



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

City of Homer Agenda

Economic Development Advisory Commission Regular Meeting

Tuesday, February 8, 2022 at 6:00 PM

Cowles Council Chambers In-Person & via Zoom Webinar

Webinar ID: 990 0366 1092 Password: 725933

Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, PLEDGE OF ALLEGIANCE, 6:00 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

CONSENT AGENDA (Items listed below are considered routine and non-controversial by the Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business.)

[A.](#) January 11, 2022 Regular Meeting Minutes

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A. EDC Staff Report

PUBLIC HEARING

PENDING BUSINESS

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ii. Draft Ordinance Amending HCC Re: Special Events

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iii. Event Permit Decision Tree

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iv. Food HCC Update Draft Memo from City Manager

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v. HCC 8.11 Mobile Food Service Draft Amendments

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[C.](#) Identifying Next Goal for EDC to Work On

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INFORMATIONAL MATERIALS

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COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **TUESDAY, MARCH 8, 2022 at 6:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 22-01 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:02 p.m. on January 11, 2022 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, BROWN, SPEAKMAN, GAMBLE, CHEROK, PERSON, AREVALO
(arrived at 6:25 p.m.)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK TUSSEY

AGENDA APPROVAL

PERSON/SPEAKMAN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA (Items listed below are considered routine and non-controversial by the Commission and are approved in one motion. If a separate discussion is desired on an item, a Commissioner may request that item be removed from the Consent Agenda and placed on the Regular Agenda under New Business.)

A. December 14, 2021 Regular Meeting Minutes

Chair Marks read the Consent Agenda and requested a motion.

SPEAKMAN/GAMBLE MOVED TO APPROVE THE CONSENT AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

A. Peter Briggs, Corvus Designs – Wayfinding & Streetscape Draft Plan

Peter Briggs with Corvus Designs and Deputy City Planner and Special Projects Coordinator Engebretsen explained where the draft plan is currently at, the recommended action the commission should take at this meeting, and facilitated questions from commissioners.

There was discussion on the brightness of the yellow on the pedestrian wayfinding and destination signs and to possibly have the background and letter colors inverted; suggestion to have both color schemes in the plan so that either option could be selected depending on the location; concerns with consistency; and specific edits to the plan, such as removing “west” from Pioneer Avenue, which can be directed to Ms. Engebretsen.

Ms. Engebretsen agreed to forward the commission’s decisions and recommendations to Mr. Briggs after the meeting once the commission has taken action on the plan under Pending Business.

B. Jennifer Gibbins, Pratt Museum Director – Future Pratt Museum Projects

Jennifer Gibbins, Pratt Museum Director, provided an introduction and recap of how the Pratt Museum is working to re-engage with the community during the COVID pandemic.

Commissioner Arevalo arrived at 6:25 p.m.

Ms. Gibbins explained the Pratt’s request of support for a new Community Pavilion/Trails Project. The project includes building an outdoor community gathering and performance pavilion (an amphitheater), enhancing their ADA accessible forest trails, improving trailhead connection with Pioneer Avenue, and enhancing appearance of the corner of their property overlooking Pioneer Avenue. She looks forward to any feedback or support from the EDC.

Commissioners shared comments and feedback with Ms. Gibbins; there was overall support for such a project.

Chair Marks confirmed with Ms. Engebretsen that the EDC’s support would be conveyed by staff to the City Manager, and a letter of support would be prepared by City Manager Dumouchel for the Pratt for their grant application.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. EDC Staff Report

Deputy City Planner and Special Projects Coordinator Engebretsen reported on the HERC survey results, which closed yesterday. She explained what the consultant Stantec will be doing next, what kind of plans/designs they will be providing, and the upcoming events for the public to provide feedback. She reported on the Kenai Peninsula Economic Development District (KPEDD) Industry Outlook Forum she attended virtually, and the current activities of the Planning Commission. Ms. Engebretsen responded to questions regarding the HERC study results and if there would be any overlap for an amphitheater.

B. Chamber Director Report – Homer Chamber of Commerce Annual Report

Brad Anderson, Chamber Director, presented the Chamber of Commerce’s 2021-2022 Marketing Update. He spoke to the record-breaking 2021 year and how 2022 is looking the same, the Chamber events and new website/features that have attracted a significant number of visitors, and what the Chamber accomplished to market Homer using a COVID-safe travel grant.

Mr. Anderson facilitated discussion regarding the Chamber events and concerns with timing in the summer and bringing in competition to local businesses, that different areas of Homer are showcased, what tools could be used to determine visitor quantity, the Chamber’s online reservation tool, and considering the balance of tourist attraction and quality of life for locals.

C. Kenai Peninsula Economic Development District (KPEDD) Report

Chair Marks reported on the KPEDD’s 2022 Industry Outlook Forum that was hosted in Kenai. She referenced the schedule in the packet to show the variety of speakers and topics that were discussed. Next year’s forum will be hosted in Homer at the Community Church.

PUBLIC HEARING

PENDING BUSINESS

- A. Wayfinding-Streetscape Plan Approval
 - i. Sign Family – Two Color Scheme Options
 - ii. Sign Master Plan
 - iii. Homer Streetscape Plan
 - iv. Homer Wayfinding Standards

Chair Marks introduced the item by reading the title and deferred to Deputy City Planner and Special Projects Coordinator Engebretsen to begin discussions.

Ms. Engebretsen reiterated the commission’s earlier comments about toning down the yellow, providing mock-ups of the signage, and the next steps in the plan approval process. They anticipate a presentation to City Council from Mr. Briggs sometime in February followed by the adoption of the plan.

Ms. Engebretsen and Deputy City Clerk Tussey facilitated discussion with the commission regarding the color scheme and the differences between the revised color set that matches the City’s logo and the existing color set from Corvus Designs.

PERSON/GAMBLE MOVED TO USE THE REVISED COLOR SET FOR THE WAYFINDING-STREETSCAPE PLAN.

There was no discussion.

VOTE: YES: SPEAKMAN, PERSON, GAMBLE, MARKS, CHEROK
NO: AREVALO, BROWN

Motion carried.

PERSON/CHEROK MOVED TO SUPPORT THE WAYFINDING-STREETScape PLAN AND RECOMMEND ADOPTION TO CITY COUNCIL.

Commissioner Arevalo verified she had not missed any significant changes to the plan in front of them from the last draft they reviewed at their December meeting. Chair Marks confirmed it's essentially the same with the possible changes to the pedestrian signs. Ms. Engebretsen advised they not get too literal at this point, but that her suggestion is to have two design options and then at the time of actual installation staff can decide what makes sense for a specific location. The commonality of the signs will be maintained through the shape of the posts, the colors, the City logo, and those type of details.

VOTE: YES: MARKS, CHEROK, AREVALO, BROWN, SPEAKMAN, PERSON, GAMBLE

Motion carried.

Chair Marks confirmed with Ms. Engebretsen if there was any additional comments at this time regarding the recommendation going to Council, which there were none. Commissioner Arevalo had a question of clarification on when they can discuss other plan changes such as using the term "Downtown Pioneer" rather than "Downtown".

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. Homer News Article dated December 23, 2021
- B. EDC 2021-2022 Strategic Plan/Goals
- C. City Manager's Report for January 10, 2022
- D. EDC 2022 Calendar

Chair Marks noted the informational materials in the packet. Deputy City Clerk Tussey pointed out the commissioner names listed on the calendar to give the upcoming Council reports.

COMMENTS OF THE AUDIENCE

Jennifer Gibbins, commented on how much she enjoyed listening to their Wayfinding-Streetscape presentations and how she would love to see signage for the Downtown and Pioneer Avenue include indication that it is an arts and culture district. She acknowledged Commissioner Cherok's business Summit Physical Therapy who had helped the Pratt Museum with their Spring Clean-up Day, and her staff's positive experiences with Commissioner Gamble's business the Duncan House.

Matt Steffy, nonresident, voiced his appreciation for all the work that's gone into the Wayfinding-Streetscape Plan. He thanked Corvus Designs, Deputy City Planner Engebretsen, and the commission for an awesome job.

COMMENTS OF THE CITY STAFF

Deputy City Planner Engebretsen thanked Parks Superintendent Matt Steffy and the EDC for their hard work on the Wayfinding-Streetscape Plan. She is looking forward to sending it to City Council and moving forward with some of these improvements.

Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COMMISSION

Chair Marks thanked Commissioners Gamble and Speakman for their crowdfunding contributions for the New Year's fireworks. She noted that at last night's City Council meeting, they approved Ordinance 21-68 to fund part of the Homer Business Advisor position for the Alaska Small Business Development Center. She thanked everyone.

Commissioner Person thanked Chair Marks for her long-time efforts of getting the wayfinding-streetscape proposal funded and carried through. She also thanked the commissioners for their work, noting it is difficult to design in a committee. We have many diverse/different viewpoints but she thinks they did a lot of balancing between a modern look in the small, quaint town look and thanked everyone for that work.

Commissioner Gamble thanked Jennifer Gibbins and Chair Marks for their kind words, and congratulated everyone on the culmination of so much work.

Commissioner Brown commented on how she can't believe we're at the end of the wayfinding and streetscape project and that it was an incredible success. She thanked Chair Marks, City staff, and all the commissioners for the great job.

Commissioner Cherok appreciated them letting him come onto the commission three quarters of the way through the project, but it's been fun seeing the final product come together. He thanked everyone.

Commissioner Speakman thanked Deputy City Planner Engebretsen and Deputy City Clerk Tussey for their work and noted how interesting it is to see how many hats our small city employees wear. She thanked Chair Marks for seeing this project through and spoke to how much she loves our downtown Homer, seeing our young kids growing up here, the trail systems, and her appreciation for everybody's hard work and making downtown more of a destination.

Commissioner Arevalo had no further comments.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 7:59 p.m. Their next regular meeting is Tuesday, February 8, 2022 at 6:00 p.m. and is scheduled to be

held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____



City of Homer

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER & SPECIAL PROJECTS
COORDINATOR

DATE: FEBRUARY 3, 2022

SUBJECT: WAYFINDING & STREETScape IMPLEMENTATION FUNDING

Requested Action:

- Identify EDC priorities for funding wayfinding and streetscape projects

Introduction

Ready to see the fruits of your labor? I am!

Staff is working with Public Works and City Commissions to prioritize new wayfinding signs. I expect each Commission will have requests... PARCAC likely needs trailhead signs, the Port needs signs because finding restrooms is the MOST ASKED question on the Spit. Public Works plans do make prototype signs so we can take a look and make sure all the details (cost, materials, color, font, construction, mounting, etc.) works the way we want. After the Commissions have identified their priorities, Public Works will create a phased plan and budget request.

The EDC has the most knowledge on this project. What are your sign priorities?

Attached is a table. I will have a version of this up on screen at our meeting. I'd like you to rank your choices for 1st, 2nd, 3rd and 4th priority. 4th means it's not at all a priority, and 1 means you want it done yesterday! I ranked a few of these based on other projects the city has going on. For example, the library is doing a lot of site planning. They are not ready for permanent signage. Also, you don't have to rank everything. Rank the ones that are easy for you! Last, I did not list every sign in the plan. If there is a particular sign that is important to you, we can include it at the meeting.

Requested Action:

- Identify EDC priorities for funding wayfinding and streetscape projects
- Score your worksheet, be ready to share your answers at the meeting

Attachment:

Table

		Priorities 1-4								Score	Comments
		Julie	Karin	Deborah B	Jay	Debbie S	Nicole	Adele	Luke		
DOT Signage		1								1	scoring to be refined! 6-10 + is high priority
Sign Type	Location									0	16-20 is longer term
Gateway										0	20+ low priority
	W Pioneer									0	
	Lake Street									0	
	Old Town/Ohlson									0	
	Old Town/Main									0	
	Ocean Drive/Loop	3								3	should be prompted by business interest
	Ocean Dr/Spit	3								3	
	Spit									0	
										0	
Vehicular Wayfinding										0	
	Spit	3								3	Want to see how DOT and gateway signage works out first
										0	
										0	
										0	
										0	
Pedestrian Orientation										0	
Informational	Baycrest Pull out	1								1	Prototype location on chamber kiosk
	Bartlett Restroom	2								2	
	WKFL restroom	3								3	
	Library	3								3	
	Chamber	1								1	
	Old Town/Bunnell	1								1	Trolley Stop
	Airport	2								2	
	Spit 7+ locations									0	Port prioritize?
										0	Spit campgrounds?
										0	
Directional (tall pole)										0	
										0	
										0	
										0	
Bollard		1								1	
										0	
										0	
										0	
destination ID (tall)		3								3	Parks may have some uses
										0	
										0	
										0	



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TO: Economic Development Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator
DATE: February 2, 2022
SUBJECT: Special Events & Food Truck Permitting

Requested Action: *Comment on the proposed changes and pass a motion of support.*

Business Retention and Expansion Survey Recommendations

Pro-Business City Policies: City take into account the implications of ordinances and permitting procedures for businesses.

Introduction

Attached to this staff report are memos and draft ordinances regarding changes to special event permits and food trucks. After Commission comments, these changes will be introduced to the City Council in March.

Special Events

When City Manager Dumouchel start working at the City, he noticed the miss-match between the city's special event permit process, and the kinds of events and problems we normally have. A little history: Homer has a special event process because a large motorcycle race was coming to town, and they wanted to use a city park for a large party. The city quickly realized we lacked any kind of rules or policies for a really large event. Not that a big party was a bad idea, but as a land owner we wanted to ensure if large events are held, they are safe and the facilities returned to their original state after the event. Thus, the current special event regulations were created. Fast forward to 2022...We've lived with and worked with the rules for a while, and some housekeeping is needed. Please see Mr. Dumouchel's memo's for specifics.

Food Trucks

Home's food truck rules have been around a long time. Homer is the most expensive city on the peninsula to get a license, and the most cumbersome. The proposed changes would make food truck regulations more clear and much less expensive and cumbersome for businesses.

Requested Action: Comment on the proposed changes and pass a motion of support.

Attachments:

1. Special Event HCC Update Draft Memo from City Manager
2. Draft Ordinance Amending HCC Re: Special Events
3. Event Permit Decision Tree
4. Food HCC Update Draft Memo from City Manager
5. HCC 8.11 Mobile Food Service Draft Amendments



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Memorandum

TO: MAYOR CASTNER & HOMER CITY COUNCIL
FROM: ROB DUMOUCHEL, CITY MANAGER
DATE: FEBRUARY 1, 2022
SUBJECT: SPECIAL EVENTS CODE UPDATE

Homer's current special events code is not a great fit for the events that are actually happening all year within city limits. A team of staff, along with Councilmembers Venuti and Hansen-Cavasos, collaborated on potential solutions via a comprehensive code update for special events. The proposal in Ordinance 22-XX will repeal Homer City Code (HCC) Chapter 19.02 Large Special Events and create Chapter 5.46 Special Events as its replacement. Additionally, the ordinance will make a modification to HCC Chapter 5.24 Fireworks.

Background

In early 2021 I asked the Council if there would be interest in updating the special events code. I had observed that our code wasn't fitting our needs very well and that it would benefit from some modifications. Councilmembers Venuti and Hansen-Cavasos volunteered to work with me on this topic. On the staff side, I built a team that included Chief Robl, Jenny Carroll (Special Projects Coordinator), Rachel Tussey (Deputy Clerk), Julie Engebretsen (Deputy Planner), Matt Steffy (Parks Superintendent), and Mike Illg (Community Recreation Manager). We held a kick off meeting that covered Special Events (HCC 19.02), Mobile Food Service (HCC 8.11), and Fireworks (HCC 5.24). Mobile Food Service (food trucks) will be covered in a separate memo.

At the Special Events kick off meeting, the team had the following goals for the special events update project:

- To build code and processes that are a good fit for the events held in Homer (and the events we want to be held in Homer)
- Set events up for success without creating administrative barriers that are great enough to make organizers not want to host events in Homer
- Make Homer a preferred location for high quality events on the Kenai Peninsula
- Enhance public safety related to events in the community

The team identified issues with the code, generated some ideas for improvements, and discussed thoughts on topics like thresholds for permits, public versus private spaces, where in HCC special events should be located, what should be required in permit applications, parking, and fees. After meeting and getting input from our Council sponsors, the team worked on rewriting the code. This has been a project that has been making slow but steady progress in the background as we've worked on other higher priorities the past year.

Update Notes

The draft in ordinance 22-XX makes a number of changes. The following will give a high-level overview:

- **Change from Large Special Events to Special Events:** The existing code was targeted at events of over 500 people. There are many special events that are much smaller than 500 people which have potential to have a significant impact on public safety, traffic circulation, etc. The update does a better job of addressing these smaller events.
- **Moves special events from Title 19 Parks, Campgrounds and Public Places to Title 5 Health and Public Safety:** This is a more logical location for special events and highlights the City's public safety interest in issuing permits.
- **Intent:** Adds a section regarding the intent of this chapter "to safeguard and protect the enjoyment of private property and general health and safety of the public within the City of Homer, while allowing and regulating special events which may be beneficial to the City and its residents."
- **Clarifies what types of events require permits:** The existing code is limited to "large special events" which have an anticipated attendance of 500 or more persons. The proposed code includes: outdoor concerts and festivals; carnivals, rides, circuses, zoos, or animal exhibitions; events on City property where the anticipated attendance is expected to exceed the standard capacity for that facility (thresholds set by staff); events in a right-of-way; events on private property that expect to impact road rights-of-way with parking overflow; fireworks displays and other events with large fires or pyrotechnics; and other events similar to those listed.
- **Application lead time:** Existing code asks for an application to be submitted 120 days before an event, the proposed code reduces that requirement to 14 days.
- **High impact events:** The proposed code makes it clear that events which are determined to be particularly impactful on the community may have their permits issued with conditions.
- **Findings for approval:** The proposed code has ten conditions which must be considered for the City Manager to approve a special event permit.
- **Insurance:** When insurance is required by the City, the proposed code adds a requirement to name the City as additional insured and contain an appropriate waiver of subrogation in favor of the City.
- **Appeals:** The proposed ordinance gives direction as to how a special event applicant or permit holder would appeal a decision to either not grant a permit or revoke a permit.
- **Fine:** The proposed ordinance would modify HCC 1.16.040 to change the fine from "large special event" to just "special event." The fine is set at \$1000.
- **Fireworks:** The proposed ordinance modifies HCC 5.24.050 removing the requirement to obtain a fireworks permit from the City Clerk and file a bond with the City. Instead, it requires a special event permit.

In conjunction with the code update, staff also produced a pair of flow charts to help special event sponsors understand whether they will be required to file for a permit or not. These flow charts will be used create application forms and a website resource.

Staff Recommendation

Introduce and adopt Ordinance 22-XX

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager

4 **ORDINANCE 22-xx**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 AMENDING HOMER CITY CODE CHAPTER 5.24 FIREWORKS, AND
8 REPEALING CHAPTER 19.02 LARGE SPECIAL EVENTS AND
9 REENACTING AS CHAPTER 5.46 SPECIAL EVENTS, AND AMENDING
10 HOMER CITY CODE 1.16.040, ENTITLED “DISPOTITION OF
11 SCHEDULED OFFENSES – FINE SCHEDULE.”
12

13 WHEREAS, Chapter 19.02 is in need of a comprehensive rewrite to bring the special
14 event permit process up to-date and better define which events require an event permit; and
15

16 WHEREAS, The subject matter of Chapter 19.02 is better suited for Title 5 Health and
17 Public Safety as special and/or larger events may impact public health and safety; and
18

19 WHEREAS, Chapter 5.24.050 is in need of amendment to reflect the revised special event
20 permit process for authorized firework exhibits.
21

22 WHEREAS, Chapter 1.16.050 is in need of amendment to reflect the revised code citation
23 and to increase the fine for non-compliance.
24

25 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
26

27 Section 1. Homer City Code 5.24.050, entitled “Exceptions for authorized exhibits –
28 Permits required” is hereby amended as follows:
29

30 5.24.050 Exceptions for authorized exhibits – Permits required.
31

32 a. Fireworks may be used for public exhibits by fair associations, amusement parks and other
33 organizations or groups of individuals if: **a Special Event permit is first obtained from the**
34 **City Manager per the permitting process under HCC 5.46.**
35

36 1. ~~A permit is first obtained from the City Clerk upon payment of a permit fee in an amount~~
37 ~~determined by Council resolution and set forth in the City of Homer fee schedule, per~~
38 ~~exhibit or continuous series of exhibits; such permit to be applied for not less than 30 days~~
39 ~~prior to such exhibit or series of exhibits; and~~
40

41 2. ~~A bond is filed with the City, in the amount of at least \$500.00, to insure payment of all~~
42 ~~damages to persons or property caused by any exhibit. A bond will not be required if the~~

43 holder of the permit has in effect a liability insurance policy which accomplishes the same
44 purpose as the bond.

45

46 ~~b. No permit issued under this section shall be transferable.~~

47

48 Section 2. Homer City Code Chapter 19.02, entitled "Large Special Events", is hereby
49 repealed and reenacted as Chapter 5.46, entitled "Special Events", to read as follows:

50

51 **Chapter 5.46 SPECIAL EVENTS**

52

53 **Sections:**

54 **5.46.010 Definitions.**

55 **5.46.020 Intent.**

56 **5.46.030 Permit required.**

57 **5.46.040 Application procedure.**

58 **5.46.050 Action on permit application and general standards**

59 **5.46.060 Revocation of permit.**

60 **5.46.070 Payments for City services and facilities.**

61 **5.46.080 Insurance.**

62 **5.46.090 Violation – Penalty.**

63 **5.46.100 Appeal of decision.**

64

65 **5.46.010 Definitions.**

66

67 **As used in this chapter, the words and phrases defined in this section shall have the**
68 **meaning stated.**

69

70 **“Anticipated attendance” means the largest number of persons, including participants**
71 **and spectators, that the Sponsor reasonably expects to congregate at a single time and**
72 **location during a special event.**

73

74 **“Demonstration” means an assembly of persons for purposes of expressive activity that**
75 **occupies, or travels on, any street in a manner that does not comply with generally**
76 **applicable traffic regulations; or occupies a public park or other public facility or**
77 **property.**

78

79 **“Emergency services” means the public organizations that respond to and deal with**
80 **emergencies when they occur, especially those that provide police, ambulance, and**
81 **firefighting services.**

82

83 **“Special event” means a parade, performance, concert, sporting event, fair, ceremony**
84 **or other public assembly, for which persons congregate in a street, right-of-way, park, or**
85 **other public or private property in the City.**

86
87 **“Sponsor” means the person or persons who organize, present or promote a special**
88 **event.**

89
90 **5.46.020 Intent.**

91
92 **The intent of this chapter is to safeguard and protect the enjoyment of private property**
93 **and general health and safety of the public within the City of Homer, while allowing and**
94 **regulating special events which may be beneficial to the City and its residents.**

95
96 **5.46.030 Permit required.**

97
98 **a. No sponsor may promote, advertise or sell admission to a special event without first**
99 **having obtained a permit from the City under this chapter. Approval of a special event**
100 **application and the issuance of a special event permit shall be required for any of the**
101 **following:**

102
103 **1. Outdoor concerts and festivals;**

104
105 **2. Carnivals, rides, circuses, zoos, or animal exhibitions;**

106
107 **3. Events on City property where the anticipated attendance is expected to exceed the**
108 **standard capacity for that facility or property as determined by the City Manager or**
109 **designee;**

110
111 **3. Events that take place within the City and/or State rights-of-way;**

112
113 **4. Events that are held on private property within City limits that do not have the**
114 **parking capacity to accommodate the anticipated attendance and will impact the**
115 **road right-of-way for emergency service access;**

116
117 **5. Firework displays or events that incorporate large fires/pyrotechnics of any kind;**
118 **or**

119
120 **6. Other special events which are similar to and compatible with those listed above,**
121 **pending approval by the City Manager.**

122
123 **b. The following are exempt from the permit requirement of this chapter:**
124

- 125 **1. A funeral procession.**
126
127 **2. A special event that is held entirely within a privately-owned property and does not**
128 **meet the permit requirements under this section.**
129
130 **3. A special event that is held within a permanent facility, such as an auditorium,**
131 **theater, church or athletic field, that is specifically designed and intended for the**
132 **activities comprising the event, and that:**
133
134 **a. Has the capacity to accommodate the anticipated attendance at the special**
135 **event, including compliance with maximum occupancy permitted by State or local**
136 **fire officials; and**
137
138 **b. Has sufficient off-street parking to accommodate the anticipated attendance at**
139 **the special event, according to the standards prescribed in HCC Title 21.**
140
141 **4. A special event that is sponsored by a duly organized neighborhood or**
142 **homeowners' association, occurs entirely within the area where the association's**
143 **members reside, generates minimal traffic outside that area, is attended only by the**
144 **association's members and their guests, and does not benefit any other organization.**
145
146 **5. An event that is sponsored by or under the control of the City or through a**
147 **memorandum of understanding or agreement with the City.**
148
149 **6. A demonstration; provided that the Chief of Police is notified of the route or location**
150 **of the demonstration at least 48 hours before the commencement of the**
151 **demonstration.**

152
153 **5.46.040 Application procedure.**
154

155 **a. The sponsor shall submit a special event permit application to the City Manager on a**
156 **form provided by the City not less than 14 business days before the commencement of**
157 **the special event, and shall contain at a minimum the following:**
158

- 159 **1. Contact information including a functional telephone number for the sponsor.**
160
161 **2. For sponsors who are not a natural person: the sponsor entity's organization form,**
162 **the state in which the entity is organized, and the names of the principal officers of**
163 **the entity.**
164
165 **3. The name of an individual, including their 24-hour telephone number(s), who will**
166 **be the on-site point of contact for the sponsor at all times of the special event from**

167 **the commencement of on-site preparations until all on-site cleanup and restoration**
168 **work is completed at the conclusion of the special event.**

169
170 **4. Proposed date(s) and hour(s) of operation of the special event.**

171
172 **5. A complete description of the special event which:**

173
174 **a. Describes the proposed activity or activities with a summary and the use of**
175 **visual aids such as maps/overviews, diagrams, or illustrations;**

176
177 **b. Gives an anticipated attendance for each day of the special event;**

178
179 **c. Demonstrates to the satisfaction of the City Manager that the sponsor has an**
180 **effective plan for satisfying the criteria under Section 5.46.050; and**

181
182 **d. Provides any additional information requested in the permit application or by**
183 **the City Manager, including without limitation plans for parking, traffic control,**
184 **sanitation, and security as appropriate to the nature of the special event.**

185
186 **6. Permit application fee that the City Council establishes by resolution.**

187
188 **b. For special events that the City Manager determines may have a more significant**
189 **impact on the safety of the community, the City Manager may impose additional**
190 **requirements, with proof and/or payment to accompany the special event permit**
191 **application to the City Manager. Additional requirements may include:**

192
193 **1. Certificate of insurance as required by Section 5.46.080.**

194
195 **2. For sponsors who are not a natural person: proof that the entity is in good standing**
196 **in its state of organization and qualified to conduct its activity in the State of Alaska.**

197
198 **3. If a special event imposes substantial demands on City services or facilities:**
199 **payment for the necessary additional City services or facilities and/or performance**
200 **bond, as required by Section 5.46.070.**

201
202 **5.46.050 Action on permit application and general standards.**

203
204 **a. The City Manager may approve a complete and timely submitted application for a**
205 **special event permit upon finding that the special event will not be detrimental to the**
206 **public's health, safety, or convenience. In order for a permit to be approved, the special**
207 **event must:**

209 **1. Minimize interference with the enjoyment of neighboring uses and protect**
210 **neighboring uses from nuisances or hazardous features;**

211
212 **2. Not create hazardous vehicular or pedestrian traffic patterns or result in traffic in**
213 **excess of the capacity of surrounding rights-of-way or property serving the use;**

214
215 **4. Not create diversion of City resources that would unreasonably interfere with the**
216 **maintenance of regular City service levels;**

217
218 **5. Accommodate the anticipated number of attendees of the special event through the**
219 **availability of adequate restroom facilities or temporary structures such as portable**
220 **toilets with established handwashing stations; refuse management facilities; and safe**
221 **and maneuverable access for emergency services, pedestrians, patron vehicles**
222 **including off-street parking, and other necessary facilities and services as determined**
223 **by the City Manager;**

224
225 **6. Be removed and the site be restored to the original or better condition on or before**
226 **the expiration date of the permit;**

227
228 **7. Have obtained written permission from the property owner(s) where operating;**

229
230 **8. Be registered to collect sales tax within the Kenai Peninsula Borough, if required;**

231
232 **9. Be in compliance with requirements for any business license or other permits which**
233 **may be prescribed by any Federal, State or local statutes, ordinances, rules or**
234 **regulations; and**

235
236 **10. Be in compliance with all other applicable laws, codes, and statutes of any**
237 **jurisdiction as appropriate to the specific activities associated with the proposed**
238 **special event.**

239
240 **b. The City Manager may impose any special conditions necessary to ensure that the**
241 **intent and general standards of this section are satisfied.**

242
243 **5.46.060 Revocation of permit.**

244
245 **a. The City Manager may revoke a special event permit if it is determined that the conduct**
246 **of the operation(s) is not in compliance with either the terms and/or conditions of the**
247 **permit or the provisions of this chapter.**

248
249 **b. Except in the circumstances described in subsection (c) of this section, the City**
250 **Manager shall not revoke a permit without first providing notice and an opportunity for**

251 **a review under this subsection. The City Manager shall notify the sponsor of the grounds**
252 **for revoking the permit, and of the sponsor’s right to request a review on the revocation.**
253 **The sponsor may obtain a revocation review by requesting a meeting in writing at the**
254 **office of the City Manager within the time prescribed in the revocation notice.**

255
256 **c. If the City Manager determines that the grounds for revoking a permit constitute an**
257 **immediate danger to public health or safety, the City Manager may revoke the permit**
258 **without prior notice or meeting. Promptly after revoking a permit under this subsection,**
259 **the City Manager shall give the sponsor notice in accordance with subsection (b) of this**
260 **section, and schedule a review on the revocation.**

261
262 **5.46.070 Payments for City services and facilities.**

263
264 **a. If the City Manager determines that a special event will require additional support**
265 **services or facilities from the Police, Fire, Public Works, Administration, or any other City**
266 **department, the City Manager shall so notify the sponsor, with an estimate of the cost of**
267 **such additional services. Upon receipt of such notice, the sponsor shall pay to the City an**
268 **amount equal to 50 percent of such estimated cost. The sponsor shall pay to the City the**
269 **remainder of the total actual cost of such additional services or facilities within 30 days**
270 **after the last day of the special event.**

271
272 **b. In addition to requiring payment for additional City services or facilities under**
273 **subsection (a) of this section, the City Manager may require a sponsor to submit to the**
274 **City a deposit to cover the estimated cost of cleaning and restoring City property after a**
275 **special event. The deposit shall be refunded to the sponsor to the extent that it is not**
276 **applied to pay the cost of cleaning and restoring City property used during the special**
277 **event.**

278
279 **c. If the City Manager has cause to doubt a sponsor’s financial capability to pay any**
280 **amount required under this section, the City Manager may require the sponsor to provide**
281 **a performance bond before issuing the permit for the special event.**

282
283 **5.46.080 Insurance.**

284
285 **a. The City Manager may require that the sponsor acquire insurance coverage and provide**
286 **a certificate of insurance with the special event permit application. Any required**
287 **insurance shall include the following:**

288
289 **1. Comprehensive commercial general liability with coverage limits up to \$1,000,000**
290 **combined single limit per occurrence and aggregate, including premises-operations,**
291 **independent contractors, products/completed operations, broad form property**
292 **damage, blanket contractual and personal injury endorsements.**

293

294

2. Comprehensive automobile liability covering all owned, hired and non-owned vehicles that the sponsor uses in connection with the special event, with coverage limits up to \$1,000,000 per occurrence.

295

296

297

3. Worker’s compensation insurance as required by AS 23.30.045 for all employees of the sponsor and its contractors engaged in work on the special event.

298

299

4. Name the City as additional insured and contain an appropriate waiver of subrogation in favor of the City.

300

301

b. The sponsor shall maintain the required insurance coverage in force at all times from the commencement of on-site preparations until all on-site cleanup and restoration work is completed after the conclusion of the special event.

302

303

5.46.090 Violation – Penalty.

304

305

The penalty for an offense in this chapter is the fine listed in the fine schedule in HCC 1.16.040. If no fine is listed for the offense in HCC 1.16.040, then the defendant must appear in court and, if convicted, is subject to the general penalty as provided in HCC 1.16.010 unless another penalty is specifically provided.

306

307

308

309

5.46.100 Appeal of Decision

310

311

Judicial review by the superior court of a final decision on a special permit issued by the City may be had by filing a notice of appeal in accordance with the applicable rules of court governing appeals in civil matters. The notice of appeal shall be filed within 30 days of notice of the final decision on the permit. Appeals of special event permits are heard solely on the administrative record which shall be prepared by the City. A copy shall be filed in the superior court within 30 days after the appellant pays the estimated cost of preparing the complete or designated record or files a corporate surety bond equal to the estimated cost.

312

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318

319

Section 3. Homer City Code 1.16.040, entitled “Disposition of scheduled offenses – Fine schedule” is hereby amended as follows:

320

321

HCC 19.02.020 <u>5.24</u>	Large Special event – Permit required	\$1000.00
---	---------------------------------------	-----------

322

323

Section 4. This ordinance is of a permanent and general character and shall be codified in Homer City Code.

324

325

Strike-out is deleted language, **bold underline** is new language

333 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ____ day of _____, 2022.

334

335

CITY OF HOMER

336

337

KEN CASTNER, MAYOR

338

339

340 ATTEST:

341

342

343 MELISSA JACOBSEN, MMC, CITY CLERK

344

345 YES:

346 NO:

347 ABSENT:

348 ABSTAIN:

349

350 First Reading:

351 Public Hearing:

352 Second Reading:

353 Effective Date:

CITY PROPERTY / ROW

If you are planning an event entirely within a facility designed for such use, or that occurs within an organized neighborhood that generates minimal traffic outside the area, or is sponsored by the City under a Memorandum of Agreement or a funeral procession

NO

These are exempt activities. No Special Event Permit required.

If you are planning a:
Parade or march in City or State Right-of-Way
Outdoor Concert/Festival or Fair
Carnival, rides, circus, zoo or animal exhibit
Fireworks or pyrotechnic display
Commercial Filming or video taping
CLICK HERE

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.
Applications are to be submitted no less than 14 business days before the commencement of the special event.

NO

Link to Special Events Permt
*Specialized agreement for filming

Will food truck/s will be present?

NO

YES

Link to Mobile Food Service Permit info.

Planning a smaller event on City property?
CLICK HERE

Check all that apply

Anticipated attendance may exceed venue capacity and/or could impact vehicular or pedestrian traffic patterns

YES

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.
Submit application no less than 14 business days before commencement of the event.

NO

There will be a bonfire or fire larger than 3' x 3'

YES

Event sponsor must obtain a special event permit from the City for the event.
Submit application no less than 14 business days before commencement of the event.

NO

There will be amplified music

YES

No Special Event Permit required
Courtesy notification to HPD requested.
Reminder about noise ordinance/quiet hours in parks

NO

There will be fireworks

YES

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.

NO

For all NO answers, Thank you, no special event permit required.
Info about noise ordinance.

There will be food truck/s

NO

YES

Link to Mobile Food Service Permit info.

PRIVATE PROPERTY within City Limits

Check all that apply

Cars will be parking on both sides of the street for this event or this event is a block party that will block a street

YES

Access for emergency vehicles must be maintained on all city streets.
Special event permit & parking plan approval required.

Contact name, phone number & email
Date, times and location of temporary parking
Estimated # of cars
Reviewed by HVFD & HPD

NO

There will be a bonfire or fire larger than 3' x 3'

YES

Burn permit required for fires over 3'x3'. Please note: Fires larger than 3'x3' and/or fireworks are not allowed during times of burn suspensions or bans.

Link to Burn Permit.

NO

There will be amplified music

YES

Courtesy notification to HPD requested. Reminder about noise ordinance.

Contact name, phone number & email
Date, times and location

NO

There will be fireworks

YES

Permit required per City Code

Link to Special Event or Fireworks permit

NO

For all NO answers, Thank you, no special event permit required.
Info about noise ordinance.



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 & HOMER CITY COUNCIL
FROM: ROB DUMOUCHEL, CITY MANAGER
DATE: FEBRUARY 1, 2022
SUBJECT: MOBILE FOOD SERVICE (FOOD TRUCK) CODE UPDATE

Homer City Code (HCC) Chapter 8.11 covers Mobile Food Service, otherwise known as food trucks. Mobile Food Services are relatively popular in Homer and add character to the City's restaurant scene. They also provide an avenue for entrepreneurs to start small food businesses. It is not uncommon for a Mobile Food Service operation to lead to an investment in a brick-and-mortar restaurant.

In reviewing HCC 8.11, there are some items that require modification to ensure that our Mobile Food Service permitting program fits today's food truck scene and is not creating unnecessary barriers to the operation of these businesses.

This review and update of HCC 8.11 was paired with the review and update of HCC 19.02 for special events. Often Mobile Food Services are conjoined with special events and it made sense to update the two chapters simultaneously. Please note that we will be waiving Mobile Food Service Permits for special events permitted under HCC 5.46 (assuming adoption), although all the general standards for Mobile Food Services will still apply. See Memorandum 22-XX for more information on the initiation of the special events code update project.

Mobile Food Service Issues

Staff, along with Councilmembers Venuti and Hansen-Cavasos, note a number of issues within our Mobile Food Service permitting program that required review. Namely permit pricing, application requirements, and formalizing access to City property during permitted special events.

Update Notes

The draft in ordinance 22-XX makes a number of changes. The following will give a high-level overview:

- **Changes the permitting body from the Police Department to the City Manager or Designee:** Permitting of Mobile Food Services, which are frequently located on private property, is largely a zoning clearance process under this updated chapter. I intend to delegate permitting authority to the Planning Division.
- **Creation of a General Standards section:** This section sets clear standards for operations to include requirements that a Mobile Food Service owner/operator register to collect sales tax; have property owner permission to operate at their location; be in appropriately zoned or permitted locations; not create traffic hazards, not negatively impact other businesses through noise, odor, etc.; provide waste collection and removal; comply with City sign code; post their Alaska Department of Environmental Health and City of Homer permits; contain all operations (excluding generators) within the Mobile Food

Service unit; and, if authorized to operate in a right-of-way or on City property, hold a certificate of insurance that meets standards set by the City.

- **Update to Permit Application Requirements:** This update streamlines the requirements to the completion of an application, payment of a fee set in the fee schedule, and proof of insurance (if operating in a right-of-way or on City property).
- **Removes HCC section 8.11.060:** This section connected HCC Chapter 8.11 to Chapter 8.08 Itinerant or Transient Merchants. This is no longer an appropriate connection.
- **Removes HCC section 8.11.070:** This section was focused on conduct of the business. It required Mobile Food Services to be operated in conformity with the zoning code; prohibits operating in front of or immediately adjacent to a business offering the same or similar commodities in a fixed location; prohibits operations in parks; and prohibits operation in congested areas of the Homer Spit. This section is removed from the proposed ordinance for the following reasons:
 - **Zoning Code:** Already applies
 - **Operating Next to Similar Business:** Most Mobile Food Services operate on private property, I don't want to encourage the City to decide what specific businesses can exist on what parcels. If the zoning code allows the use, and a Mobile Food Service that can meet the City's permitting requirements while having permission to operate on private property, then they should be able to compete and operate at that location.
 - **Parks:** The update to the special events code would allow operating a Mobile Food Service in a park as part of a permitted special event, or with other authorization from the City Manager (an example would be a specific Mobile Food Service could be approved to operate during regular baseball league games).
 - **Homer Spit:** Mobile Food Services can only operate on private property or in locations authorized by the City. The general standards in the proposed HCC 8.11.035 replace the need for this specific language.

Separate from Ordinance 22-XX is Resolution 22-XX which will modify the Fee Schedule. That Resolution will move Mobile Food Services from the Homer Police Department section to the Planning and Zoning Section of the Fee Schedule. It also reduces the permit fee from \$400 (\$390 permit plus a \$10 application fee) to \$50. This brings our program in line with both Kenai and Soldotna.

Staff Recommendation

Introduce and adopt Ordinance 22-XX

Chapter 8.11 MOBILE **FOOD** SERVICE

Sections:

- [8.11.010 Intent.](#)
- [8.11.020 Definition.](#)
- [8.11.030 License – Required.](#)
- [8.11.035 General Standards.](#)
- [8.11.040 Permit – Application – Referral – Fees.](#)
- [8.11.050 Permit Terms.](#)
- [8.11.080 Violation – Penalty.](#)
- [8.11.085 Appeal of Decision.](#)

8.11.010 **Intent.** SHARE

The intent of this chapter is to safeguard and protect the general health and safety of the public within the City of Homer, while allowing and regulating mobile food service operations which may be beneficial to the City and its residents.

8.11.020 **Definition.** SHARE

For the purpose of this chapter, “mobile **food** service” means a self-contained **food** service establishment that is designed to be readily moveable from location to location, without being permanently affixed to any site or permanently connected to any water or sewer utility service. [Ord. [84-36](#) § 4, 1984].

8.11.030 **Permit – Required.** SHARE

No person may operate a mobile **food** service as defined in this chapter within the City without first obtaining a mobile **food** service permit, from the City of Homer. Permits are issued by the City Manager or designee [Ord. [01-20](#) § 2, 2001; Ord. [92-21](#), 1992; Ord. [83-10\(S\)](#) § 1, 1983].

Exemptions. The permitting requirements of this chapter do not extend to isolated or casual sales of personal goods, wares, vehicles, animals, etc., or to the sale of similar items at such functions as garage sales, flea markets, and bazaars, events permitted under [HCC 5.46 Special Events](#), nor to activities conducted at conferences that cater to a specialized audience. A commercial fisherman who has a valid commercial fishing license issued by the State of Alaska and who has completed and filed with Alaska Department of Fish and Game the forms required to qualify as a “catcher-seller” shall be exempt from this chapter.

8.11.035 **General Standards**

The following general standards shall apply as requirements for the operation of mobile food service in the City of Homer. The owner/operator of the mobile food service shall:

Deleted: Applicable State law incorporated

Deleted: 8.11.040 License – Application – Contents.

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Deleted: License

Deleted: 8.11.060 Applicability and incorporation by reference of sections of Chapter 8.08 HCC.
8.11.070 Conduct of business.

Deleted: Applicable State law incorporated.

Deleted: All statutes of the State of Alaska and any rules or regulations adopted by any State agency pertaining to public nuisances, **food** and **food** service establishments, public health and public sanitation applicable to a mobile **food** service, with particular reference but not limited to AS Titles [17](#) and [18](#), as amended, and [18 AAC 31.600](#) et seq., as amended, are incorporated by this reference as though fully set forth in this chapter. [Ord. [13-17\(S\)](#) § 17, 2013; Ord. [83-10\(S\)](#) § 1, 1983].

Deleted: License

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Commented [RD1]: I’d like to move this to Planning as an econ dev thing. HPD is not a conventional customer service organization nor is it the best place to send new businesses to move through bureaucratic permitting processes

Commented [RD2]: This basically allows us to waive permits for trucks that come to town for an event but don’t set up an extended residency in Homer. We’ll have to work a waiver into the special event permit packet for temporary food truck visitors

Commented [RD3]: Assumes adoption of the ordinance to update special events

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1. [Be registered to collect sales tax with the Kenai Peninsula Borough;](#)
2. [Have obtained permission from the property owner where operating;](#)
3. [Be located in a zone district in which mobile food service is a permitted use, or in any specific location authorized as part of an approved special event permitted under HCC 5.46;](#)
4. [Not create hazardous traffic patterns for vehicles or pedestrians;](#)
5. [Not diminish the ability of others to conduct business, through excessive noise, odor, or other occurrence;](#)
6. [Provide for the collection and removal of all waste from the site at the end of each day of operation;](#)
7. [Be in accordance with the regulations found in the City's Sign Code;](#)
8. [Post in a conspicuous place, able to be observed by the general public, both the permit issued from the Alaska Department of Environmental Health \(for mobile food services involved in the preparation of foods or beverages\) and the mobile food service permit issued by the City of Homer \(if applicable\);](#)
9. [Ensure that, with the exception of generators, all operations, merchandise and services provided by and related to the mobile food service be contained in or attached to the unit.](#)
10. [If authorized to operate in a right-of-way or on City property, hold a certificate of insurance indicating that the owner/operator's operation of a mobile food service is covered by liability insurance that meets or exceeds the following:](#)

Personal Injury (each occurrence)	\$100,000
Aggregate Products (each occurrence)	\$100,000
Property Damage (each occurrence)	\$50,000

8.11.040 Permit – Application – Referral – Fees. SHARE

[Unless waived by the City Manager as part of a permitted special event under HCC 5.46, a valid permit is required prior to operating a mobile food service in the City. An application for](#)

Commented [RD4]: I added this because I only really care about their insurance if it's on city property

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Every application for a mobile **food** service license shall contain the information required for applications for a license under HCC [8.08.030](#) and, in addition, every applicant shall submit:¶

- a. Proof satisfactory to the Homer Police Department that the applicant has obtained the necessary licenses and permits from all governmental agencies having jurisdiction over such business. The applicant shall submit a copy of his State business license with the application.¶
- b. Documentary proof to the Homer Police Department indicating that the mobile **food** service is covered by liability insurance as follows:¶
 1. Personal injury (each occurrence), \$100,000;¶
 2. Aggregate products (each occurrence), \$100,000;¶
 3. Property damage (each occurrence), \$50,000.¶
- c. In addition to such proof of insurance, the applicant shall agree in writing to hold the City harmless against all claims of whatever kind including any legal defense costs resulting from the business activities carried on under the mobile **food** service license. [Ord. [01-20](#) § 2, 2001; Ord. [92-21](#), 1992; Ord. [83-10\(S\)](#) § 1, 1983].¶

Deleted: 5

Deleted: License

Deleted: a. Upon receipt of the application described in HCC [8.11.040](#), the original shall be referred to the Chief of Police or designee who shall carry out an investigation, and approve or disapprove such application under the procedures set forth in HCC [8.08.040](#).¶

b. For each license issued under this chapter, the fee shall be the amount as set forth in the most current City of Homer fee schedule annually. All licenses expire on December 31st of the year issued. [Ord. [21-51](#) § 3, 2021; Ord. [10-51\(A\)](#), 2011; Ord. [01-20](#) § 2, 2001; Ord. [83-10\(S\)](#) § 1, 1983].

a mobile food service permit shall be submitted to, and approved by, the City of Homer and shall contain the following:

1. Completed application form, as provided by the City of Homer;
2. Application fee as set out in the City of Homer Fee Schedule;
3. If operating in a right-of-way or on City property, proof of insurance;
4. Certification by the Kenai Peninsula Borough Finance Department in a tax compliance certificate (provided on application materials) that the applicant is current in the payment of any sales tax to the City of Homer and the Kenai Peninsula Borough;
5. Copy of valid permit issued by the Alaska Department of Environmental Health, for mobile food services involved in the preparation of foods or beverages;
6. Proof of a valid Alaska Business license;
7. An affirmation or oath that the information and statements made in connection with the application are true, correct, and complete.

8.11.050 Permit Terms

The mobile food service permit shall expire at the end of the calendar year of issuance.

A. Revocation for Noncompliance. The City Manager, or designee, may revoke a mobile food service permit if it is determined that the conduct of the operation(s) is not in compliance with either the terms and conditions of the permit, or the provisions of the Municipal Code. The permit may be revoked immediately, including during the operation of the mobile food service.

8.11.080 Violation – Penalty. SHARE

The following actions are unlawful and considered a minor offense as defined in HCC 1.16.

1. Operating a mobile food service without obtaining a valid city mobile food service permit or special event waiver under HCC 5.46;
2. Operating a mobile food service in violation of any of the general standards set forth in 8.11.035 of this section;
3. Selling or attempting to sell food and/or beverage, merchandise or other services on foot or from a motor vehicle, trailer, tent or other temporary facility that does not qualify as a mobile food service and is not exempted in 8.11.030 of this section.

The owner, agent, or contractor of a mobile food service where a violation has been committed or exists, shall be punished by a fine as provided in HCC 1.16. Each and every day

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Commented [RD5]: I'd like to drop these and make them questions on the application, as in "are you certified with KPB for tax collection?" etc. and have them sign the form confirming these things.
At most, I would want a copy of the health permit as that is the most stringent part of this whole thing.

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SHARE

HCC 8.08.050, 8.08.070, 8.08.080, 8.08.100, 8.08.110, 8.08.120 and 8.08.140 are incorporated by this reference and shall apply to licenses obtained under this chapter. [Ord. 83-10(S) § 1, 1983].¶

8.11.070 Conduct of business. SHARE

- a. A mobile **food** service may be operated in conformity with the Homer Zoning Code, from:¶
1. Private property or leased land, provided the owner or lessor has first granted permission in writing to the operator.¶
 2. Public streets, alleys or rights-of-way at least 15 feet from the traveled portion thereof, for a period not exceeding 24 hours. The Chief of Police or designee may grant permission to operate for a longer period of designated time.¶
- b. A mobile **food** service may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location, unless a designated vendor parking area has been named.¶
- c. No person may operate a mobile restaurant inside the boundaries of a municipal park or campground unless such operation is permitted under ordinance, regulation or other lawful authority.¶
- d. On the Homer Spit, no licensee shall be permitted to operate in any congested area, to include areas designated as public parking, campgrounds, parks or open space or where his operation might impede or inconvenience the public. [Ord. 01-20 § 2, 2001; Ord. 90-19(A) § 2, 1990; Ord. 84-36 §§ 5, 6, 1984; Ord. 84-12 §§ 2, 3, 1984; Ord. 83-10(S) § 1, 1983].¶

Deleted: The penalty for an offense in this chapter is the fine listed in the fine schedule in HCC 1.16.040. If no fine is listed for the offense in HCC 1.16.040, then the defendant must appear in court and, if convicted, is subject to the general penalty as provided in HCC 1.16.010 unless another penalty is specifically provided. [Ord. 18-11 § 8, 2018].

that the violation continues shall be deemed a separate and distinct violation. All remedies and penalties provided for in this chapter shall be cumulative and not exclusive.

8.11.085 Appeal of Decision.

Judicial review by the superior court of a final decision on a mobile food service permit issued by the City may be had by filing a notice of appeal in accordance with the applicable rules of court governing appeals in civil matters. The notice of appeal shall be filed within 30 days of notice of the final decision on the permit. Appeals of mobile food service permits are heard solely on the administrative record which shall be prepared by the City. A copy shall be filed in the superior court within 30 days after the appellant pays the estimated cost of preparing the complete or designated record or files a corporate surety bond equal to the estimated cost.

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City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: JULIE ENGBRETSSEN, DEPUTY CITY PLANNER & SPECIAL PROJECTS
COORDINATOR

DATE: FEBRUARY 3, 2022

SUBJECT: IDENTIFYING THE NEXT GOAL FOR EDC TO WORK ON

Requested Action:

- *Review the Strategic Plan*
- *Identify a topic you would like to work on*
- *The goal for this meeting is to find the next topic or two the Commission would like to work on*

Introduction

- Chair Marks requested this item be on the agenda.

Upcoming Opportunities:

- KPEDD and the Chamber have tentatively planned a Workforce Development Day likely March 15. This may include employer workshops in the morning, and a job fair in the afternoon. It would be great if a commission could attend the morning sessions. See Near Term Goal 4.
- Staff could use some help in early March for HERC public meetings. (Mid Term Goal 1)

The EDC Strategic Plan/Goals is under Informational Materials, Item A. (page 32)

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2021-2022 STRATEGIC PLAN/GOALS**

<p>Ongoing Goals</p>	<p>1. Define what is positive economic development for Homer, and how it leads to the quality of life and growth outcomes desired in the Comprehensive Plan.</p>
	<p>2. Keep our ears to the ground and seek out areas of "lack." Confer with Julie about communicating with City Council and advising them on ways to overcome barriers- "the nexus of economic goals."</p>
<p>Near Term Goals < 6 Months</p>	<p>1. Familiarize with smart growth principles and best practices, and also green infrastructure concepts. Have these in our toolbox when development decisions come our way for consideration.</p> <p><i>Task:</i> Staff to provide smart growth resources.</p> <p><i>Task:</i> Invite a member of the KPB Resiliency and Security Commission make a presentation to the EDC about what the Commission does.</p>
	<p>2. View economic development through the lens of balancing growth with quality of life.</p> <p><i>Task:</i> Create an EDC Mission statement as a guiding principle for what the EDC does.</p> <p><i>Task:</i> Define positive economic development, and what is the role of the EDC is in balancing growth and quality of life.</p>
	<p>3. Housing: affordable short and long term housing. Seasonal workers, general work force, seniors, etc affordable year round housing.</p> <p><i>Task:</i> Define one or two housing types/populations of people to focus on.</p>
	<p>4. Assess jobs training needs and workforce development. Communicate to KPC.</p> <p><i>Opportunity:</i> Invite KBC Director Reid Brewer as speaker, how does the college make course offering decisions? How is work force development part of the planning? What does the KBC Advisory Board do?</p> <p><i>Opportunity:</i> KPEDD/Chamber to host in Homer will be hosting a jobs meeting for employers to help them learn how to attract workers, and a job fair for job seekers.</p>
	<p>5. Do some outreach to local businesses to take the pulse of the business community in pandemic recovery.</p>
	<p>6. Present an annual report of EDC accomplishments to the City Council</p> <p><i>Task:</i> approve memo to Council, read accomplishments to Council</p>
<p>Mid Term Goals 1 - 3 Years (2020 – 2023)</p>	<p>1. Multipurpose community center (HERC) <i>Status:</i> Scoping study has been funded</p>
	<p>2. Downtown vitalization momentum and wayfinding/streetscape plan</p> <p><i>Status:</i> Wayfinding and Streetscape work ongoing through 21 and implementation activities in 2022</p> <p><i>Longer term:</i> Consider storefront/Downtown and landscaping improvement program</p>

	3. Economic resiliency planning. <i>Opportunity:</i> EDC provide suggestions to KPEDD on the business tool box. EDC promote tool box to community.
Long Term Goals 5 Years or More (2025+)	1. BR&E – review annually and plan for a new report (5 year mark is 2022-2023) <i>Opportunity:</i> consider a funding request for the FY 2024-2025 budget

OVERALL EDC DUTIES AND RESPONSIBILITIES

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76; www.codepublishing.com/AK/Homer. The EDC also assists with official City planning documents including the following:

- Kenai Peninsula Economic Development District (KPEDD) – Regional Comprehensive Economic Development Strategy (link will bring you to all KPEDD reports): <https://kpedd.org/reports>
- Homer’s Comprehensive Economic Development Strategy (CEDS): www.cityofhomer-ak.gov/economicdevelopment/comprehensive-economic-development-strategy
- Business Retention and Expansion Survey Report (BR&E): <https://www.cityofhomer-ak.gov/economicdevelopment/2017-business-retention-expansion-survey-report>
- Homer Comprehensive Plan: <https://www.cityofhomer-ak.gov/planning/comprehensive-plan>

DUTIES OF COMMISSION/STAFF

Commissioners

- Attend City Council meetings as assigned.
- Attend work sessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Communicate with City Council members to gain support on EDC-related projects that need sponsorship at the Council level.

Staff (Julie Engebretsen)

- Aid the Chair in setting the agenda.
- Compile packet material from commissioners, write backup memos, and submit to Clerk.
- Provide information on items the commission needs to review annually.
- Inform the Commission of City Council actions and discussion of economic development related issues.

Clerk’s Office

- Aid Staff in compiling packet materials and print/distribute them to the Commission.
- Aid Staff and Chair in setting the agenda.
- Tracking yearly items such as reappointments and elections.
- Help the Commission learn to be more efficient and effective in their meetings.
- Support the Commission’s ability to communicate with the Mayor and City Council (through Memorandums, Resolutions, and Ordinances).



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: January 20, 2022
SUBJECT: City Manager's Report for January 24, 2022 Council Meeting

HERC Update

The survey is complete; 478 people responded! 68% view a redesigned HERC as an important facility, and would be willing to contribute on average, several hundred dollars a year per household through both user fees and increased taxes. The preferred funding sources are: Reallocate Existing Funds (29%), Sales Tax (24%), and Property Tax (14%). Businesses responded that they would be interested in helping to fund the HERC by renting facilities. The most popular facilities included: Multi-Activity Room, Commercial Kitchen, Convention Center and Fitness Center.

One of the most interesting results of this project was the ability to compare the results from the 2015 Parks, Art, Recreation, and Culture Needs Assessment and the 2022 survey. This comparison allows insight into how the community responses have changed. The support to build a new HERC has significantly increased (from 30% to 70%). While non-significant, opposition has decreased from 40% of respondents to less than 10%; and moderates have decreased from 30% to 10%. The demand for programs and facilities has increased. The concern about the lack of programming/facilities is significantly higher (70% vs 25%) and is cited as the primary item preventing more recreation from occurring.

Next Steps:

- Staff continues to respond to businesses who expressed interest in the project;
- Stantec has begun site and building concept design work; and
- Full survey results and drawings will be available in early March.

FY21 Audit

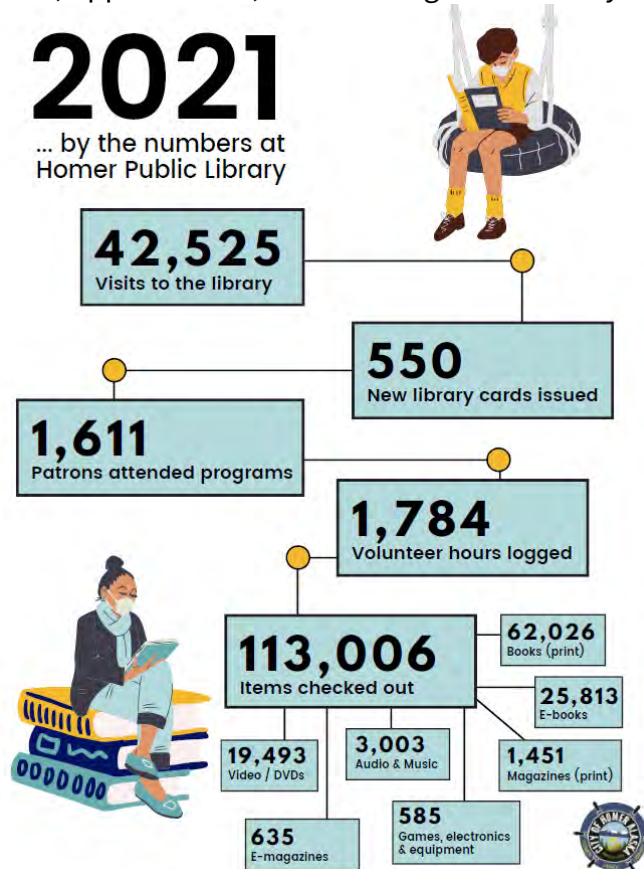
Auditors from BDO have been working with Finance Department staff remotely and in person. There is still a significant amount of work for our contracted auditors to complete, however, the time focused on Homer across the last two weeks is a big step towards closing the books for FY21. Additionally, when the audit is complete, it will allow us to finalize the last pieces of the fiscal year change which was initiated by Resolution 20-112 and integrated into Homer City Code via Ordinance 20-89. The fiscal year change created a significant amount of work for the Finance Department, and we're very excited to be nearing the end of that project.

Mid-Biennium Budget Adjustment Preparation

Budget adjustment forms have been distributed to staff and the Finance Department is meeting with all departments to discuss fiscal year to date spend. I am anticipating that we will be before Council in March with proposed mid-biennium adjustments.

Library Annual Report

Attached to this report is the Homer Public Library's 2021 Annual Report. The report gives a great overview to the various programs, projects, opportunities, and challenges the Library faced in 2021.



Personnel Updates

Volunteer Fire Department: Jaclyn Arndt has been promoted to Firefighter/EMT II. Jaclyn joined the department in 2016 as the Department Services Coordinator where she took on both administrative and emergency response roles. She will now be focused on emergency response and using her skills as a certified training instructor for EMT-1 and Firefighter-1 classes.

Police Department: Tom Kirko has joined the HPD team as a Police Officer Recruit. He will attend the Department of Public Safety Academy in Sitka beginning in February. Tom was previously a dispatcher for the Seattle Police Department for the last five years.

Port & Harbor: Rose Riordan joined the Homer Port & Harbor as the Administrative Assistant this month. She has worked previously for the City in the Parks division as a seasonal Parks Maintenance Technician, where she partnered with Aaron Yeaton to create the Parks Forest Inventory. She is the 2021 State of Alaska Women's Disc Golf Champion.

Enclosures:

1. Library Annual Report – 2021
2. Letter from Kachemak Heritage Land Trust

Homer Public Library 2021 Annual Report



Artist Megan Frost exhibited her work in the fireplace lounge for the last three months of the year.

- Jan. 1: Start of FY 2021, a six-month fiscal year. The building remains closed to the public but patrons can access curbside pickup, outdoor wi-fi and all digital resources. The balance in the Library Endowment Fund stands at \$31,880.28.
- Jan. 26: The Library Advisory Board (LAB) holds a joint worksession with the Friends of Homer Library (FHL) to discuss coordinating fundraising between the two groups.
- February-May: Library staff run a Kids' Book Club.
- Feb. 1: The library building opens by appointment. Library

Calendar year 2021 began with the library building closed to the public and staff on staggered shifts. It ended with most library services back to normal and a few additional services in operation. During the past twelve months the library added or expanded several new subcollections, acquired self-checkout machines and thoroughly modernized day-to-day operations, to cite just a few improvements.

Staff demonstrated extraordinary dedication to their jobs through all the ups and downs occasioned by the coronavirus. HPL also owes a great debt of gratitude to the Friends of the Library and all the volunteers who helped over the past year, always without pay. The Library Advisory Board deserves recognition for its tireless efforts to develop and refine new policies, working to improve HPL's services and ensure the long-term financial health of the institution.

This report summarizes the major events at the library during 2021, capturing the highlights of a busy year.

January

The library doors remained closed due to COVID-19, but the staff served 497 patrons through curbside checkout. Electronic resources saw more usage than before the pandemic.

staff begin inserting Radio-Frequency ID (RFID) tags into all 50,000 items in the library's physical collection, with help from a great many volunteers.

- Feb. 2: The LAB reviews the fines and fees schedule but recommends no changes.
- Feb. 2-23: Artist Skywalker Payne leads a series of storytelling workshops for Black History Month.
- Feb. 3: Author Nadia Salomon reads her book *Heart of a Whale* for World Read Aloud Day.
- Feb. 16: The Homer Seed Library sets up shop at the library's front entrance.
- Feb. 22: Resolution 21-018 supports FHL's application for planning assistance from the National Park Service through the Rivers, Trails and Conservation Assistance (RTCA) program.
- Feb. 25: The Library Director assumes oversight of the City IT division.
- Mar. 2: The LAB debates a draft version of a Donation Acceptance and Management Policy.
- Mar. 9: Staff and Friends install a new microphone/speaker system in the fireplace lounge.
- Mar. 16: The LAB holds a joint worksession with FHL to finalize the Donation Acceptance and Management Policy.
- Mar. 29: The library building opens without appointments, on limited hours.
- Apr. 1: The library begins

The LAB and the Friends of the Library focused on planning for the coming year, including a collaborative approach to fundraising. Developing a clear set of priorities and dividing responsibilities took up much of 2021.

February

February saw the launch of the Homer Seed Library. A community-operated project, the seed library encourages patrons to share their own seeds and "check out" seeds from others!

The library received a boost from dozens of volunteers who began inserting Radio Frequency ID (RFID) tags into all 50,000 items in the print collection. This project pulled in helpers from the Friends of the Library, the regular staff and interested members of the community, and went on for months. The RFID tags play a critical role in the self-checkout system and also speed up operations at the front desk.

The LAB and the Friends of the Library exchanged reciprocal liaisons and committed to working together to raise funds for HPL.

March

The LAB held two in-depth meetings with the Friends to develop a framework for a donation strategy and a Donation Acceptance and Management Policy. In a completely unrelated incident, a snowplow knocked over a light pole in the parking lot.



Claudia Haines at the library's grand opening, Sept. 16, 2006.

April

After ten years as an employee and even longer as a community supporter, Youth Services Librarian Claudia Haines left to pursue other professional goals. Callista Faucher also stepped down as a Library Technician I.

The library switched on its new security cameras for the first time.

offering classic video games for checkout.

- Apr. 2: Callista Faucher steps down as Library Technician I.
- Apr. 5: In partnership with the National Center for Women & Information Technology (NCWIT), the library presents the Award for Aspirations in Computing to Olivia Glasman, Delilah Harris and Hailee Wallace.
- Apr. 6: The LAB votes to approve the Donation Acceptance and Management Policy.
- Apr. 7: The annual Celebration of Lifelong Learning once again takes place over the radio, as KBBi hosts the Friends' recognition of Larry Dunn and Deb Lowney.
- Apr. 20: New security cameras go live.
- Apr. 26: Resolution 21-025 adopts the Donation Acceptance and Management Policy.
- Apr. 30: Claudia Haines leaves the library after serving as Youth Services Librarian for a decade.
- May 4: The LAB debates a new Donor Recognition Policy.
- May 11: Savanna Bradley joins the staff as a temporary Library Aide.
- May 15: The bookmobile visits the Safe and Healthy Kids Fair. The first StoryWalk® book of the season, *Bear Sees Colors* by Karma Wilson, goes up on the trail outside the library.
- May 25: The bookmobile gets a facelift.
- May 26: Susan Jeffres joins the

The LAB and the City Council approved a new Donation Acceptance and Management Policy, streamlining the process for handling financial donations to the library.

The Friends of the Library stayed busy. For the second year in a row, the Celebration of Lifelong Learning took place on KBBi. The Friends received a grant from the Rivers, Trails and Conservation Assistance (RTCA) program, which helps communities plan and implement improvements to outdoor infrastructure such as the walking trail to the west of the library.

May

Savanna Bradley joined the library staff as a Temporary Aide and Susan Jeffres came on board as a Library Technician I.

The Friends of the Library refurbished the bookmobile, adding solar panels and LED interior lights, and varnishing all the shelves. The Friends also collaborated with library staff and City parks personnel to devise a plan for reducing the labor cost of maintaining the landscaping. This plan marked the start of an ambitious effort to overhaul the library grounds, including removing invasive species, replanting some flowerbeds with grass, installing drainage, rebuilding damaged walls, clearing sightlines and simplifying maintenance.

A window on the south side of the building shattered during Memorial Day weekend. Security camera footage showed no snowplows at the scene.



RTCA personnel and City staff toured the western lot on June 21.

June

The library resumed its regular hours and the meeting room reopened. There was much rejoicing.

The Summer Reading Program began with a relatively full slate of activities, in spite of interference from COVID. Thanks go out to the Friends, and particularly Friends Coordinator Cheryl Illg, for putting in the huge number of hours needed to make the program a success. The virus forced many events to go

staff as a Library Technician I.

- May 28: FHL meets with City Parks staff to plan the design of the library grounds.
- June-July: The bookmobile tours the Homer area, visiting baseball and soccer practices 4 days a week. The library hosts the Artist in Their Residence program, featuring virtual tours with Argent Kvasnikoff, Kate Boyan, Arias Hoyle, Vera Brosgol, Lee Post and David Brame.
- Jun. 1: The library resumes all normal operating hours. The Summer Reading Program launches.
- Jun. 2, July 7: The Little Makers Summer Program takes place outside the library, in collaboration with Sprout.
- Jun. 12 and 19, July 6 and 13: Kids make windsocks in collaboration with Homer Council on the Arts.
- Jun. 15: Vera Brosgol's *Memory Jars* goes on display as the StoryWalk® book for the month.
- Jun. 16: Masks become optional in City buildings.
- Jun. 21: The meeting room opens for public gatherings.
- Jun. 21-23: Representatives of the RTCA program visit Homer to tour the western lot and gather data related to expanding the trail network near the library.
- Jul. 4: The bookmobile participates in the Independence Day parade, with a procession of FHL volunteers and kids handing out free books.

online, but we still managed a significant roster of authors and activities.

Representatives from the RTCA toured the western lot and began the conceptual design work of upgrading the trail.

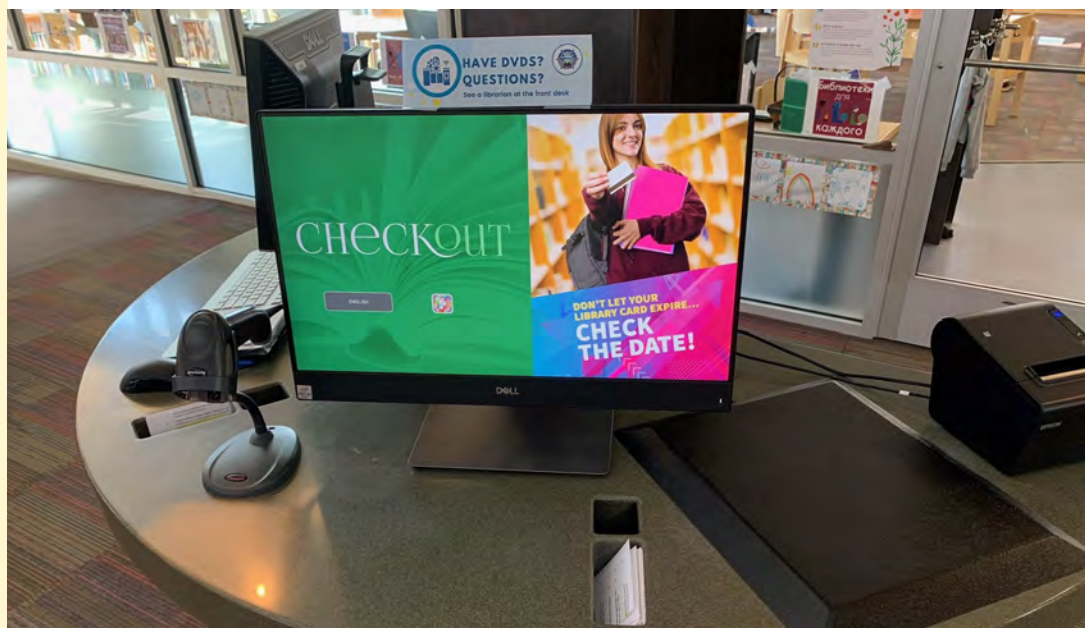


The library's new fiber-optic cable went live on July 22.

July

The July 4 parade featured the bookmobile cruising down Pioneer Avenue with sunglasses on and solar panels charged to the max, leaving books in the hands of young spectators. No synchronized dancing this year, but maybe next...

On July 20, the library marked a milestone as the RFID tagging project officially reached completion. In other collection-related news, the Pratt Museum collaborated with library staff to reproduce some of the historic maps in the museum collection and make the copies available in the library.



Self-checkout machines started up on August 3.

- Jul. 8: Author Vera Brosgol leads a workshop on comics and publishing.
- Jul. 12-16: Author Lee Post leads a series of workshops on comic-making for kids.
- Jul. 15: Minh Le's *Drawn Together* takes over as the StoryWalk® book for the month.
- Jul. 20: Staff and volunteers finish inserting Radio-Frequency ID (RFID) tags in all of the library's physical materials.
- Jul. 22: The library's internet connection speeds up, thanks to a new 400 Mbit/sec fiber optic cable. In partnership with the Pratt Museum, the library reproduces a selection of historic maps of Homer and makes the copies available to the public.
- Jul. 27: The LAB reviews a draft Donor Recognition Policy and votes to support placing a memorial bench for Duffy Murnane on the library grounds.
- Aug. 3: Self-checkout machines go live.
- Aug. 4: FHL volunteers finish the gardening improvements for the season.
- Aug. 7: End of the Summer Reading Program.
- Aug. 9: Molly of Denali visits the library to meet young fans. Ord. 21-45 accepts a \$7,000 grant from the Alaska State Library for purchasing materials.
- Aug. 12: City policy once again requires masks in public buildings.



Molly of Denali visited the library on August 9.

August

The self-checkout machines went live on August 3. Molly of Denali, from the eponymous PBS series, visited the library and met with fans outside in the plaza. The Friends voted to resume the Art in the Library program, which provides display space for local artists in the fireplace lounge for three months at a time.

In the middle of the month, South Peninsula Hospital took over part of the library parking lot for a free COVID testing clinic. Medical staff administered roughly 1,000 tests over the course of a week.

- Aug. 15: *Salmon Boy* by Johnny Marks closes out the StoryWalk® season.
- Aug. 15-20: A free COVID clinic outside the library administers roughly 1,000 tests.
- Aug. 25: Brighter LED bulbs replace the fluorescent lights in the library parking lot.
- Sept. 7: The LAB forwards the draft Donor Recognition Policy to FHL for comment.
- Sept. 9: Author Elena Passarello discusses her process in collaboration with 49 Writers.
- Sept. 18: Tech Help resumes, offering free computer advice to the public every other Saturday.
- Sept. 21-22: Representatives of the RTCA program visit Homer and conduct visioning sessions at the library.
- Sept. 24-25: The Friends of the Library Book and Plant Sale, the first full-size sale since the beginning of the pandemic.
- Oct. 1: Savanna Bradley leaves the library after working as a temporary Library Aide throughout the summer. The library begins offering vinyl LPs for checkout, with a record player in one of the study rooms.
- Oct. 1-Dec. 31: Artist Megan Frost displays her work in the fireplace lounge as part of the Art in the Library program.
- Oct. 7: The LAB votes to approve the Donor Recognition Policy. Jimmy Riordan visits the library with his traveling Art Workshop.
- Oct. 8: Author Jesse Wegman



The Friends of the Library Book and Plant Sale delighted customers Sept. 24-25.

September

Representatives of the RTCA returned to Homer for two days of meetings with local community groups, including the Kachemak Heritage Land Trust, Bunnell Arts Center, the Pratt Museum and others. Local citizens contributed their input on how to improve the trail to the west of the library.

The Friends of the Library Book and Plant Sale turned out to be the event of the season. The first full-scale event since the beginning of the pandemic, it harnessed a lot of pent-up demand. All the plants sold out by noon on the first day.

October

Savanna Bradley left the library at the end of her six-month contract. Staff launched a new collection of vinyl LPs in the music section and installed a record player in study room 5. (Just to prove that Homer keeps up with the times, the record player comes with wireless headphones that can pick up the signal anywhere in the building.)

The LAB officially approved the Donor Recognition Policy and Council adopted it. The new policy lays out a process for acknowledging the many Homer patrons who contribute to the success of the library.

Traveling artist Jimmy Riordan visited the Bunnell Arts Center, with a side trip to the library to show off his Art Workshop, housed in a renovated bookmobile from Pittsburgh. The Homer bookmobile put in an appearance to welcome the visitors and compare amenities.

discusses his book, *Let the People Pick the President*.

- Oct. 13: Library staff lead a workshop for children on light and shadow as part of the Leap into Science program.
- Oct. 14: Author Nadia Saloman reads and discusses her book, *Goodnight Ganessa*.
- Oct. 25: City Council passes Reso. 21-074, adopting the library's Donor Recognition Policy.
- Nov. 1: Cinda Nofziger joins the staff as Youth Services Librarian.
- Nov. 1-Dec. 23: The library displays *Illustrating Alaska: Artists Making Children's Books*, an exhibit created by ExhibitAK and the Alaska State Museum.
- Nov. 12: Author Doug Dodd discusses his book, *Hero Unaware*.
- Nov. 17: Author Seth Kantner discusses his book, *A Thousand Trails Home*.
- Dec. 1-31: The annual Giving Tree stands in the front lobby.
- Dec. 8: Hour of Code for kids up to first grade.
- Dec. 10: Storytime for Grownups wraps up after one year and 78 stories by 54 different authors. Recordings remain available on the library's website.
- Dec. 10-11: Authors Tom Kizzia and Richard Chiappone hold a conversation on their books, *Cold Mountain Path* and *The Hunger of Crows*, respectively.
- Dec. 13: Ord. 21-67 accepts two grants from the Institute of



The meeting of the bookmobiles, Oct. 7.

November

Cinda Nofziger joined the library staff as the new Youth Services Librarian.

Local author Doug Dodd kicked off the first in-person reading of the year with his new book, *Hero Unaware*. Several other authors participated in events during November and December. The library also hosted the *Illustrating Alaska* exhibit, showing off the work of four Alaskan illustrators and describing their processes.

The Friends distributed book boxes to local schools, part of a long-standing effort to make sure even our most-distant patrons have access to reading materials.



Illustrating Alaska displayed the works of Alaskan artists Nov. 1-Dec. 23.

Museum and Library Services, funding upgrades to the wi-fi system, hotspots for checkout, little libraries in city parks and purchases of materials. Lunch with a Councilmember resumes.

- Dec. 16: Radio Storytime resumes.
- Dec. 20: In partnership with Community Recreation, the library begins offering sports equipment for checkout.
- Dec. 20-22: Heraldry workshop for kids.
- Dec. 21: A 5.7 quake rocks Homer. No major damage in the library.
- Dec. 23: The library holds its first in-person storytime since before the pandemic.
- Dec. 27: Maintenance staff discover leaks in the roof.
- Dec. 30: A new artist, Briana Hume, puts up work for display in the library fireplace lounge.
- Dec. 31: The unofficial balance in the Library Endowment Fund stands at \$38,708.73.



Many wonderful patrons contributed to the Giving Tree during December.

December

The annual Giving Tree occupied pride of place in the library lobby throughout December. In partnership with the Homer Bookstore, the Giving Tree encourages patrons to donate specific titles to the library by choosing gift tags off the tree. Over the course of the month patrons donated 52 books and \$700 worth of gift certificates to the library collection. In partnership with Community Recreation, the library began offering sports equipment for checkout from the front desk.

City Council accepted two grants from the Institute of Museum and Library Services, totaling \$25,091. These grants will fund several improvements to library services: upgrading the wi-fi network, purchasing ten hotspots for checkout and five little libraries to be installed in City parks, and providing \$2,500 for new print materials in the library's regular collection.

On December 27, maintenance staff discovered a series of leaks in the roof over the study rooms and in the back workroom. While the collection escaped harm, the wallboard above the study rooms sustained damage.

Thank you!

Our deepest thanks to all those who supported the library during 2021. Many members of the public contributed their time, energy and money to guarantee the success of the institution. We here recognize those who donated to the library's long-term sustainability:

Library Endowment Fund

Anonymous

Dave Berry

Christ David

Brie Drummond and Jeff Williams

Shirley Forquer

Steve Gibson

Marilyn Kirkham

Janet Klein

Ann Oberlitner

Rosie Tupper

Ruth Jean Woodring

Friends of Homer Public Library Endowment Fund

Connie and Kerry Ozer

Mary Sanders

Terri Spigelmyer

Friends of Homer Public Library Stewardship Fund

Marilyn Sigman

2021

... by the numbers at
Homer Public Library



42,525
Visits to the library

550
New library cards issued

1,611
Patrons attended programs

1,784
Volunteer hours logged

113,006
Items checked out

62,026
Books (print)

25,813
E-books

1,451
Magazines (print)

3,003
Audio & Music

585
Games, electronics
& equipment

19,493
Video / DVDs

635
E-magazines 45





RECEIVED
JAN 18 2022



January 14, 2022

City of Homer
Homer Foundation City Grant Program
491 East Pioneer
Homer, AK 99603

Dear Mayor Castner, City of Homer Council members and Homer Foundation Board of Directors,

I am writing on behalf of Kachemak Heritage Land Trust to thank you for the 2021 grant award from the City of Homer through the Homer Foundation. This grant was used as a 1:1 match for a grant from the US Fish and Wildlife Services' Coastal Program and funded staff time and materials dedicated to stewarding land under our care and to assessing the potential for new conservation efforts within City limits.

In addition, funds from this program show our other supporters and grant funders the support of our local city. Again, we appreciate the City's dedication to this program and look forward to continuing to build and maintain a strong connection to the City's goals, including work under consideration in the Beluga wetlands area and on the Poopdeck Trail.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marie McCarty", is written over a light blue horizontal line.

Marie McCarty
Executive Director

ECONOMIC DEVELOPMENT ADVISORY COMMISSION 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY	Wednesday 1/5 5:00 p.m.	Tuesday 1/11 6:00 p.m.	Monday 1/24 6:00 p.m. [Arevalo]	<ul style="list-style-type: none"> • City Budget Review/Develop Requests *may not be applicable during non-budget years
FEBRUARY	Wednesday 2/2 5:00 p.m.	Tuesday 2/8 6:00 p.m.	Monday 2/14 6:00 p.m. [Person]	
MARCH	Wednesday 3/2 5:00 p.m.	Tuesday 3/8 6:00 p.m.	Monday 3/14 6:00 p.m. [Gamble]	<ul style="list-style-type: none"> • Clerk Reappointment Notices Sent Out • Update from Public Works Director • KPEDD CEDS Review
APRIL	Wednesday 4/6 5:00 p.m.	Tuesday 4/12 6:00 p.m.	Monday 4/25 6:00 p.m. [Speakman]	<ul style="list-style-type: none"> • Terms Expire April 1st • Advisory Body Training Worksession • Election of EDC Officers • Annual Review of Strategic Plan/Goals/BR&E
MAY	Wednesday 5/4 5:00 p.m.	Tuesday 5/10 6:00 p.m.	Monday 5/23 6:00 p.m. [Brown]	<ul style="list-style-type: none"> • Comprehensive Plan Review
JUNE	Wednesday 6/8 5:00 p.m.	Tuesday 6/14 6:00 p.m.	Monday 6/27 6:00 p.m. [Cherok]	
JULY	Wednesday 7/6 5:00 p.m.	Tuesday 7/12 6:00 p.m.	Monday 7/25 6:00 p.m.	<ul style="list-style-type: none"> • Update from Public Works Director
AUGUST	Wednesday 8/3 5:00 p.m.	Tuesday 8/9 6:00 p.m.	Monday 8/22 6:00 p.m.	<ul style="list-style-type: none"> • Capital Improvement Plan Review
SEPTEMBER	Wednesday 9/7 5:00 p.m.	Tuesday 9/13 6:00 p.m.	Monday 9/26 6:00 p.m.	<ul style="list-style-type: none"> • Workforce Development Speaker
OCTOBER	Wednesday 10/5 5:00 p.m.	Tuesday 10/11 6:00 p.m.	Monday 10/24 6:00 p.m.	
NOVEMBER	Wednesday 11/2 5:00 p.m.	Tuesday 11/8 6:00 p.m.	Monday 11/28 6:00 p.m.	<ul style="list-style-type: none"> • Chamber's Annual Presentation to City Council *usually occurs 1st Council Meeting in Nov. • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/7 5:00 p.m.	Tuesday 12/13 6:00 p.m.	Monday 1/9/23 6:00 p.m.	<ul style="list-style-type: none"> • Upcoming Year Schedule Review • Land Allocation Plan Review

*The Commission's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Commission's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.