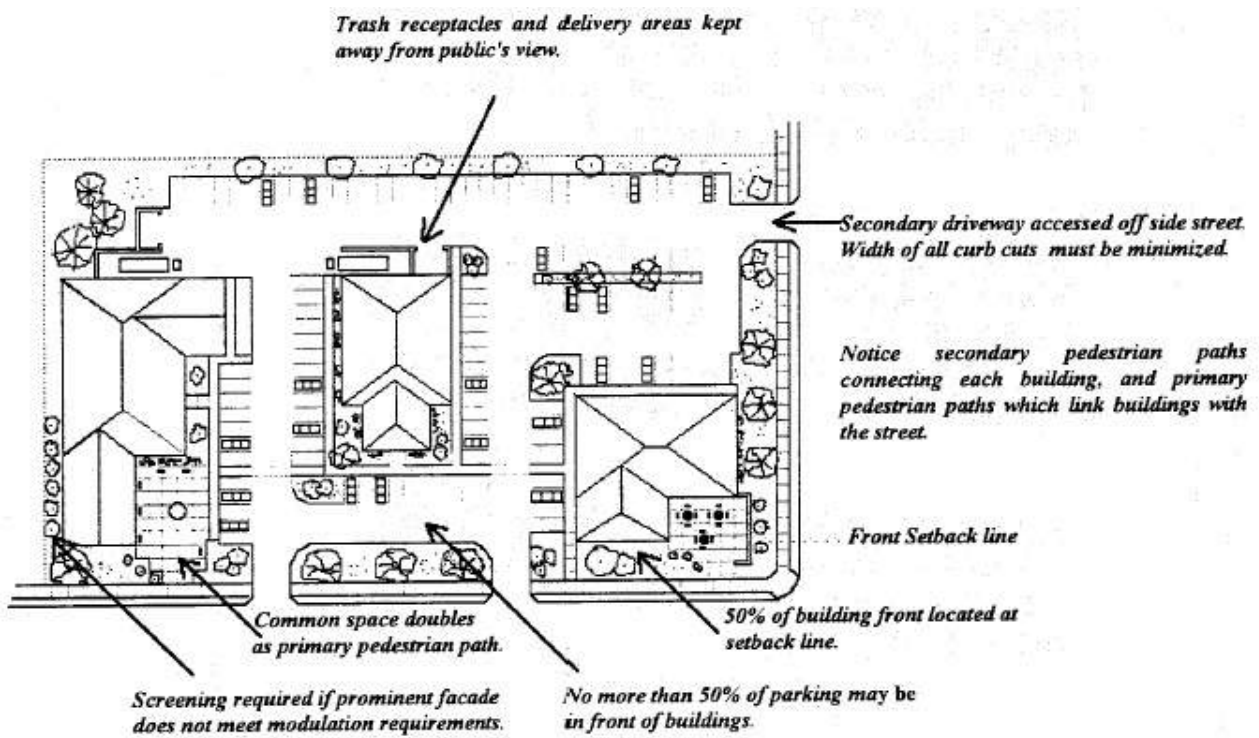
common areas shall be located within the view corridor. Use care in the selection of landscape plantings so as to preserve views.

4. **Provide direct access to common areas with pedestrian walkways.** Common areas (or outdoor stairs leading to common areas) shall be easily accessible to customers from the public right-of-way by either primary or secondary walkways.

C. **COMMERCIAL STREETSCAPE**

To enhance the visual quality and the pedestrian environment of commercial streets and activity centers, an increased emphasis should be placed on landscaping, pedestrian walkways and architecture. Parking lots and service areas should be visually diminished by keeping them to the side or rear of the buildings.

1. **Locate structure near front setback line.** At least 50 percent of the primary structure's front facade shall be placed near the front setback line. The remaining portion of the building may be stepped back to accommodate common areas or parking.
2. **Orient service and delivery areas away from the street.** Where possible, service and delivery bays, including warehouses and mini-storage units, may not be oriented to the street. These areas should be separated from public access routes and parking areas whenever practical.



3. **Use landscaping to screen parking lots and service areas.** Parking lots and other expansive pavement areas shall include a wall, solid hedge or landscape berm at least 3 feet high (conforming to clear vision requirements at driveway entrance) parallel to the right-of-way to soften the visual impact of the lot from the street.
4. **Link dissimilar buildings with common site amenities.** Visual continuity can be achieved between dissimilar buildings by emphasizing common elements of site design (e.g., landscaping, screening, furnishings, light standards, decorative paving materials). Similar colors of structures can also provide visual continuity to the streetscape.
5. **Provide covering over walkways where appropriate.** Encourage pedestrian use of walkways by providing canopies, marquees, and awnings on building fronts which abut a sidewalk.
6. **Place no more than 50% of required parking in front of buildings.** Where practical, no more than 50% of required parking may be located in front of the building. In this context, the front shall be the building side facing the street providing primary access to a site.
7. **Avoid parking in front of building entrance.** Parking spaces in front of the main building entrance interfere with entrance visibility and access. These shall be avoided.

D. LANDSCAPING & SCREENING

Formal landscaping provides a pleasing transition between the natural setting and the built environment and between adjacent built environments. Landscaping may not be considered adequate compensation for poor site or building design; it shall be used to enhance new development (regardless of how attractive the buildings on a site may be) and to soften the visual impacts of such urban necessities as parking lots and mechanical equipment. In addition to aesthetics, landscaping provides green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces. Natural vegetation, together with existing views of the water and land views is an integral part of the Homer setting and should be preserved on both developed and vacant parcels. Views through or framed by natural vegetation may be achieved while retaining the existing vegetation which characterizes Kachemak Bay.

1. Utilize non-invasive attractive plants to achieve landscaping and screening, preserve or create tree canopy, and provide ecosystem services such as water retention and filtration. Concepts such as rain gardens and other Low Impact Development concepts are encouraged.
2. **Choose plantings which are compatible with existing vegetation.** Plantings must be

of a type which will thrive amid existing vegetation without killing or overtaking it. Avoid mixing incompatible plants which require different planting environments or micro-climates. Avoid haphazard mixture of textures, colors and plant types.

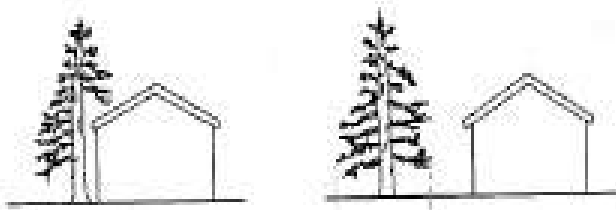
3. **Locate vegetation to preserve significant views.** Views and vistas from public rights-of-way shall be considered when determining placement of vegetation or retention of existing vegetation. While it is not the intent to avoid all trees in the foreground of a view, consideration should be given to the expected height of trees and how they might be located to "frame" the view. The following standards promote retention of existing views and apply to both commercial and residential properties:

- a. **Selective thinning** - Larger tree stands which, over time, have closed off significant views may be selectively thinned. Limit thinning to maintain a balance of timber and continuous canopy.

- b. **Trees within view** - Allow trees to be a part of the view. Limited numbers of trees should not be considered an obstruction to a view.

4. **Provide adequate room for retained vegetation.** Identify how retained trees will be protected both during and after construction.

- a. **Location of structures.** Buildings, retaining walls, utilities, and paved surfaces must be far enough away from retained trees to allow room for construction activities (including grading and excavation) and to assure a proper growth environment after construction.



Neither the building footprint or the area of construction should encroach into the drip line of trees to be protected

- b. **Area of construction.** In no case shall construction activities take place within the drip line of the tree (root zone) without extra precautions.

- c. **Tree well.** Provide a tree well or other form of protection where the surrounding grade must be raised.

- d. Significant vegetation to be retained must be protected during construction by installation of an effective system. The system must be approved by the Public Works Department, and must be in place during construction.

5. **Replace lost trees which were intended to be retained.** Any tree proposed or required to be retained and which is subsequently lost or destroyed must be replaced with at least three 6-foot trees of an appropriate species.

6. **Retain the natural symmetry of trees.** Trimming of trees shall be done in a manner that preserves the tree's natural symmetry. Topping shall be avoided unless required for health/safety reasons. Limbing-up may be appropriate if sufficient crown is retained to preserve the tree's health.
7. **Use shrubs or vines on blank walls.** Landscape along blank walls. Shrubs, vines or other plantings can be used to provide either coverage or grouped plantings along otherwise plain walls.
8. **Outside storage of materials and equipment and trash, if otherwise allowed, should be screened from view from adjacent streets and residential areas.** Such screens should be opaque and may consist of walls, fences, landscaped berms, evergreen plantings, or any combination thereof.
9. **Enclosed storage of materials, equipment and trash is encouraged.** The enclosure will be built to be complementary to the primary structure or landscaped or located so as to not be visible from the street.
10. **Elements such as, but not limited to; HVAC units, telephone boxes, fuel tanks and electrical transformers, shall be integrated into the site design through the use of landscaping, berms or fences and should be as unobtrusive as possible.**

E. FENCES

Fences are useful for defining space, providing security, and visually enhancing outdoor settings. The degree that these qualities are considered depends on the intended purpose of the fence and where it will be located. The design of the fence may not be important if the fence is strictly for security reasons (e.g., a mini-storage yard), but if the fence is visible to the public right-of-way, design takes on added significance.

1. **Choose fence materials carefully.** Fences shall be constructed of wood, wrought iron, brick, stone, or cinder block. Smooth-faced cinder block must have a veneer finish on the side visible to the public's view. Coated chain link attached to wood posts and rails is permitted. Chain link with slats that color coordinate with the main building color scheme are also permitted. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the City Planner.
2. **Limit chain link along prominent facades and arterials.**
3. **Limit height of fences.** Unless otherwise required by Homer City Code, fences are limited to a height of 4 feet from the natural grade along arterial frontages and in the front yard.

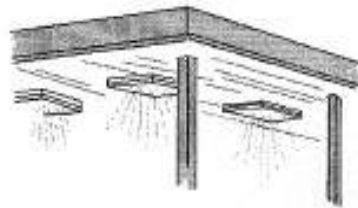
Chapter 3. Outdoor Lighting

The primary purpose of outdoor lighting is to improve visibility and safety within outdoor spaces. However, light can also enhance a setting if the intensity and source of the light corresponds to the visual character of the surroundings.

Applicability: The outdoor lighting section applies to all uses in areas zoned Central Business, Rural Residential, Urban Residential, Residential Office, Gateway Business District, Scenic Gateway Corridor Overlay District, and the portion of General Commercial 1 District lying south of Beluga Lake.

1. **Avoid lighting large areas with a single source.** Large areas may be lit with a number of low intensity sources close to the area requiring illumination; illumination of a large area with a remote single source of light shall be avoided.
2. **Avoid excessive light throw.** Lighting shall not be cast beyond the premises and shall be limited to illumination of surfaces intended for pedestrians or vehicles. Illumination of landscaped areas shall be avoided unless lighting is part of the landscape design or the area is intended for recreational use.
3. **Keep light source hidden from public view.** Except for streetlights installed in rights-of-way, all light sources, whether on public or private property, shall be hidden or conform to light standards specified herein. Light sources (e.g., light bulbs) shall not be visible except on approved decorator lights. Sources of high intensity light, whether behind a lens or not, shall not be visible to the public.

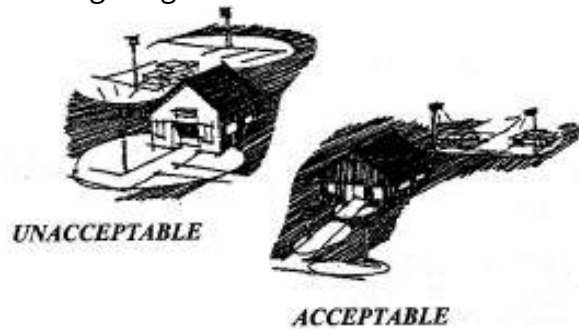
High intensity light sources may not be visible to the public. Fixture designs of an industrial or utility appearance shall be avoided.



Indirect lighting keeps light source hidden from the public's view. Recessed spot lighting may supplement indirect lighting where more direct lighting is desired.



4. **Use downward directional lighting.** All lights more than 7 feet above the ground shall be downward directional lighting.



5. **Choose approved outdoor light designs.** The following lighting types are approved:
- a. "Shoe box" style pole lamps to be approved as appropriate for district (downward directional).
 - b. Ornamental pole lamps - to be approved as appropriate in color and style for district.
 - c. Bollard lights - to be approved as appropriate in color and style for district.
6. **Avoid light fixture designs which have an industrial appearance.** Designs of an industrial or utility appearance shall be avoided on all fixtures visible to the public (e.g., mercury vapor lights, cobra lights, etc.).



NO!

NO!

NO!

YES!

Except for the "shoe-box" style light on the right (which is downward directional), these other lights are too industrial in their appearance and are designed for illuminating large areas with a single light source.

21.50.030 Site development standards – Level two.

This section establishes level two site development standards.

a. Site Development.

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

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

c. Drainage.

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

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

1. Land clearing or grading of 10,000 square feet or greater surface area;
2. The cumulative addition of 5,000 square feet or greater of impervious surface area from pre-development conditions;
3. Grading involving the movement of 1,000 cubic yards or more of material;
4. Grading that will result in a temporary or permanent slope having a steepness of 3:1 or greater and having a total slope height, measured vertically from toe of slope to top of slope, exceeding five feet;
5. Grading that will result in the diversion of an existing drainage course, either natural or human-made, from its existing point of entry to or exit from the grading site; or

6. Any land clearing or grading on a slope steeper than 20 percent, or within 20 feet of any wetland, watercourse, or water body.

e. A stormwater plan (SWP) approved under Chapter [21.75](#) HCC is required if the project includes:

1. An impervious surface coverage that is greater than 60 percent of the lot area (existing and proposed development combined);

2. The cumulative addition of 25,000 square feet or greater of impervious surface area from the pre-development conditions;

3. Land grading of one acre or greater surface area;

4. Grading involving the movement of 10,000 cubic yards or more of material;

5. Grading that will result in a temporary or permanent slope having a steepness of 3:1 or greater and having a total slope height, measured vertically from toe of slope to top of slope, exceeding 10 feet; or

6. Any land clearing or grading on a slope steeper than 25 percent, or within 10 feet of any wetland, watercourse, or water body.

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

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

a. Buffers.

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

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

b. Parking Lots.

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

ii. Parking lots with 24 spaces or more must have a minimum 10-foot landscaped buffer adjacent to road rights-of-way;

iii. Parking lots with only one single-loaded or one double-loaded aisle that have a 15-foot minimum landscaped buffer adjacent to road rights-of-way are exempt from the requirement of subsection (f)(1)(b)(i) of this section.

2. Topsoil addition, final grading, seeding, and all plantings of flora must be completed within nine months of substantial completion of the project, or within the first full growing season after substantial completion of the project, whichever comes first. Required landscaping will be maintained thereafter, with all shrubs, trees, and ground cover being replaced as needed.



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Staff Report PL 21-50

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: August 18, 2021
SUBJECT: Parking Code Amendments

Introduction

At the last meeting, Staff Report 21-45 introduced the Commission to the idea of equalizing the parking requirements for studio or one bedroom dwelling units. The Commission passed a motion in support of the change but had some questions about guest parking. Prior to scheduling a hearing, staff would like to address those concerns.

Commission voted to approve the bold and underlined text below. (A public hearing is the next step).

Use	Parking Spaces Required
1. Dwellings.	Two per dwelling unit, or one per efficiency or one-bedroom dwelling <u>when more than one dwelling unit is located on a parcel</u> unit in a multifamily dwelling . One per senior housing unit. A required parking space may be in a garage or carport if the structure is at least 12 feet wide, 20 feet long and eight feet high.

Analysis

The parking code had major amendments in 2009, which allowed studio units in multifamily buildings to have 1 parking space. Over the past decade, this has allowed new construction to reduce the number of spaces with no complaints or issues reported to our department. The building/owner could decide to build more parking, depending on the type of tenant/use anticipated. Examples of permitted projects are provided on the following page.

I researched a few codes in regard to guest parking. I found that if additional guest parking is required, there is usually less required parking per dwelling unit. The guest parking is then added to the overall site. The end results are very similar to the proposed code amendment. If the Commission wishes to add guest parking as a requirement, staff recommends one guest

space per four dwelling units. An example of parking and guest parking requirements from Anacortes WA, is attached.

Kirkland WA: guest parking of an additional 10 % is required. See table

Spaces required:

1.2 per studio unit.

1.3 per 1 bedroom unit.

1.6 per 2 bedroom unit.

1.8 per 3 or more bedroom unit.

Anacortes WA: Generally one guest space per four dwelling units. See attachments.

Staff Recommendation

1. By motion, decide if a guest parking requirement should be added to code. Staff recommends one space per four units if the Commission wants to require additional guest parking. (Staff does not recommend requiring guest parking).
2. Move to public hearing.

Attachments

Homer Parking Examples

Anacortes, WA parking code Excerpt

Staff Report 21-45

Parking Examples from Permitted Homer Projects

	Units	Required Parking	HCC new code	Kirkland Total Parking	Anacortes Total Parking	
Apartments						
One bedroom	2	2				
Two bedroom	2	4				
Three Bedroom	2	4				
Total	6	10		10	10	
Roominghouse						
	Units	Parking				
Main house	1	2				
Roominghouse	5	5				
Total	6	7		8	12	
		(built 20+)				
Cabins						
	Units	Parking	New code			
One bedroom	4	8	4			
Duplex	2	4	4			
Total	6	12	8	9	11	
Efficiency						
	Units	Parking	New code			
Duplex (1 bdr)	4	8	4			
Triplex (1 bdr)	3	3	3			
Total	7	11	7	9	9	

Anacortes, WA, parking code excerpt

Off-street parking spaces required.

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
RESIDENTIAL		
Household Living, as listed below		
Single-family	2 per unit	
Single-family, small lot	1 per unit	
Accessory dwelling unit	See AMC 19.47.030(C)(8) (3 spaces)	
Cottage housing	1.5 per unit	
Duplex or triplex	Same as multifamily (based on number of bedrooms)	
Townhouse	Same as multifamily (based on number of bedrooms)	
Multifamily dwelling, one bedroom or studio	1.0 per unit	1.5 per unit
Multifamily dwelling, two bedrooms	1.4 per unit	2 per unit
Multifamily dwelling, three or more bedrooms	1.6 per unit	2.5 per unit

Table 19.64.030(B)

Minimum guest parking spaces required by housing type.

Housing Type	Minimum guest parking ratio
Single-Family	1 per 2 units
Cottage	1 per 4 units
Duplex or Triplex	1 per 4 units
Townhouse	1 per 4 units
Multifamily	1 per 8 units; 1 per 10 units if the multifamily use parking is provided entirely by structured parking; Where units average less than 700 square feet, 1 per 4,000 sq. ft. of net leasable floor area.



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Staff Report PL 21-45

TO: Homer Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: August 4, 2021
SUBJECT: Parking Code

Introduction

The parking code was revised in 2009, via ordinance 09-12(A). It was a major overhaul! The number of required parking spaces was reduced, and parking dimensions were made smaller. Overall, the regulations have worked for our community, are 'right sized' for businesses in a community of our size, and are in line with industry averages. The one area where the parking code could use further amendment is in relation to dwelling units. Our standards are high for multifamily dwellings and for small detached units like cabins.

Analysis

Homer tends to have a development pattern of several small cabins on a lot, with two required parking spaces each. If the efficiency units were in one large building, only one parking space is required. Staff would like to review the current code with the Commission, and reduce or equalize the parking requirements for studio and one bedroom apartments in a larger building and detached accessory cabins.

Example: a multifamily dwelling in City Code means one building with three or more dwelling units. A duplex is a building with two units. Code for parking spaces only allows for a reduction for multifamily (3 more) units. In Homer, we don't see a lot of multifamily construction. Individual cabins are more common, as small as 500 square feet, yet code still requires two parking spaces.

HCC 21.55.090 (1)

Use	Parking Spaces Required
1. Dwellings.	Two per dwelling unit, or one per efficiency or one-bedroom dwelling unit in a multifamily dwelling. One per senior housing unit. A required parking space may be in a garage or carport if the structure is at least 12 feet wide, 20 feet long and eight feet high.

Revised language: Two per dwelling unit, or one per efficiency or one bedroom unit when more than one dwelling unit is located on a parcel.

Staff Recommendation: Amend the parking code so that the primary dwelling on the property still has two required parking spaces, but subsequent studio or one bedroom attached or detached dwelling units have only one required parking space. If the Commission is in agreement, staff will draft an ordinance and schedule a public hearing.



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Staff Report PL 21-47

TO: Homer Planning Commission
FROM: Rick Abboud, City Planner, AICP
DATE: August 18, 2021
SUBJECT: By-laws & Policies and procedure

Introduction Due to the necessity of conducting meetings during a pandemic, the Planning Commission By-laws and Policies and Procedures manuals need to be updated to reflect electronic options for participation of Commissioners and the public. The documents have not been updated for seven years and require some technical amendment. Additionally, the Clerks are moving forth with an effort to standardize policies among the various Commissions.

Analysis Provided is a rough draft in tandem with legislation (separate agenda item) that will be presented to the City Council concerning Commissions and our documents will need to be updated to reflect the decision of the City Council at another meeting. Presenting them at this time allows us to discuss any other items you may wish to address and be ready with all the changes to pass to the Council after they are on one more Planning Commission agenda.

The Clerks have presented an ordinance that proposes to cap absences at 3 unexcused or half of meeting missed, then a vacancy would be declared. The method of gaining an absence is prescribed to be a call to the clerks two hours prior to the meeting. My first take on this that we really do not need to use the term 'excused' since there is no particular standard associated with it other than notification of the clerk as prescribed (a last minute emergency would be unexcused or perhaps the inability to participate remotely). We could just say noticed absence and do away with any notion of other criteria for an excused absence.

My other concern is hopefully something that a dedicated Planning Commissioner would not approach, missing half of all meeting. Since the Commission schedules 21 meetings a year, it would be possible for one to miss 10 meetings. Missing 10 meetings seems a rather low standard for a Commission that is responsible for time-bound quasi-judicial decisions. Again, I believe that it would be the most unusual of circumstances for a Commissioner to get to this total but regardless of the reason, it seems to be somewhat beyond what is reasonable for the attendance of Planning Commissioner.

Staff Recommendation Review and discuss. Make any suggestions for future revision.

Attachments

Draft Polies and Procedures

Draft Bylaws

Policies and Procedures

Homer Advisory Planning Commission



201421

QUALIFICATION STATEMENT

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

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INTRODUCTION

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

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

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

PUBLIC TESTIMONY AND COMMENT

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

For any public participation before the Commission, the citizen should walk to the microphone located at the rostrum directly in front of the Commission podium, sign in, and after receiving recognition from the Chair, state his/her name and address and purpose for appearing. Comments are limited to three minutes. **Alternately, participation may also be made by means of telephone or web-based formats as instructed on the Clerks web page or meeting notice.** In special circumstances, this time limit may be extended by two minutes by the Chair with concurrence of the body. Items that generate a large amount of citizen interest may be taken out of their regular position on the agenda at the discretion of the Commission as an accommodation to the public. Moving these items on a published agenda will be done at the beginning of the meeting, during the adoption of the agenda.

Comment time limits

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

Public Comment

Any citizen desiring to speak on any matter other than public hearing items or preliminary plats on the agenda may do so under "Public Comments." After the public comment period is introduced, the Chair may recognize any member of the public who wishes to address the Commission. No official action will be taken by the Commission under this item.

75
76
77 **Public Hearings and Plats**

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

81
82 **Comments on topics not on the agenda**

83 Any citizen desiring to speak on a matter not on the agenda may do so under “Comments of
84 the Audience,” item number thirteen on the regular agenda.

85
86
87 **DELIBERATION of QUASI-JUDICIAL DECISIONS**

88
89 When making a quasi-judicial decision, the Commission may choose to deliberate at an open
90 meeting, or may choose to meet at a time, date and location set by the Commission. Such a
91 meeting for deliberations only is not subject to the Open Meetings Act and is not required to
92 be open to the public.

93
94
95 **APPEALS**
96 **(Quasi-judicial)**
97

98 **PURPOSE**

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

103
104 ~~The City Council, sitting as the Board of Adjustment, hears appeals of decisions made by the~~
105 ~~Commission. For example, conditional use permits, variance, etc, can be appealed to the~~
106 ~~Board of Adjustment, or a matter that was appealed to the Commission can be further~~
107 ~~appealed to the Board of Adjustment.~~

108
109 **Public Hearing**

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

112
113 **Review Standards**

114 ~~In reviewing an appeal request, the Commission will consider:~~

- 115
116 1. ~~Documentation of evidence;~~

- 117 2. ~~— The Record of Appeal; and~~
118 3. ~~— Controlling sections of Chapter 21 Homer City Code;~~
119 4. ~~— Any new evidence or testimony presented during the public hearing.~~
120 Once the public hearing is closed, the Commission cannot hear additional comments on the
121 topic.
122

123 **Determination**

124 All decisions will be in writing. The officially adopted minutes shall be made part of the
125 decision. A specific statement of findings and reasons supporting the decision shall be made.
126 Copies of the decision will be promptly mailed to the persons participating in the appeal.
127

128 An appeal from an action or determination of the Commission is to be filed with the city clerk
129 within thirty days of the distribution of the decision document.
130
131

132 **REVIEW OF BRIDGE CREEK WATERSHED** 133 **PROTECTION DISTRICT** 134

135 **PURPOSE**

136 The Commission may approve development within the Bridge Creek Watershed Protection
137 District (BCWPD) subject to the standards provided in the zoning ordinance and in compliance
138 with the Comprehensive Plan, for those uses or structures specified within the Bridge Creek
139 Watershed Protection District ordinance. The purpose is to prevent the degradation of the
140 water quality and protect the Bridge Creek Watershed to ensure its continuing suitability as a
141 water supply source for the City's public water utility. These provisions benefit the public
142 health, safety, and welfare of the residents of the City of Homer and other customers of the
143 city's water system by restricting land use activities that would impair the water quality, or
144 increase the cost for treatment.
145

146 **Conditional Use**

147 A conditional use permit may be issued in accordance with Chapter 21.61 and subject to the
148 requirements of the Bridge Creek Watershed Protection District Chapter 21.40.060 Conditional
149 uses and structures, and/or Chapter 21.40.080 Erosion sediment control, Chapter 21.40.090
150 Agricultural activity, Chapter 21.40.100 Timber growing and harvesting operations, Chapter
151 21.40.110 Stream buffers, and Chapter 21.40.130 Exceptions to buffers.
152

153 **Preliminary Plats**

154 The Commission will review and comment on all subdivision proposals within the Bridge
155 Creek Watershed Protection District.
156
157

158 **REVIEW POLICIES FOR CONDITIONAL USE PERMITS** 159 **(Quasi -judicial)**

160
161 **PURPOSE**

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

169
170 **Public Hearing**

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

173
174 **Review Standards**

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

178
179 The Commission may approve, approve with conditions, or disapprove an application. The
180 Commission must prepare written findings and reasons supporting its decision. If a
181 conditional use permit is denied, the written findings and reasons for that decision will be
182 approved by those who voted against the permit, even if the number against is less than a
183 majority of the Commission.

184
185 **Specific conditions may be required.** Such conditions will be part of the terms under which
186 the conditional use permit is granted and violations of such terms shall be deemed a violation
187 of this ordinance. Failure to meet any time limitations imposed by the conditional use permit
188 shall void the permit. An extension may be granted following a public hearing on the matter.
189 Extensions will be granted for good cause only.

190
191 The development of the conditional use project or site, following issuance of the permit, will
192 be in accordance with the conditions of the permit, standards of the zoning regulations and/or
193 the approved site plan. Failure to observe any conditions or standards will be deemed a
194 violation.

195
196 **Determination**

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

201
202 **Appeals**

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

NONCONFORMITY REVIEW POLICIES (Quasi -judicial)

PURPOSE

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

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

Public Hearing

The Commission shall conduct a public hearing per HCC 21.94.

Review Standards

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

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

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

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

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

Nonconforming Uses of Land/Structures

When a lawful structure exists prior to September 28, 1982, or March 20 2002 for annexed areas, but does not meet the district or ordinance requirements, it shall be considered

nonconforming. Nonconforming structures may be continued and/or expanded only if the nonconformity of the structure does not increase.

Legally existing structures are those that:

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

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

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

Determination

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

Appeals

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

PRELIMINARY PLAT REVIEW POLICIES

PURPOSE

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

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

Procedures

General. Kenai Peninsula Borough Code 20.12.050 governs subdivisions in first class cities. A surveyor will submit one full size copy and a 11" x 17" reduced copy of the preliminary plat to the ~~Planning Director~~ **City Planner** when subdividing land in the City of Homer or the Bridge Creek Watershed Protection District. The Commission shall review the plat and take action within forty-nine days of the date of receipt unless the applicant agrees to an extension. Recommendations of the Commission based upon lawful ordinances shall be incorporated in the final plat.

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

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

ZONING ORDINANCE AMENDMENTS

PURPOSE

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

Initiation/Application

Amendments to the zoning ordinance will be made in accordance with HCC 21.95. When the amendment request is accepted as complete by the Planning ~~Department~~ **Office**, the matter

will be presented within 30 days to the Planning Commission, according to the Commission meeting schedule and due dates.

Public Hearing

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

Review Standards

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

Determination

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

POLICY FOR REVIEW OF ZONING VARIANCES (Quasi-judicial)

PURPOSE

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

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

Public Hearing

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

Review Standards

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

Determination

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

HOMER ADVISORY PLANNING COMMISSION BYLAWS

The Homer Advisory Planning Commission is established with those powers and duties as set forth in Title ~~12~~, Section ~~762~~, of the Homer City Code. The Commission is established to maximize local involvement in planning and to implement and recommend modifications to the Homer Zoning Ordinance, Title 21, and Subdivisions, Title 22. The Commission's jurisdiction is limited to the area within the City boundaries and that area designated as the Homer Bridge Creek Watershed Protection District.

The Homer Advisory Planning Commission ("Commission") consists of seven members; no more than one may be from outside the city limits. Members will be appointed by the Mayor subject to confirmation by the City Council for three-year terms (except to complete terms). The powers and duties of the Commission are described in HCC ~~12.762~~.030.

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

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

C. Regular Meetings:

~~All Commission members should be physically present at the designated time and location within the City for the meeting.~~ **Meeting participation by T**
eleconferencing is not permitted. Teleconferencing may be made by means
of telephone or web-based formats.

1. First and third Wednesday of each month at 6:30 p.m.
 2. Agenda deadline is two weeks prior to the meeting date at 5:00 p.m. Agenda items requiring public hearing must be received three weeks prior to the Commission hearing. However, conditional use applications may be scheduled for public hearing in accordance with HCC 21.94. Preliminary plats must be submitted the Friday two weeks before the Commission meeting.
 3. Items will be added to the agenda upon request of staff, the Commission or a Commissioner.
 4. Public notice of a regular meeting shall be made as provided in HCC Chapter 1.14.
 5. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by vote of the Commission.
- Procedure: The Chair will entertain a motion to extend the meeting until a specific time. After the motion has been seconded, the Commission will

44 vote. A yes vote will extend the meeting until the specified time. A no vote
45 will require that the Chair conclude business at or before 9:30 pm and
46 immediately proceed to comments of the audience, the Commission and
47 adjournment.
48

49 **D. Special Meetings:**

50
51 All Commission members should be physically present at the designated time
52 and location within the City for the meeting. Teleconferencing is not permitted.
53

- 54 1. Called by Chair or majority of the Commission.
- 55 2. Require reasonable notification be given to the Planning Department
56 staff and twenty-four hour notice to Commissioners.
- 57 3. Public notice of a special meeting shall be made as provided in HCC
58 Chapter 1.14
59

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

61
62 A Chair and Vice-Chair shall be selected annually in August or as soon thereafter
63 as practicable by the appointive members. The Chair shall preside at all
64 meetings of the Commission, call special meetings in accordance with the
65 bylaws, sign documents of the Commission, see that all actions and notices are
66 properly taken, and summarize the findings of the Commission for the official
67 record. The Vice-Chair shall perform all duties and be subject to all
68 responsibilities of the Chair in his/her absence, disability or disqualification of
69 office. The Vice-Chair will succeed the Chair if he/she vacates the office before
70 the term is completed to complete the un-expired term. A new Vice-Chair shall
71 be elected at the next regular meeting.
72

73 **F. Committees**

- 74
75 1. The Chair shall appoint committees for such specific purposes as the
76 business of the Commission may require. Committee appointments will
77 be confirmed by the Commission. Committee membership shall include
78 at least two Commissioners. Other Committee members may be
79 appointed from the public.
- 80 2. One Committee member shall be appointed Chair and be responsible for
81 creating an agenda and notifying the City Clerk of meetings so they may
82 be advertised in accordance with Alaska State Law and Homer City Code.
- 83 3. One Committee member shall be responsible for furnishing summary
84 notes of all Committee meetings to the City Clerk.

4. Committees shall meet in accordance with Commission bylaws and Robert's Rules.
5. All committees shall make a progress report at each Commission meeting.
6. No committee shall have other than advisory powers.
7. Per Robert's Rules, upon giving a final report, the Committee is disbanded.

G. Motions to Reconsider:

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

H. Conflict of Interest:

A member of the Commission shall disqualify himself/herself from participating in any official action in which he/she has a substantial financial interest per HCC 1.128. The member shall disclose any financial interest in the topic before debating or voting. The member cannot participate in the debate or vote on the matter, unless the Commission has determined the financial interest is not substantial.

Following the Chair's announcement of the agenda item, the Commissioner should state that he has a conflict of interest. Once stated, the member should distance himself/herself from all motions. The Commission must move and vote on whether or not there is a conflict of interest. At this time, a motion shall be made by another Commissioner restating the disclosed conflict. Once the motion is on the floor the Commissioner can disclose his/her financial interest in the matter and the Commission may discuss the conflict of interest. A vote will then be taken. An affirmative vote excuses the Commissioner and he/she takes a seat in the audience or remains nearby. Upon completion of the agenda item, the Commissioner will be called back to join the meeting.

I. Situation of personal interest

A situation of personal interest may arise. For example, a Commissioner may live in the subject subdivision or may be a neighboring property owner. If the Commissioner feels that by participating in the discussion he/she may taint the

129 decision of the Commission, or be unable to make an unbiased decision, the
130 Commissioner should state his/her personal interest. The same procedure as
131 above should be followed to determine the conflict.
132

133 **J. Ex parte Communications**

134
135 Ex parte contacts are not permitted in quasi-judicial actions. Ex parte
136 communications can result in a violation of procedural due process. If a
137 Commissioner finds him/herself about to be involved in ex parte contact the
138 Commissioner should recommend that the citizen submit their comments in
139 writing to the Commission or testify on record. If a Commissioner has been
140 involved in an ex parte contact, the contact and its substance should be
141 disclosed at the beginning of the hearing. The Commissioner should state
142 whether or not s/he thinks s/he can make an unbiased decision.
143

144 **K. Quorum; Voting:**

145
146 Four Commission members shall constitute a quorum. Four affirmative votes
147 are required for the passage of a motion. Voting will be by verbal vote, the order
148 to be rotated. The final vote on each resolution or motion is a recorded roll call
149 vote or may be done in accordance with J. Consensus. For purposes of
150 notification to parties of interest in a matter brought before the Commission,
151 the Chair may enter for the record the vote and basis for determination.
152

153 The City Manager, or his/her designee and Public Works Director shall serve as
154 consulting members of the Commission but shall have no vote.
155

156 **L. Findings:**

157
158 Findings will be recorded for conditional use permits, variances, acceptance of
159 nonconforming status and zoning ordinance amendments. The findings will
160 include the result of the vote on the item and the basis of determination of the
161 vote, as summarized by the Chair or Vice-Chair, in the absence of the Chair.
162

163 **M. Consensus:**

164
165 The Commission may, from time-to-time, express its opinion or preference
166 concerning a subject brought before it for consideration. Said statement,
167 representing the will of the body and meeting of the minds of the members

may be given by the presiding officer as the consensus of the body as to that subject without taking a motion and roll call vote.

N. Abstentions:

All Commission members present shall vote unless the Commission, for special reasons, permits a member to abstain. A motion to excuse a member from voting shall be made prior to the call for the question. A member of the Commission requesting to be excused from voting may make a brief oral statement of the reasons for the request and the question of granting permission to abstain shall be taken without further debate. An affirmative vote of the Commission excuses the Commissioner. A member may not explain a vote or discuss the question while the roll call vote is being taken. A member may not change his/her vote thereafter.

O. Vacancies:

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:

1. Fails to qualify;
2. Fails to take office within thirty days after his/her appointment;
3. Resigns and the resignation is accepted;
4. Is physically or mentally unable to perform the duties of his/her office;
5. Misses three consecutive or six regular meetings in a calendar year; or
6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.

P. Procedure for Consideration of Agenda Items:

The following procedure will normally be observed:

1. Staff presents report and makes recommendation;
2. If the agenda item involves an applicant s/he may make a presentation;
3. Commission may ask questions of the applicant and staff.

Q. Procedure for Consideration of Public Hearing Items:

1. Staff presents report and makes recommendation;
2. Applicant makes presentation;
3. Public hearing is opened;

4. Public testimony is heard on item (presentation of supporting/opposing evidence by public – Commission may ask questions of public);
5. Public hearing is closed;
6. Rebuttal of evidence by staff (if any);
7. Rebuttal of evidence by applicant (if any);
8. Commission may ask questions of the applicant, and staff.
9. The Commission will move/second to accept the staff report, with or without staff recommendations. The Commission will discuss the item, may ask questions of staff, and make amendments to the recommendations of staff. Amendments may be made by motion/second.
10. The Commission may continue the topic to a future meeting. Once the public hearing is closed no new testimony or information will be accepted from the public. The Commission may ask questions of the applicant and staff.

R. Procedure for Consideration of Preliminary Plats:

The following procedure will normally be observed:

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

S. The Commission shall act as a body:

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

T. Bylaws Amended:

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

U. Procedure Manual:

The policy and procedure manual will be endorsed by resolution of the City Council and 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. Proposed amendments to the procedure manual shall be introduced at one meeting and action shall be taken at a subsequent Commission meeting.

HOMER ADVISORY PLANNING COMMISSION
491 E. PIONEER AVENUE
HOMER, ALASKA

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

**REGULAR MEETING
AGENDA**

1. Call to Order

2. Approval of Agenda

3. Public Comment

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

4. Reconsideration

5. Consent Agenda

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

6. Presentations

7. Reports

8. Public Hearings

Testimony limited to 3 minutes per speaker. The Commission conducts Public Hearings by hearing a staff report, presentation by the applicant, hearing public testimony and then acting on the Public Hearing items. The Commission may question the public. Once the public hearing is closed the Commission cannot hear additional comments on the topic. The applicant is not held to the 3 minute time limit.

- 298 **9. Plat Consideration**
- 299
- 300 **10. Pending Business**
- 301
- 302 **11. New Business**
- 303
- 304 **12. Informational Materials**
- 305
- 306 **13. Comments of the Audience**
- 307 Members of the audience may address the Commission on any subject. (3 minute time
- 308 limit)
- 309
- 310 **14. Comments of Staff**
- 311
- 312 **15. Comments of the Commission**
- 313
- 314 **16. Adjournment**
- 315 Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the
- 316 Commission. Notice of the next regular or special meeting or work session will appear on
- 317 the agenda following “adjournment.”
- 318



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Memorandum

TO: HOMER PLANNING COMMISSION

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: AUGUST 12, 2021

SUBJECT: ORDINANCE 21-XX AMENDING HOMER CITY CODE 2.58 REGARDING
TELECONFERENCING, ATTENDANCE, AND VACANCIES

With the expiration of the City's COVID-19 emergency declaration there is no longer the ability to waive teleconference restrictions for advisory body meetings.

There are board and commission members who are not comfortable returning to in-person meetings due to the on-going pandemic or who choose not to wear a mask when it's required in City facilities. The City has successfully conducted meetings by teleconference for over a year and the City now has the ability to conduct hybrid meetings where members can attend in person or by teleconference.

On July 26th, Council adopted Emergency Ordinance 21-46 to temporarily suspend telephonic restrictions for 60 days to allow time to address this matter.

A current issue is Homer City Code (HCC) chapter 2.58 Boards and Commissions doesn't address telephonic participation or teleconferencing, but board and commission bylaws prescribe teleconference limitations.

To resolve this matter Deputy City Clerks Krause and Tussey reviewed this chapter and drafted the attached ordinance with the following goals in mind:

1. Prioritize advanced notice to the Clerk for teleconference participation
2. Encourage attendance by removing or relaxing teleconference limitations
3. Clarify absences and vacancies

The City Attorney reviewed the draft and proposed clarifying amendments under Recording Clerk, Staff Reports and Recommendations, and Rules of Order.

In addition to this code amendment, Boards and Commissions will need to review their bylaws and consider amendments to their telephonic limitations.

Recommendation: Review, discuss, and provide comments (if any) to Council regarding the draft ordinance.

Attachments:

- Draft Ord 21-xx
- HCC 2.58

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

ORDINANCE 21-xx

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE 2.58 BOARDS AND COMMISSIONS
REGARDING BYLAW REQUIREMENTS AND TELECONFERENCING
PROCEDURES.

WHEREAS, The State of Alaska Open Meetings Act allows elected officials to attend meetings by teleconference; and

WHEREAS, Attendance at regular meetings, special meetings, and worksessions by teleconference has been effective and efficiently employed by the board and commissions since April 2020; and

WHEREAS, Allowances for the continued ability to attend meetings by teleconference outside of emergency situations is beneficial to conducting the business of the City of Homer.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Chapter 2.58.050, entitled "Required procedures" is hereby amended as follows:

2.58.050 Required procedures.

Except as otherwise provided in this title, bylaws for boards and commissions shall contain:

a. Presiding Officer. The presiding officer of the board or commission shall be the chairperson. In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other circumstances, the most senior member shall preside. The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.

b. Staff Liaison. The City Manager shall designate an employee to serve as a staff liaison to each board or 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.

c. Recording Clerk. The City Clerk shall designate a recording clerk to take minutes for each board and commission and that designee shall serve as the board's or commission's

parliamentary advisory pursuant to AS 29.20.380(10) **and HCC 2.12.010** and assist the chairperson with ~~compliance with the commission's or board's bylaws~~ **the conduct of the meeting.**

d. Quorum. Four commission or board members shall constitute a quorum of seven members; and five commission or board members shall constitute a quorum of eight members.

e. Voting. 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.

1. Four affirmative votes of seven members and five affirmative votes of eight members are required to pass a motion.
2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.
3. Voting by proxy or absentee is prohibited.

f. Staff Reports and Recommendations. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by any board or 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 ones **information.** The material **information** submitted may be oral, written or graphic, or some combination of all. Except as otherwise provided in this code, the reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.

g. Attendance. ~~Any commission or board member who misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year, shall be removed from the board or commission.~~ **A member shall be removed from the board or commission who has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.** Any member who is unable to attend a meeting, whether regular or special, shall contact the City ~~Clerk~~, staff liaison, or chairperson as soon as possible **in advance no later than two hours prior to the scheduled meeting time** for excusal.

h. Vacancies. A commission or board member's appointment is vacated under the following conditions:

1. A member fails to qualify to take office within 30 days after their appointment;
2. A member resigns;
3. A member is physically or mentally unable to perform the duties of the office;
4. A member is convicted of a felony or of an offense involving a violation of their oath of office;
5. A member misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year **unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.**

i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules of Order. ~~If Robert's Rules of Order conflict with the board or commission bylaws or other provisions of this code, the bylaws and/or code provisions shall apply.~~ **insofar as it is consistent with the board's or commission's bylaws, other provisions of the Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail.**

j. Training and Model Procedures.

1. 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.
2. 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 boards and commissions.

k. Teleconferencing. Teleconference participation is allowed with notice to the clerk no later than two hours prior to the scheduled meeting time.

Section 2. Homer City Code Chapter 2.58.060, entitled "Teleconferencing" is hereby enacted to read as follows:

2.58.060 Teleconferencing.

a. This section governs the teleconference participation of board and commission members at all regular meetings, special meetings, and worksessions.

b. “Teleconference” means remote participation by telephone or web-based format by a member for a meeting of the board or commission which must enable the remote member, for the duration of the meeting, to clearly hear and to be heard by the chairperson, all other members, the staff liaison, the Clerk, and any public in attendance.

c. “Appointment year” means the 12 month period commencing the first day of the first month after expiration of terms.

d. The preferred procedure for all meetings is that all members should make all reasonable effort to be physically present at the designated time, date, and location within the City for the meeting. Teleconference participation is intended for good cause which may include, but is not limited to, absences required for work-related events, family emergencies, medical-related issues, or other good cause. Teleconferencing is not to be used as a regular means of attendance at meetings except temporarily during events described in section (g). A board or commission member allowed by this section to participate by teleconference shall, while actually on the teleconference, be deemed present at the meeting for all purposes.

e. Members who cannot be physically present for a meeting shall notify the clerk in advance no later than two hours prior to the scheduled meeting time of their intent to appear by teleconference.

f. All members teleconferencing will establish a connection by telephone or web-based format and shall make every effort to participate in the entire meeting. If teleconference participation is interrupted due to poor connectivity and hinders the active participation of a member in the meeting, the chairperson will request a brief recess to allow the person to attempt to reestablish a connection. If the member cannot reestablish a connection after a recess, the chairperson shall proceed with the meeting and the clerk shall note in the minutes of the meeting the member’s inability to participate in the meeting due to technical difficulties.

g. Section (d) does not apply to meetings held while an emergency disaster declaration is in effect and the nature of the disaster significantly impacts a member’s ability to attend a meeting other than by teleconference or other technological means.

Section 3. This Ordinance is of a permanent and general character and shall be included in the City Code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Chapter 2.58 BOARDS AND COMMISSIONS

Sections:

[2.58.010 Boards and commissions.](#)

[2.58.020 Creation of City boards and commissions.](#)

[2.58.030 Applicability.](#)

[2.58.035 Commission and board member terms.](#)

[2.58.040 Commission and board bylaws.](#)

[2.58.050 Required procedures.](#)

2.58.010 Boards and commissions.

City Council may create or abolish boards and commissions. Council shall create or abolish boards and commissions via ordinance. Council shall establish the number of members of each board or commission, their terms of office, and the purpose for which the board or commission is created via ordinance. [Ord. 18-38(S) § 2, 2018].

2.58.020 Creation of City boards and commissions.

The following commissions and boards have been created by City Council and are subject to this chapter unless otherwise provided in this title:

- a. Library Advisory Board;
- b. Parks, Art, Recreation, and Culture Advisory Commission;
- c. Port and Harbor Advisory Commission;
- d. Advisory Planning Commission;
- e. Economic Development Advisory Commission. [Ord. 18-38(S) § 2, 2018].

2.58.030 Applicability.

Except as otherwise provided within this title, this chapter applies to all boards and commissions created by City Council which exercise powers vested in the City or which serve as an advisory body of the City. This chapter does not apply to standing committees, special committees, work groups or task forces which are created jointly with other governing bodies, City staff or which do not exercise powers vested in the City. [Ord. 18-38(S) § 2, 2018].

2.58.035 Commission and board member terms.

Appointment and removal of the members of City boards and commissions shall be by recommendation of the Mayor and confirmation of such action by the Council, except as specifically provided otherwise in the Alaska Statutes and/or under other provisions of the code. In addition to the voting members of the board or commission, the Mayor may appoint honorary members of a board or commission, subject to confirmation by Council. The honorary members' terms are to be determined at the time of appointment. Honorary members of a board or commission may participate in the deliberations of the board or commission, but may not vote, nor shall they be counted in determining whether a quorum is present. [Ord. 18-38(S) § 2, 2018].

2.58.040 Commission and board bylaws.

a. Except as otherwise provided in this title, all boards and commissions created by Council shall draft and approve proposed bylaws governing the operations of their respective areas of authority, subject to review by the City Attorney. Once approved by the board or commission, the proposed bylaws shall be submitted to Council for approval via resolution.

b. Except as otherwise provided in this title, the City Clerk shall file the bylaws and the resolution approving them. The City Clerk shall make the bylaws available to the public upon request.

c. A commission or board may recommend an amendment to its bylaws to Council after considering any amendments at two separate meetings. Amendments to bylaws of any City commission or board shall be effective upon approval of the amendments by Council via resolution. [Ord. 18-38(S) § 2, 2018].

2.58.050 Required procedures.

Except as otherwise provided in this title, bylaws for boards and commissions shall contain:

a. Presiding Officer. The presiding officer of the board or commission shall be the chairperson. In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other circumstances, the most senior member shall preside. The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.

b. Staff Liaison. The City Manager shall designate an employee to serve as a staff liaison to each board or 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.

c. Recording Clerk. The City Clerk shall designate a recording clerk to take minutes for each board and commission and that designee shall serve as the board's or commission's parliamentary advisory pursuant to AS 29.20.380(10) and assist the chairperson with compliance with the commission's or board's bylaws.

d. Quorum. Four commission or board members shall constitute a quorum of seven members; and five

commission or board members shall constitute a quorum of eight members.

e. Voting. Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention.

1. Four affirmative votes of seven members and five affirmative votes of eight members are required to pass a motion.

2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.

3. Voting by proxy or absentee is prohibited.

f. Staff Reports and Recommendations. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by any board or 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 ones. The material submitted may be oral, written or graphic, or some combination of all. Except as otherwise provided in this code, the reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.

g. Attendance. Any commission or board member who misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year, shall be removed from the board or commission. Any member who is unable to attend a meeting, whether regular or special, shall contact the City Clerk, staff liaison, or chairperson as soon as possible for excusal.

h. Vacancies. A commission or board member's appointment is vacated under the following conditions:

1. A member fails to qualify to take office within 30 days after their appointment;

2. A member resigns;

3. A member is physically or mentally unable to perform the duties of the office;

4. A member is convicted of a felony or of an offense involving a violation of their oath of office;

5. A member misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year.

i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules of Order. If Robert's Rules of Order conflict with the board or commission bylaws or other provisions of this code, the bylaws and/or code provisions shall apply.

j. Training and Model Procedures.

1. 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.

2. 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 boards and commissions. [Ord. 18-38(S) § 2, 2018].



City of Homer

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Planning

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Staff Report PL 21-52

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: August 18, 2021
SUBJECT: Use of Shipping Containers

Introduction It was the suggestion of the Planning Commission to have a conversation of the use of shipping containers. The main concern was the use of shipping containers for dwelling units.

Analysis The use of shipping containers to make dwellings is becoming a more popular proposal. Two of the main concerns regarding their use are aesthetics and safety. In the use of residential context, these are two issues that Homer has basically left to self-regulation in any type of dwelling of three units or less.

Aesthetics

No regulations exist that would dictate any particular style concerns for a residence unless it was subject to a private covenant. Blue board finish, no problem. Tarp, no problem. Milk cartons, no problem, and so on, as far as city regulations are concerned. We have reliance on mortgage financiers to hold the development to a building standard. These structures are supposed to be compliant with current building standards. One may be able to make an albatross that conforms to codes and nearly anything goes when not financed.

Many do not like the looks of the metal rectangle and it takes some creative modification to make them look like something else. Even for the use of storage, many municipalities require that they be hidden from view. In Anchorage, shipping container homes are not allowed for use as dwellings and it is something that is dealt with by the building department and not in zoning code. Without a building code, we end up with permitting fabric buildings (yurts) as principle dwellings (or possibly anything that might be proposed), as there are no prohibitions. It was also suggested that you would not see an application of a shipping container turned into a code compliant dwelling, as it would be cheaper to make a stick build. On the other side of the cost conversation is a memo from the City of Long Beach that provides a detailed analysis of the subject including cost estimates from 2017.

Safety

Required safety measures for residences are minimal and only pertain to associated 'special hazards' such as construction on or near steep slopes. Shipping containers authorized for use as dwellings in larger cities are subject to building codes.

Staff Recommendation

Have a discussion and make a recommendations for further consideration of the subject.

Attachments

Shipping container building concerns - Ohio
Cargo Container permits – King County
Shipping container construction – Long Beach



BBS MEMO

Ohio Board of Building Standards

May 20, 2019

6606 Tussing Road, P.O. Box 4009, Reynoldsburg, Ohio 43068-9009

THE OHIO BUILDING CODES, BUILDING MATERIALS, AND SHIPPING CONTAINERS

The Ohio Board of Building Standards Industrialized Unit (IU) group frequently receives inquiries about the use of shipping containers as buildings or building components. A shipping container itself is of open construction (all components are visible in the finished product) and as such it is not within the scope of the IU program. However, if the container is modified off site, is of closed construction (assemblies with concealed components), and transported to the site of use, it falls within the scope of the IU program. Whether or not a shipping container is regulated as an IU, if it is modified with interior and exterior finishes, doors, windows, plumbing, or electrical fixtures, compliance with either the Ohio Building Code (OBC) or Residential Code of Ohio (RCO) is required depending on how it will be used.

Therefore, information is required to be provided on construction documents that indicates that the materials used in its construction comply with the applicable OBC referenced standards for metal materials used in a steel framed structure. As with any steel building component, designers must show evidence that a steel building or steel building components will be designed and fabricated according to the referenced standards listed in OBC Chapter 22 for steel building materials. This system of standards compliance is the same used to determine compliance for all Ohio-based IU steel building manufacturers. Consequently, designers cannot overlook this when owners are considering using steel shipping containers from unapproved or unknown sources as building components. Compliance can be accomplished one of three ways:

1. Documentation submitted showing compliance with the appropriate material standards;
2. Alternative engineered design submittals and technical data per OBC Section 106.5; or
3. Designed with strict adherence to the "Conditions of Use" of evaluation reports per OBC Section 114.3.2, by a listed conformity assessment body. (Currently, the Board is aware of the following evaluation reports for shipping containers from ICC-ES which are limited to intact non-retrofitted containers:
 - a. ESR-3764 for SG Blocks, Inc.
 - b. ESR-4082 for Sea Box Inc.
 - c. ESR-4163 for Falcon Structures.)

It appears then that, for most shipping containers manufactured outside the U.S. with no evaluation report, the only way to accept them as structural building materials is to have metal samples from each component type within each container tested and have the welds evaluated by an Ohio recognized conformity assessment body or, when used as an alternative engineered design, have each retrofitted steel container subjected to OBC Chapter 17 testing procedures (refer to OBC Sections 1713 – 1715).

Finally, when reviewing shipping containers for compliance with the codes, particular attention should be given to the following:

1. The wood floor decks in shipping containers are treated with highly toxic insecticides and are difficult to remove without damaging the base structural materials; and
2. Metal quality and strength has a great range of values – approximately 20,000 to 70,000 kips/sq. in. The designer wishing to use shipping containers must provide data documenting what the materials used are in order to determine that they will be used in compliance with the codes.

Objective identification of materials that are manufactured, tested, and listed in compliance with consensus standards protects the building owner regarding material suitability, sustainability, and consistency of construction as well as provides a level competitive playing field for all current listed and compliant material providers. This material identification system used in Ohio and the U.S. ultimately reduces the costs of materials, provides uniformity, and assures safety in the built environment.

Revised March 2019

Cargo Shipping Containers

Building Permit Requirements

Cargo containers, also known as intermodal freight containers, are standardized, reusable portable vessels that were originally designed for use in intercontinental traffic of freight and designed to be mounted on a rail car, truck or ship. When such containers are used as a building or structure, they are subject to the provisions of the building code as adopted and modified by King County. Accordingly, a building permit is required to locate and use such structures. The site and building construction plans shall be adequate to demonstrate compliance with building, fire and site regulatory standards. Structural calculations are required for altered or structurally connected containers.



As with other prefabricated structures such as portables or manufactured homes, building code approval of cargo containers may be obtained through the [Washington State, Department of Labor and Industries \(L&I\), Manufactured Homes & Other Mobile Structures](#).

Exemptions:

1. Residential accessory storage structures less than 200 SF
2. A container used for storage of construction materials and equipment associated with a valid building or grading permit for the property on which it is located.

Exempt structures as noted above shall be:

- a. Not located in required setbacks, parking spaces or fire lane
- b. Separated by at least 10' from all other buildings
- c. Comply with all other building and site requirements as determined appropriate
- d. Non-heated, not used as a habitable space

References

- 2015 Internal Building Code Sect. 105.1- Permit Required
- King County Code Sect. 16.02.240 - Work Exempt from Permit





Date: August 2, 2017

To: Patrick H. West, City Manager *T.H.W.*

From: Amy J. Bodek, Director of Development Services *AJB*

For: Mayor and Members of the City Council

Subject: **Shipping Container Construction**

In May 2017, the City Council adopted 29 recommendations to support the production and preservation of affordable and workforce housing. Please consider this memorandum as a response to Recommendation 3.10: *Encourage the adoption of regulations to allow and incentivize the use of shipping container construction for housing.*

The shortage of housing, coupled with escalating home prices and a lack of affordable rental inventory, has resulted in the consideration of alternative housing solutions, including the use of intermodal shipping containers (containers) for housing development. Containers (a.k.a., transport, freight, portable, dry cargo, or box) are commonly used on oceangoing vessels for the transportation of goods and commodities, as well as storage. Although a fairly new phenomenon, the repurposing of containers as building modules is viewed as a practical solution due to their environmental friendliness, strength, availability, speed of construction, and relatively low expense. However, the use of containers for housing is not a simple matter of placing them on a site and hooking up utilities. The advantages and requirements associated with containers as housing units are addressed below.

Environmental Suitability

It is believed that the use of containers is more eco-friendly than conventional construction. According to the Environmental Protection Agency, traditional building methods account for 60 percent of raw material use and non-industrial waste in the United States. Most agree that the repurposing of containers would save on the energy consumption required to melt them down, as well as limit the use of traditional building materials such as bricks and cement. Other collateral benefits include improved fire resistance, and resistance to termite damage, dry rot, and other fungus related infections.

However, since containers are constructed for transporting goods and were not intended for human habitation, they may contain potentially hazardous elements like chromate, phosphorous, lead-based paints used on the walls to provide rust protections for ocean crossings, arsenic, and chromium used to infuse the wooden floors of the container to deter pest infestation. Therefore, before containers can be made habitable, certain improvements to offset the CO2 carbon savings would be needed, such as sandblasting the walls and roof and replacing or sealing the wood flooring.

Lastly, containers absorb and transmit heat and cold very well. As such, the temperature within containers can be controlled with passive cooling and heating designs by using appropriate insulation and paint; however, it can also be addressed by non-environmentally friendly solutions like energy-consuming air conditioning systems.

Structural Requirements

In many ways, containers are the ideal building material because they are strong, durable, stackable, and modular. Containers can easily be stacked one on top of the other to create multi-story and multi-family dwellings. Due to their robustness, container dwellings can be earthquake resistant if properly designed by a licensed professional. Designs that result in non-traditional stacking (not aligned on four corners) will need additional structural support. Opening for windows, doors, skylights and decks will result in structural deflection or reduced earthquake resistance that will need to be reinforced. The engineering design, coupled with the engineered reinforcements, will add additional expense to the housing development.

Shipping Containers versus Manufactured Buildings

Container construction, like any other method of construction, is required to comply with the California Building Standards Code and receive local permits. The use of manufactured buildings (manufactured or prefabricated) is another non-traditional method of providing housing resources. Manufactured buildings are permitted through the California Housing and Community Development Department (HCD). This allows a manufacturer to receive certification from HCD and use their manufactured buildings Statewide. It provides a faster permitting mechanism for the production of affordable housing units, but may not provide the same aesthetic as shipping containers. Staff has been researching the use of manufactured units and recently received a presentation on the MicroPAD, developed by Panoramic Interests. While not yet certified by the State (permitting is underway and expected shortly), the MicroPAD is a 160-square-foot, self-contained dwelling pod that is easily stacked to create a multi-family building. The pods can be stacked within a matter of weeks and provides turnkey housing for areas in need. The developer requires that the City enter into a long-term lease, provide free land, and eventually purchase the units. While it is currently financially infeasible, it is yet another example of an alternative housing solution.

Cost Comparison

Building with containers may be faster than conventional construction if properly designed by a licensed professional engineer and architect, and site construction constraints and logistics are accounted for by an experienced contractor. Depending on the method of construction, container home construction can be done in a matter of weeks to a few months, whereas conventional home construction could take four to seven months. As indicated in Table 1, containers are cheaper than conventional building construction in most cases. The cost can be further reduced with the mass production of prefabricated containers built off-site at a factory in sections and delivered to a construction site for final

assembly. Another benefit of prefabricated construction is a reduction of time and expense associated with the City's permitting and inspection agencies if HCD is the lead agency that approves the manufactured units built off-site. Notwithstanding HCD's approval, containers used as building modules or structural building components, just like any other conventional development, will need the necessary construction permits from the City.

TABLE 1: ESTIMATED AVERAGE COST OF CONSTRUCTION PER SQUARE FEET ¹

	Conventional ²	Container	Modular/Prefab ³
Single-Family	\$170	\$145	\$135
Multi-Family	\$200	\$240	\$230
Commercial	\$180	\$180	\$160

1. Estimated cost can vary depending on the specific materials used to complete the building, the amount or type of structural system designed for the building, the amount of modification made to the containers, and other external factors such as utilities, transportation, etc.
2. Assumed conventional wood-framed construction.
3. Assumed the modular/prefab's design is approved and inspected through HCD.

Both State and local agencies are now reacting to the growing trend of repurposing containers for residential and nonresidential uses. A patchwork of regulations has emerged, creating potentially conflicting and duplicative requirements from State agencies to local jurisdictions. To provide a clear path for compliance, and to help establish guidelines for future projects, the Development Services Department is engaging in and working with other local, State, and national agencies and organizations to help shape the regulations and codes that will encourage and facilitate the repurposing of containers and their safe and efficient use.

Use of Shipping Containers in Long Beach

In 2012, a residential addition at 2175 San Francisco Avenue was the first project in the City to use two containers in a residential construction. The design called for the containers to be placed on a traditional foundation, secured the containers to the rear of the main house, and added additional structural reinforcements to accommodate cutting openings into the containers for windows and doors.

More recently, a commercial project named "SteelCraft," located at 3768 Long Beach Boulevard, used ten containers of varying sizes to create both retail and restaurant spaces. The containers were placed directly on the ground and supported on the four corners by concrete pad footings. The wood flooring was removed in order to provide access to trench and install utilities under the containers and eventually reinstalled and sealed. Ramps and other site improvements were made to comply with the State's accessibility requirements. The design also called for additional structural reinforcement to accommodate the window and door openings in the containers. The developer stated that the overall cost of the project was similar to traditional wood-framed construction methods; however, the aesthetic appeal of the containers outweighed the additional costs necessary to meet building codes.

Additionally, a small office project is proposed on Artesia Boulevard, which would utilize ten shipping containers (five containers wide and two containers high) to create a two-story infill development. This project is in the conceptual stage.

The City's existing zoning and building codes already accommodate the use of shipping containers or manufactured units for housing projects. Since the City does not develop affordable housing on its own, it relies on the development community to propose the use of these alternative methods and materials. Through its experience in permitting the above mentioned projects, other local governments, including the City and County of Los Angeles, have sought out staff for advice on how to permit their own projects.

Site Plan Review / Shipping Container Aesthetics

As revealed in public comments during recent public hearings on Accessory Dwelling Units, there may be a community perception that the aesthetic quality of shipping containers is incompatible in residential neighborhoods. Homes in Long Beach neighborhoods, with the exception of designated historic districts, exhibit a myriad of building designs and have allowed for architectural creativity over time. The completed shipping container projects in Long Beach are examples that shipping containers can co-exist in many different environments. However, in a 2011 determination allowing shipping containers to be used for residential structures, the Planning Commission deemed that Site Plan Review would be required to ensure that the building design complied with neighborhood aesthetics. This will ensure that shipping containers are used in a contextually-sensitive manner.

Development Services will continue to engage in, and work with, local, State and national agencies and organizations to shape the regulations and code, to facilitate, and thus incentivize, the use of shipping containers in accordance with Item No. 3.10 of the Revenue Tools and Incentives for the Production of Affordable and Workforce Housing.

If you have questions regarding this matter, please contact Oscar W. Orci, Deputy Director, at (562) 570-6369 or oscar.orci@longbeach.gov, or Truong Huynh, General Superintendent, at (562) 570-6921 or truong.huynh@longbeach.gov.

AJB:OO:TH

P:\BUILDING\ADMINISTRATION\CLERICAL INFORMATION\To_FROM_FOR MEMOS\2017\BUILDING\8 02 17 SHIPPING CONTAINERS V6.DOCX

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER
OSCAR W. ORCI, DEPUTY DIRECTOR OF DEVELOPMENT SERVICES
TRUONG HUYNH, GENERAL SUPERINTENDENT OF DEVELOPMENT SERVICES
LINDA TATUM, PLANNING BUREAU MANAGER
PATRICK URE, HOUSING DEVELOPMENT OFFICER
MONIQUE DELA GARZA, CITY CLERK (REF. FILE #17-0324)



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Melissa Jacobsen, City Clerk/Acting City Manager
DATE: August 4, 2021
SUBJECT: City Manager's Report for August 9, 2021 Council Meeting

Tsunami Warning Response

On Wednesday, July 28th at approximately 10:15 p.m. an 8.2 magnitude earthquake occurred about 64 miles southeast of Perryville, Alaska that triggered the Tsunami Warning sirens in Homer. The KPB Emergency Alert sounded and phone calls and texts starting ringing my phone. The Emergency Operations Team mustered quickly at the Fire Hall, and the public safety worked to get the spit and other low lying area cleared. Fortunately a significant wave wasn't generated for the Aleutian Islands, Kodiak or the Southern Kenai Peninsula. I appreciate the City staff and Homer High School for their quick and professional response to the warning, and thank the residents and visitors for their cooperation in the evacuation efforts.

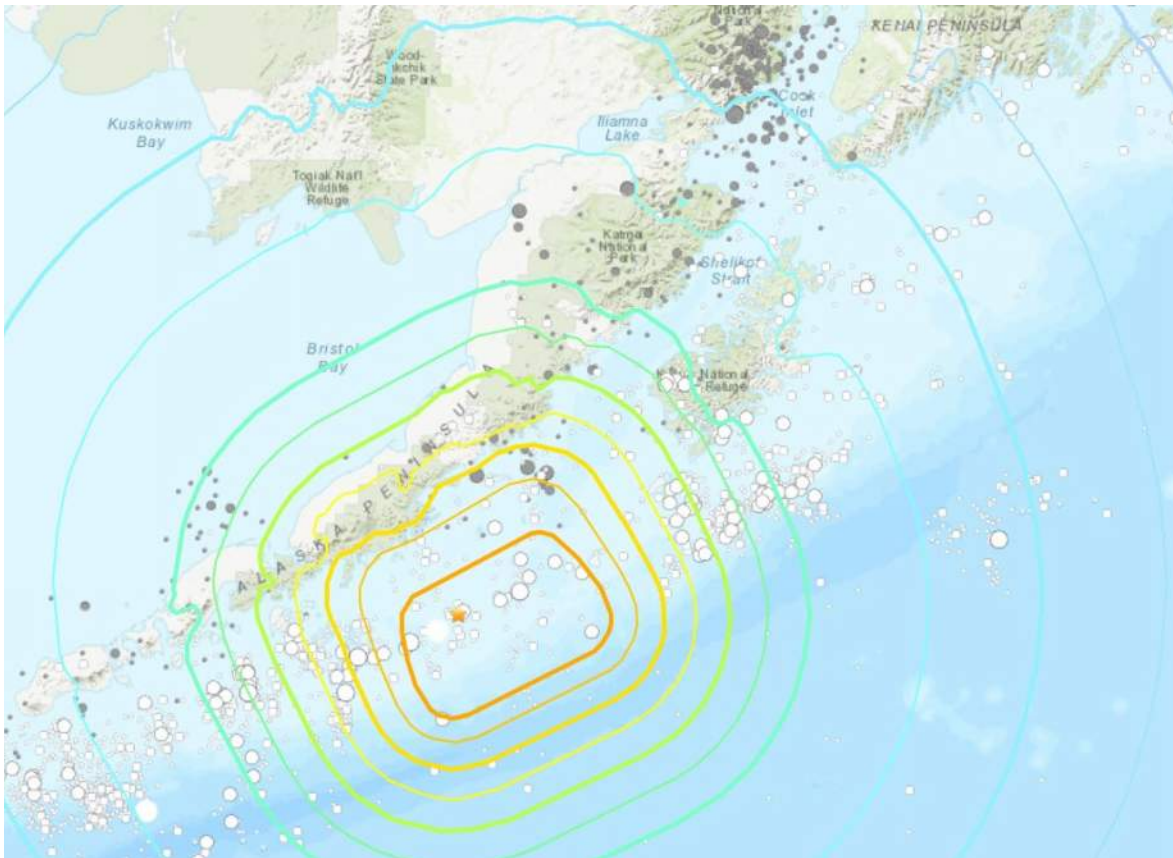


Image from earthquake.usgs.gov

COVID Risk Status Upgraded to Yellow

At the direction of City Manager Dumouchel the internal COVID working group continued to meet in his absence to discuss the increased of COVID cases occurring in Homer. In response to the Center for Disease Control recommendations the City moved from “Green” to “Yellow” on Wednesday, August 4th. The public won’t see much impact as Yellow status is focused more toward internal protocols of staff masking when interacting with public. Hybrid meetings will continue in the Cowles Council Chambers with slight modifications in the room. We will continue to monitor the situation and consider further recommendations if case counts continue to rise.

Hybrid Meetings in the Council Chambers

Following our first hybrid meeting on July 26th, IT continued to work on fixes in the Council Chambers to improve sound quality in the room. Noticeable progress has been seen, and heard, at the Library Advisory Board, Port and Harbor Commission, and Board of Adjustment meetings that have occurred since the 26th. The microphones in the chambers were installed in 2010 with the City Hall remodel and installation of new microphones will improve the sound quality and will help with camera tracking.

Opportunity for Acquisition of Tax Foreclosed Property

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.

Spit Parking Study

HDL Engineering Consultants have provided a Homer Spit Parking Progress Report that’s included as an attachment.

RFID Tagging Project

Since February, library staff and many enthusiastic volunteers have been inserting radio-frequency ID (RFID) tags into library materials, and I’m happy to report that the entire library collection is finished! RFID tags replace the library’s current barcode system, and offer a number of advantages:

- Checking in and checking out is much faster, with fewer steps in the process and the ability to handle several items simultaneously.
- Three self-checkout stations will be available near the front desk, allowing patrons to skip waiting in line.
- Tags can be read while items are still on the shelves, which makes shelf-reading much faster. We can wave a radio “wand” along the shelves, allowing the computer to read off the position and identification of each item and sound an alert when items are misshelved.

Processing all 50,000 physical items in the library collection has taken months of hard work, and it would have taken much longer without the help of the Friends of the Library and other members of the community. Volunteers came in every Sunday for months to stick tags in books and link the tags to catalog records.

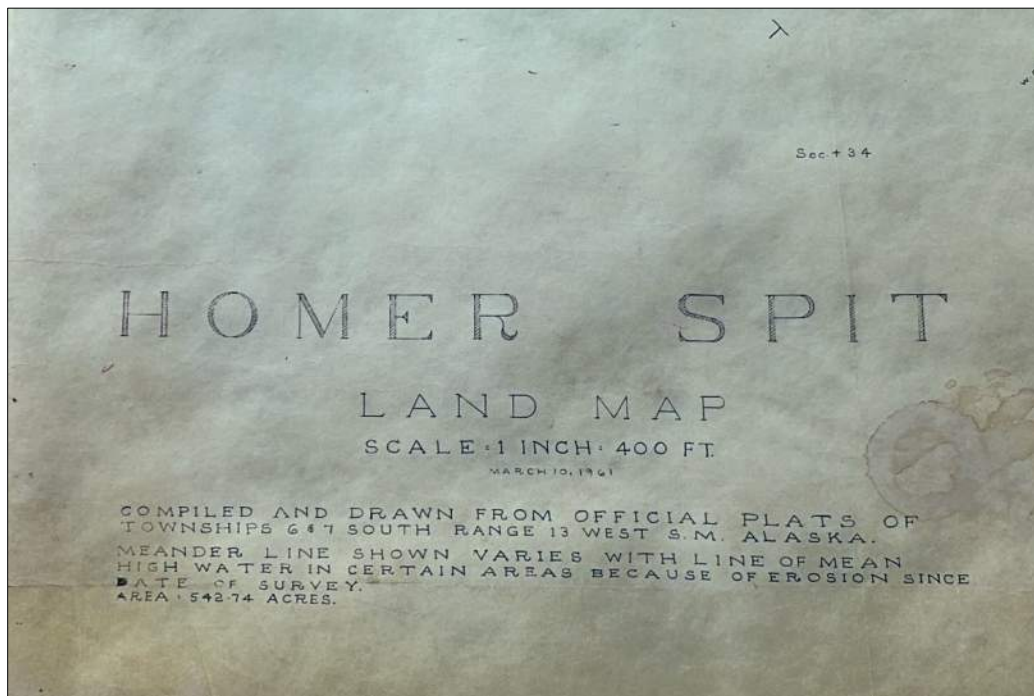
Technicians from Tech Logic will be here next week to set up the last few pieces of the system. If all goes well, the entire project should be fully functional by the end of August.

Cartography of Community

The library has partnered with the Pratt Museum on a community project to trace the history of Homer through maps. “Cartography of Community” is a grant-funded effort to reproduce some of the valuable maps in the Pratt collection and make them available in the library. Throughout the coming months, the Pratt will run a series of conversations with members of the public, inviting them to contribute local knowledge to add details that may be missing from the historical record.

All the maps included in this project, plus a number of others, are searchable in digital form on the museum’s website: <http://www.prattmuseum.org/collections/cartography-of-community/>

The first of the 15 maps has now been printed and is available in the library. Some photos below.



MEMORANDUM

DATE: August 3, 2021

TO: Bryan Hawkins, Port Director/Harbormaster
Janette Keiser, PE, Director of Public Works, City of Homer

FROM: Stephanie Mormilo, PE
Senior Civil Engineer, HDL Engineering Consultants, LLC

RE: REVISED Homer Spit Parking Progress Report

The following list provides information regarding the current status of the work described in the May 18, 2021 Homer Spit Parking Study Scope.

HDL's Scope of Work:

1) Identify improvements that would increase the amount of available parking.

- a. Parking Area between Ramp 1 & Ramp 2
 - i. This area was converted to fee parking this season.
 - ii. Provides approximately 75 parking spaces.
 - iii. HDL is evaluating the benefit/costs of paving this parking lot, which may provide additional parking spaces
 1. Initial evaluations indicate that paving will not significantly increase parking capacity, thus will not likely reduce the number of years required to pay off the improvement costs.
- b. Parking Area between Ramp 3 & Ramp 4
 - i. This parking area currently consists of approximately 212 total parking spaces
 1. Of the total parking spaces 86 are within DOT&PF ROW
 - ii. HDL is evaluating the benefit/costs of paving this parking lot, the benefit of discussing fee parking with DOT&PF for the portion within their ROW, and circulation within the parking area to provide the most efficient parking.
 1. Initial evaluations indicate that paving will not significantly increase parking capacity, thus will not likely reduce the number of years required to pay off the improvement costs.
 2. Discussions with DOT&PF may be required to charge for parking within their ROW. Initial evaluations show that the additional parking within the ROW will generate approximately 65% more income than the on-parcel parking alone.

- c. Parking Area between Ramp 4 and Freight Dock Road
 - i. This parking area currently consists of approximately 200 parking spots total
 - 1. Of the total parking spots 92 are within DOT&PF ROW
 - ii. HDL is evaluating the benefit/costs of paving this parking lot, the benefit of discussing fee parking with DOT&PF for the portion within their ROW, and circulation within the parking area to provide the most efficient parking.
 - 1. Initial evaluations indicate that paving will not significantly increase parking capacity, thus will not likely reduce the number of years required to pay off the improvement costs.
 - 2. Discussions with DOT&PF may be required to charge for parking within their ROW. Initial evaluations show that the additional parking within the ROW will generate approximately 80% more income than the on-parcel parking alone.
- d. Long-Term Parking Area Adjacent to Seafarer's Memorial
 - i. This parking area currently consists of approximately 89 parking spots total
 - 1. Of the total parking spots 43 are within DOT&PF ROW
 - ii. HDL is evaluating the benefit/costs of paving this parking lot, the benefit of discussing fee parking with DOT&PF for the portion within their ROW, and circulation within the parking area to provide the most efficient parking.
 - 1. Initial evaluations indicate that paving will not significantly increase parking capacity, thus will not likely reduce the number of years required to pay off the improvement costs.
 - 2. Discussions with DOT&PF may be required to charge for parking within their ROW. Initial evaluations show that the additional parking within the ROW will nearly double the income than the on-parcel parking alone.
- e. Proposed Parking Area Northwest of Freight Dock Road (Behind Bait Shop)
 - i. This area is currently used to store dredged materials.
 - ii. HDL is evaluating the number of parking spaces that can be provided by leveling/grading this area and estimating the costs of these improvements.
- f. Lots 9 & 10 (Adjacent to Fish Dock Road)
 - i. This area is currently used for storage.
 - ii. HDL is evaluating the number of parking spaces that can be provided on these parcels and estimating the costs of relocating stored materials and parking improvements.

2) Provide planning level cost estimates for possible improvements.

- a. HDL is currently developing the planning level cost estimates as part of the benefit/cost analysis to identify the most efficient improvements.

3) Make recommendations for revenue generation.

- a. HDL will provide draft recommendations and update them upon review and comment from the Port Director/Harbormaster and Director of Public Works Director.

For the general benefit/cost analysis and cost estimates, HDL will need confirmation of the following information:

- 1) Cost of automated pay machines
- 2) Cost of dry wells constructed in existing paved parking areas at Ramps 1-4.

HDL will submit the draft memorandum August 18, 2021 for review by the Port Director/Harbormaster and Director of Public Works. The document will be finalized 15 business days after receiving comments.



Land Management

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2205 • (907) 714-2378 Fax

A Division of the Planning Department

Charlie Pierce
Borough Mayor

TO: Cities within the Kenai Peninsula Borough

FROM: Aaron Hughes, Land Management Agent

DATE: July 29, 2021

SUBJECT: Application to Request Conveyance of Tax Foreclosure Property for a Public Purpose

KPB Land Management has prepared a **preliminary list** of foreclosed parcels to be disposed of in the Borough's 2021 Tax Foreclosure Auction. Please review the attached list for parcel(s) that you wish to acquire. This list includes a column heading called "Parcel Number" that contains a hyper-link to the parcel viewer for each parcel. Simply click on the respective Parcel Number under this column for additional information. In addition, you will find attached a vicinity map reflecting the general location of the parcels referenced on the disposal list of foreclosed parcels.

Pursuant to AS 29.45.450 Deed to Borough or City; a city may request conveyance of tax foreclosed property when the city has an immediate need for that property. Property may be deeded to the city subject to taxes owed through judgment date, interest, and any out of pocket cost incurred by the KPB through the date of the actual payment.

To request conveyance of a parcel, please complete the attached application form and return it to me by no later than **August 30, 2021**. The form requests that the city identify the proposed public purpose for which the property would be retained. Additionally, the city, by ordinance must meet the obligations of AS 29.45.460 with respect to retention for a public purpose.

If you should have any questions, please contact Land Management at 907-714-2205.



Land Management

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2205 • (907) 714-2378 Fax

A Division of the Planning Department

Charlie Pierce
Borough Mayor

**APPLICATION TO REQUEST CONVEYANCE OF REAL PROPERTY FORECLOSED
FOR DELINQUENT PROPERTY TAX FOR A PUBLIC PURPOSE
PURSUANT TO A.S. 29.45.450**

Name of city requesting conveyance: _____

Attention to: _____

Mailing Address: _____ City _____ State _____ Zip _____

KPB Assessor Parcel ID No.: _____

Is parcel within city limits? ☐ Yes ☐ No

(Optional)

Proposed public purpose: _____

(Optional)

Explanation of public purpose that parcel is being requested for should include:

- Reference to city code or other authority that supports the public purpose conveyance.
- Specific and immediate use of parcel.
- Attach additional pages or exhibits as needed.

Proposed method of payment: _____

Authorized City Official

Printed Name, Title

Signature/Date

Invoice (Completed by KPB Finance Dept.)

Parcel ID NO. _____

Amount: _____

Recording Fee: _____

TOTAL DUE: _____

DUE DATE: 115 _____, 2021



VICINITY MAP 2021 Tax Foreclosure Sale July 28, 2021

INDEX OF SALE PARCELS						
Parcel No. (Map Linked)	Legal Description	General Location	Acres	Assessed Land Value	Assessed Improvement Value	Minimum Bid
01232015	Lot Sixteen (16), Block One (1), POINT LOOKOUT SUBDIVISION ADDITION NO. 3, according to Plat No. 78-131, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 01232015)	Nikiski	1.22	\$8,800	\$500	
01320028	Ptn of Gov Lot One (1), Section Six (6), Township Seven (7) North, Range Eleven (11) West, Seward Meridian PTN GL 1 BEGIN @NE CORNER OF GL 1 TH WEST 630 FT TH SOUTH 208 FT TO POD TII SOUTH 320 Ft TO CORNER 2 TH W 210 FT TO CORNER 3 11I N 320 FT TO CORNER 4 THE 210 FT TO POB EXCL NORTH KENAI RD ROW, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 01320028)	Nikiski	1.00	\$10,900	\$36,600	
06345313	Lot Fourteen (14), Block Three (3), STERLING HEIGHTS SUBDIVISION, according to K-935, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 06345313)	Sterling	.26	\$11,500	\$17,700	
13308322	Ptn of Northwest one-quarter (NW¼) of the Northeast one-quarter (NE 1/4) of the Southeast one-quarter (SE ¼), Section Twenty (20), Township Three (3) North, Range Eleven (11) West, Seward Meridian, START @1/4 SEC MARKER COMMON TO SECS 20 & 21 TH 836 Ft WEST TO POB 1H 484 FT WEST TH 450 FT SOUTH TH 484 FT EAST TH 450 FT NORTH TO PO, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 13308322)	Kasilof	4.69	\$28,500	\$85,100	
15936062	Lot Fifty-one (51), HOFFMAN ACRES LOWELL FIELD PHASE 3, according to Plat No. 2007-38, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 15936062)	Happy Valley	.96	\$13,900	\$27,700	
15936068	Lot Fifty-seven (57), HOFFMAN ACRES LOWELL FIELD PHASE 3, according to Plat No. 2007-38, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 15936068)	Happy Valley	.94	\$17,800	\$0	
17214008	Tract Eight (8), KACHEMAK WILDERNESS ACRES SUBDIVISION, according to Plat No. 72-1216, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 17214008)	Homer	4.35	\$64,900	\$414,900	

INDEX OF SALE PARCELS

Parcel No. (Map Linked)	Legal Description	General Location	Acres	Assessed Land Value	Assessed Improvement Value	Minimum Bid
17225016	Lot Six (6), Block Two (2), MARIMAC 2 SUBDIVISION, according to Plat No. 83- 97, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 17225016)	Homer	1.29	\$36,600	\$54,500	
18512125	ALASKA STATE LAND SURVEY 92-197, according to Plat No. 93-32, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 18512125)	Fox River	5.00	\$6,600	\$3,400	
01320005	Ptn of Gov Lot Three (3), Section Six (6), Township Seven (7) North, Range Eleven (11) West, Seward Meridian PTN GL 3 BEGINNING @NW CORNER OF LOT 3 TH S 308 FT TO POB; TH S 218 FT; THE 200 FT; TH N 218 FT; TH W 200 FT TO POB, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 01320005)	Nikiski	1.00	\$10,900	\$0	
02519007	The Southeast one-quarter (SE 1/4) Lying South of North Kenai Rd, Section Eighteen (18), Township Eight (8) North, Range Ten (10) West, Seward Meridian, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 02519007)	Nikiski	7.00	\$21,200	\$0	
02544709	Lot Two-hundred fifty-five (255), MOOSE POINT SUBDIVISION, according to Plat No. 84-65, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 02544709)	Point Possession	18.22	\$12,500	\$0	
04709303	Lot Three (3), Block Twenty (20), ORIGINAL TOWNSITE OF KENAI, U.S. SURVEY NO. 2970, according to the official plat thereof, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 04709303)	Kenai	0.21	\$500	\$0	
05518016	Lot Five (5), Block Three (3), KALIFONSKY BEACH INDUSTRIAL PARK SUBDIVISION, according to Plat No. 73-23, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 05518016)	Kenai	0.96	\$1,000	\$0	
06516350	Lot Thirteen (13), Block Two (2), THE HEATHER, according to Plat No. 84-313, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 06516350)	Sterling	0.93	\$18,300	\$0	
15912062	Track Fifty-one (51) HAPPY CREEK HOMESITES SUBDIVISION, according to Plat No. 62-711, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 15912062)	Happy Valley	5.00	\$700	\$0	

INDEX OF SALE PARCELS

Parcel No. (Map Linked)	Legal Description	General Location	Acres	Assessed Land Value	Assessed Improvement Value	Minimum Bid
04707403	Lot Three (3), Block Eight (8), ORIGINAL TOWNSITE OF KENAI, ALASKA, according to U.S. Survey No. 2970, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 04707403)	Kenai	0.21	\$500	\$0	
13338004	Lot Two (2), Block One (1), CARDWELL SUBDIVISION, RESUBDIVISION OF TRACT-1 & TRACT-3, ADDITION NO. I, according to Plat No. 77-147, Kenai Recording District, Third Judicial District, State of Alaska (KPB PIN 13338004)	Soldotna	2.35	\$25,800	\$4,000	
14535318	Tract "B," GATEWAY SUBDIVISION AMENDED, according to Plat No. 84-18, Seward Recording District, Third Judicial District, State of Alaska (KPB PIN 14535318)	Seward	2.34	\$169,600	\$0	
15914321	Lots Two (2) and Six (6), PIPERS HAVEN UNIT 2, according to P1at No. 97-86, Homer Recording District, Third Judicial District, State of Alaska (KPB PINS 15914321 and 15914325)	Happy Valley	5.88	\$30,400	\$0	
15914325	Lots Two (2) and Six (6), PIPERS HAVEN UNIT 2, according to P1at No. 97-86, Homer Recording District, Third Judicial District, State of Alaska (KPB PINS 15914321 and 15914325)	Happy Valley	9.60	\$23,600	\$0	
16503115	Tract Fifteen (15), DEL RIO RANCHOS SUBDIVISION, according to Plat No. 2000-49; Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 16503115)	Anchor Point	8.72	\$23,500	\$0	
16548063	Lot Thirteen (13), EVERGREEN MEADOWS SUBDIVISION, according to Plat No. 2002-39, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 16548063)	Anchor Point	9.31	\$18,600	\$0	
16561036	Lot Six (6), OLD PIONEER SUBDIVISION, according to Plat No. 82-66, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 16561036)	Anchor Point	4.01	\$27,200	\$0	
17102147	The West One-Half (W 1/2) of Lot Eighteen (18), ANCHOR RIVER RANCHOS SUBDIVISION, according to Plat No. 72-328, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 17102147)	Anchor Point	9.42	\$8,300	\$0	
17227101	Lot One (1), Block Two "C" (2-C), MOUNTAIN GLACIER ESTATES PARTS, according to Plat No. 83-22, Homer Recording District, Third Judicial District, State of Alaska (KPB PIN 17227101)	Homer	2.41	\$40,800	\$0	

PLANNING COMMISSION ANNUAL CALENDAR
FOR THE 2021 MEETING SCHEDULE

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
JANUARY 2021	
FEBRUARY 2021	AK APA Conference PC training: legislative vs quasi-judicial decisions; decisions and findings
MARCH 2021	Guest speaker and training: KPB Platting/Planning
APRIL 2021	2018 Comprehensive Plan Review
MAY 2021	Transportation work session with Public Works
JUNE 2021	Reappointment Applications Deadline
JULY 2021	Reappointments Spit Plan Review (One meeting this month)
AUGUST 2021	Election of Officers (Chair, Vice Chair) PC training: Roberts rules, OMA Capital Improvement Plan Review
SEPTEMBER 2021	Economic Development speaker (such as KPEDD, chamber, SBA,)
OCTOBER 2021	?? Floodplain or other hazard regulations overview...connect dots between comp plan and our current regs
NOVEMBER 2021	(One meeting this month) Review and Approve the 2022 Meeting Schedule
DECEMBER 2021	(One meeting this month) Review Bylaws, and Policies and Procedures
Semi Annually: PW project update	
Odd Years:	2018 Comprehensive Plan (April) Homer Spit Plan, (July), Review Bylaws, and Policies and Procedures (December)
Even Years:	HNMTTP (April), Transportation Plan (July), Town Center Plan (December)