



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Planning Commission Regular Meeting

Wednesday, March 03, 2021 at 6:30 PM

Council Chambers via Zoom Webinar

Webinar ID: 979 8816 0903 Password: 976062

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

CALL TO ORDER, 6:30 P.M.

AGENDA APPROVAL

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

RECONSIDERATION

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

A. Planning Commission Regular Meeting Minutes of February 3, 2021 **p. 3**

B. Time Extension Request for DeGarmo Subd. Three Preliminary Plat KPB 2017-005 **p. 9**

PRESENTATIONS / VISITORS

REPORTS

A. Staff Report 21-12, City Planner's Report **p. 11**

PUBLIC HEARINGS

PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 21-14, Community Design Manual Update Progress **p. 14**

NEW BUSINESS

A. Staff Report 21-13, Planning Fees **p. 23**

INFORMATIONAL MATERIALS

[A.](#) City Manager's Report for February 22, 2021 City Council Meeting **p. 26**

[B.](#) Request for Proposals, Development of Homer Wayfinding-Streetscape Plan **p. 47**

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

COMMENTS OF THE STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is Wednesday, March 17, 2021 at 6:30 p.m. All meetings scheduled to be held virtually by Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission

Session 21-05, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:31 p.m. on February 3, 2021 at Cowles Council Chambers in City Hall located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar.

PRESENT: COMMISSIONERS HIGHLAND, PETSKA-RUBALCAVA, BARNWELL, VENUTI AND BENTZ, CONLEY AND SMITH

STAFF: CITY PLANNER ABBODD
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Smith requested a motion to approve the agenda.

HIGHLAND/BENTZ– SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

A. Planning Commission Regular Meeting Minutes of January 20, 2021

Chair Smith requested a motion to approve the Consent Agenda.

HIGHLAND/BENTZ – SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS/VISITORS

REPORTS

A. Staff Report 21-07, City Planner's Report

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

City Planner Abboud reviewed Staff Report 21-07 for the Commission commenting on the following:

- Agreement to pay water and sewer assessments on a parcel that will have public access easements granted to Lampert Lake for the critical habitat for moose
- Annual Planning Conference & Training Session available virtually February 21-25, 2021 if any Commissioners are interested to please contact Travis Brown in the Planning Department
- There are no actions items for the next meeting and recommended cancelling the meeting.
- Wayfinding and Streetscape Plan RFP is being reviewed and he will have it for the Commission to review at a future meeting
- Recommended adding another spot under reports for future meetings to allow Commissioner Barnwell provide updates on the progress of the Public Works Campus Task Force meetings. Deputy City Planner Engebretsen and Commissioner Barnwell were appointed to that Task Force.

A brief discussion ensued between staff and commissioners on the Planning Conference Training available to the Commissioners and the value the opportunity presents to the Commissioners. There was a further update on the Safeway parking and the issues and the ability to construct a parking lot in the Central Business District.

PUBLIC HEARINGS

PLAT CONSIDERATION

A. Staff Report 21-08, Canyon Trails Amended Forquer 2021 Replat Preliminary Plat

Chair Smith introduced the item by reading of the title.

City Planner Abboud provided a summary of Staff Report 21-08 for the Commission.

There was no applicant present.

Chair Smith opened the Public Comment period and there being no one in the audience he closed the public Comment period and opened the floor to questions from the Commission.

City Planner Abboud provided clarification on the recommendation to enter into an installation agreement with the city is usually used to ensure that the project is completed, this is a bit unusual in that they are required to abandon a water service since there are two currently on one lot. In response to a question on a requirement to abandon a secondary sewer stub out he stated that Public Works did not request that removal.

HIGHLAND/BENTZ - MOVE TO ADOPT STAFF REPORT 21-08 AND RECOMMEND APPROVAL OF PRELIMINARY PLAT TO VACATE A COMMON LOT LINE WITH THE FOLLOWING COMMENTS:
1. INCLUDE A PLAT NOTE STATING, "PROPERTY OWNER SHOULD CONTACT ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS."
2. ABANDON ONE WATER SERVICE AT THE WATER MAIN PRIOR TO FINAL PLATTING OR ENTER INTO AN INSTALLATION AGREEMENT WITH THE CITY.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

A. Staff Report 21-09, Vineyard Estates 2014 Addn. Lot 1-A1 2021 Replat Preliminary Plat

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

City Planner Abboud provided a summary of Staff Report 21-09 for the Commission.

There was no applicant present.

Chair Smith opened the public comment period seeing no public present he closed the public comment period and open the floor to questions from the commission.

City Planner Abboud provided clarification on the following:

- Existing construction on site is a shop and it is not considered a dwelling since it does not contain cooking facilities

HIGHLAND/VENUTI - MOVE TO ADOPT STAFF REPORT 21-09 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT TO SUBDIVIDE ONE LOT INTO TWO WITH COMMENTS 1 and 2:

1. INCLUDE A PLAT NOTE STATING, "PROPERTY OWNER SHOULD CONTACT ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS."

2. MUST PROVIDE WATER AND SEWER SERVICES TO LOT PRIOR TO RECORDING OR ENTER INTO AN INSTALLATION AGREEMENT WITH THE CITY

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 21-10, Puffin Acres SVH 2021 Replat Preliminary Plat

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

City Planner Abboud provided a summary of Staff Report 21-10 for the Commission.

There was no applicant present.

Chair Smith opened the public comment period seeing no public present he closed the comment period and open the floor to questions from the Commission.

City Planner Abboud provided clarification on the following:

- Water and Sewer connections are present

HIGHLAND/BENTZ MOVE TO ADOPT STAFF REPORT 21-10 AND RECOMMEND APPROVAL OF THE PRELIMINARY PLAT TO SHIFT LOT LINES WITH COMMENTS 1, 2 & 3:

1. INCLUDE A PLAT NOTE STATING, "PROPERTY OWNER SHOULD CONTACT ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY). PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE AND FEDERAL PERMITS."
2. INCLUDE A 15 FOOT UTILITY EASEMENT ADJACENT TO EAST END ROAD
3. BUILDING SETBACKS ARE DETERMINED BY HOMER CITY CODE, PLAT NOTE #2 MAY NOT BE NECESSARY.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Memorandum PL 21-01, Draft Community Design Manual (CDM)

Chair Smith introduced the item by reading of the title.

City Planner Abboud provided a summary of Staff Report 21-01 for the commission and responded to questions regarding comments previously expressed by the Commission on

aesthetics and details included from manuals from other communities were included within the architecture section with qualitative opinions of how our buildings should be designed.

Commissioner Bentz clarified that this provides the site design is split into two sections and this version incorporates the suggestions from commission previous discussion and that they will see the whole thing back together at some point in the future.

NEW BUSINESS

INFORMATION MATERIALS

A. City Manager's Report for January 25, 2021 City Council Meeting

Commissioner Highland commented that she appreciated having the City Manager's report in the packet and the inclusion of the financial information.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

Deputy City Clerk Krause commented that she appreciated the efficient meetings.

City Planner Abboud commented on getting with Chair Smith to discuss the upcoming meeting and encouraged the Commissioners to consider attending the training available.

COMMENTS OF THE COMMISSION

Commissioner Highland inquired if they could discuss at this time the meeting date for the continuance since they were all present.

A brief discussion ensued between Staff and the Commission on the availability between Commissioners and there was no definite date determined.

Commissioner Petska-Rubalcava expressed that she would prefer not to have a meeting if not required on February 17th

Chair Smith responded that it may be nice not to have the meeting since they are having so many additional meetings and if there was no objection from the other commissioners he was agreeable to canceling the next meeting.

Commissioner Petska-Rubalcava continued her comments by offering encouragement to Commissioner Barnwell and expressing the value of attending the Conference herself with

Commissioner Bentz and how informative that it was in providing a whole picture of the processes, city code and being more productive as a commissioner.

Commissioner Barnwell expressed that they convinced him and believed he would attend stating that Commissioner Bentz and Petska-Rubalcava were good examples.

Commissioner Bentz commented on the Kachemak Bay Conference is coming up March 15-18 and she will be doing pre-conference training the week before so will most likely miss the March 3rd meeting. She encouraged the Commissioners to attend the conference.

Commissioner Venuti commented on the value of the training the conferences provide and he enjoyed his experience attending many of those conferences in the past.

Commissioner Barnwell commented that he is looking forward to attending the Public Works Task Force meeting coming up and he believes he will attend the conference as it sounds like really great training opportunity.

Chair Smith commented that he believes he will attend the conference as well and he appreciates the Public Announcements from Commissioner Bentz noting that there are many events in the community that are not happening. He expressed his appreciation and admiration for his fellow Commissioners and their participation and hard work on this Commission.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 7:22 p.m. The next Regular Meeting is scheduled for Wednesday, March 3, 2021 at 6:30 p.m. A Worksession is scheduled at 5:30 p.m. All meetings are scheduled to be held virtually by Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska

RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: _____

Kenai Peninsula Borough Planning Department
144 North Binkley Street
Soldotna, Alaska 99669
Phone: (907) 714-2200
Fax: (907) 714-2378

TIME EXTENSION REQUEST FORM

☒ Name of Subdivision: DeGarmo Subd. Three KPB 2017-005

☒ Location of Subdivision: 3101 Kachemak Dr., Homer AK 99603

☒ KPB Number: KPB 2017-005

☒ Date of Planning Commission Approval(s)

February 13, 2017 _____

☒ Reason for time extension request.


We cannot afford to pay the new assements related to finalizing this subdivision at this time.

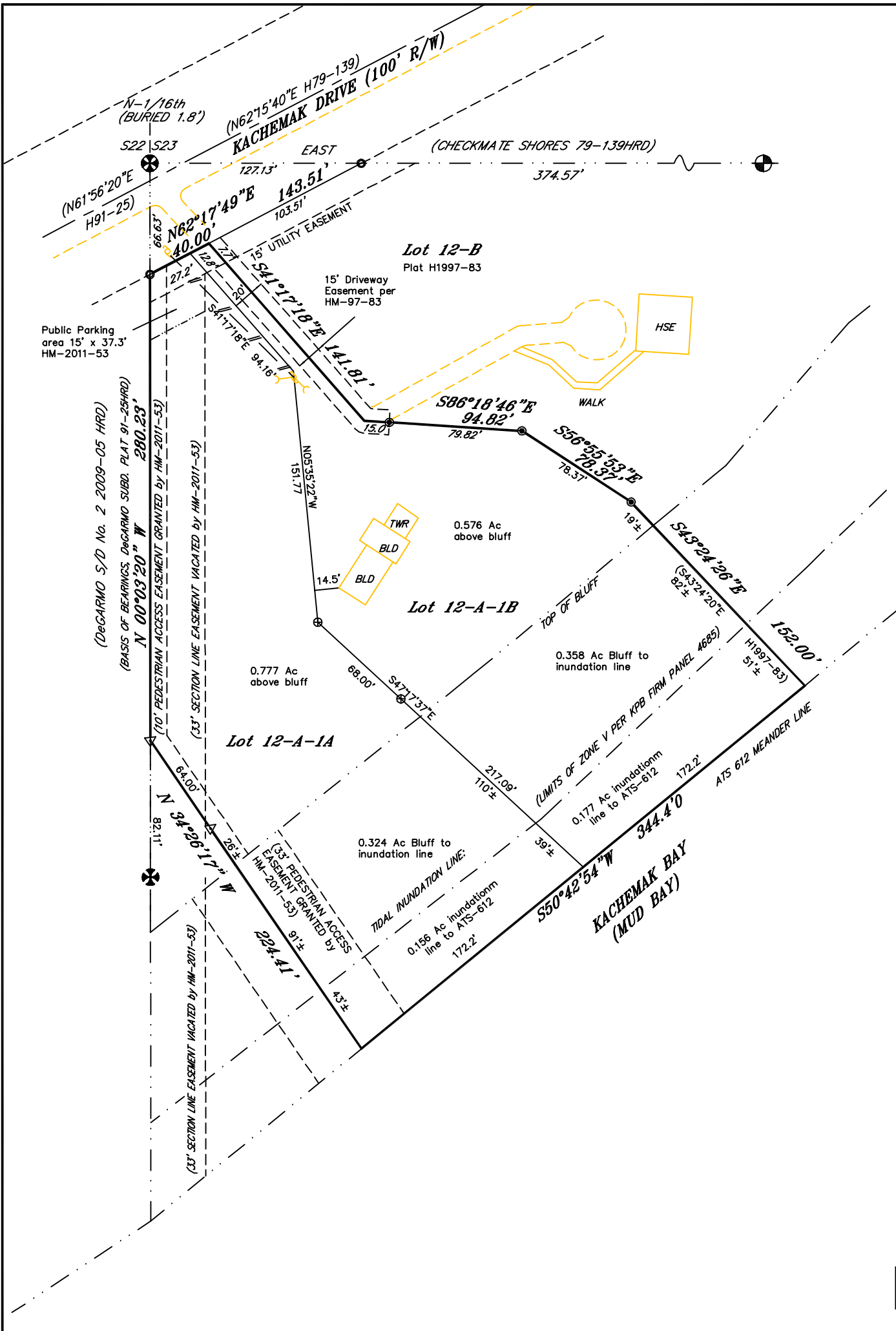
Our new surveyor is Ability Surveys

Thank you. Josh Garvey (Property Owner)

Date: 2/12/21

Signature of Surveyor/Property Owner:

DocuSigned by:

5440D65DAF1E49D...



- GENERAL NOTES:**
- 1.) Homer city code regulates setbacks within the city limits.
 - 2.) No permanent structure shall be constructed or placed within an easement which would interfere with the ability of a utility to use the easement.
 - 3.) No structures are permitted within the pan-handle portion of lot 12-A-1B
 - 4.) Development within the City of Homer is subject to City of Homer zoning regulations.
 - 5.) Acceptance of the plat by the Borough does not indicate acceptance of encroachments, if any.
 - 6.) These lots are served by City of Homer Water and Sewer.

SYMBOL LEGEND	
	(F) BLM Brass Cap 1952
	(F) Brass Cap WC LS-7614 (HM 97-83)
	(F) 5/8" Rebar, LS-7614 (HM 97-83)
	(R) 1/2"x 30" Rebar, LS-3686 (HM 1977)
	(F) Existing HEA Power Pole

SURVEYORS CERTIFICATE
I hereby certify that this survey was performed by me or under my direct supervision. I declare that the information shown hereon is true and correct to the best of my knowledge and belief.

WASTEWATER DISPOSAL:
Plans for wastewater disposal that meet regulatory requirements are on file at the Department of Environmental Conservation.

Jerry A. Anderson 11/14/2016
Date

CERTIFICATE OF OWNERSHIP
We hereby certify that we are the owners of the real property shown and described hereon, and that we hereby adopt this plan of subdivision, and by our free consent dedicate all rights of way and public areas to public use, and grant all easements to the use shown.

Ann Reed Griffin
110 Falling Creek Drive
Thomasville NC 27360

NOTARY'S ACKNOWLEDGMENT
For: Ann Reed Griffin
Acknowledged before me this _____ day of _____ 2017

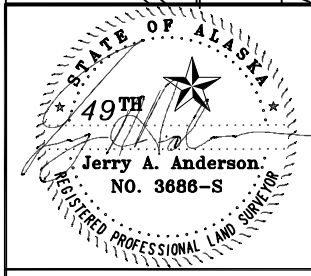
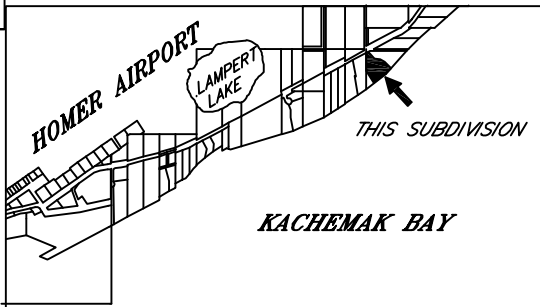
Notary Public for _____ My Commission Expires: _____

PLAT APPROVAL
This plat was approved by the Kenai Peninsula Borough Planning Commission at the meeting of _____

KENAI PENINSULA BOROUGH

BY _____
Authorized Official

VICINITY MAP SCALE: 1" = 2000'



JOB No.	2151
DATE:	NOV 07 2016
SCALE:	1" = 50'
KPB FILE No.	2016- _____
FIELD BOOK:	34/13-PJC
LOCATION:	3101 KACHEMAK DR.
SECTION:	SW1/4 NW1/4 Sec. 23
TOWNSHIP:	06S
RANGE	13W

"DeGARMO SUBD. THREE"

DIVIDING LOT 12-A-1 HM-2009-005 INTO TWO PARCELS
WITHIN THE SW1/4 NW1/4 (GLO LOT 12)
Sec. 23, Twp. 6S Rge. 13W, S.M.
HOMER RECORDING DISTRICT
WITHIN THE KENAI PENINSULA BOROUGH
AND THE CITY OF HOMER ALASKA
CONTAINING 2.370 Ac.

SURVEYS & BOUNDARY SOLUTIONS
JERRY ANDERSON PLS
417-830-0978
2836 RANCHVIEW RD. #206
BROOKLINE MO 65619

_____ REC. DIST.
Date _____ 20 ____
TIME _____ M
REQUESTED BY: _____
ADDRESS _____



City of Homer

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Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: March 3, 2021
SUBJECT: Staff Report 21-011, City Planner's Report

City Council 2.22.21

Memorandum 21-028 from Deputy City Planner Re: Wayfinding and Streetscape RFP.
Recommend approval.

Ordinance 21-08, An Ordinance of the City Council of Homer, Alaska Amending the 2021 Capital Budget and Authorizing Additional Expenditure of \$113,353.33 from the HART-Road Fund for the Woodard Creek Rehabilitation Project. City Manager/Public Works Director. Recommended dates Introduction February 22, 2021 Public Hearing and Second Reading March 8, 2021
Memorandum 21-030 from Public Works Director as backup

Ordinance 21-12, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$ 12,700 from the HART-Road Fund for the Design of a Betterment to the Main Street Storm Drain and Sidewalk-Pioneer Avenue North Project that will provide for an ADA Access to Bayview Park and Associated Storm Drain Improvements. City Manager/Public Works Director. Recommended dates Introduction February 22, 2021 Public Hearing and Second Reading March 8, 2021
Memorandum 21-034 from Public Works Director as backup

Economic Development Advisory Commission

February Updates:

- Tim Dillon, KPEDD Executive Director, made a presentation about the 5 year Kenai Peninsula Borough Comprehensive Economic Development Strategy Update at the EDC meeting. Surveys for businesses and residents are happening now. A draft plan will be completed in June.

- **Wayfinding:** At the last meeting, the PC expressed interest in seeing the wayfinding RFP. It's included as an informational item in this packet. Once a consultant is hired, staff will provide information on how to participate!

Planning Commission Annual Calendar

Attached you will find the Planning Commission Calendar. I am using this to keep track and plan for annual duties of the Commission. While I welcome input from the Commission on the calendar, I think of it as more of an administrative tool to help keep track of annual requirements of the Commission.

Other activities:

- The virtual statewide conference for the Alaska Chapter of the American Planning Association was held February 21, 23, 24, 25. Julie has been attending virtual sessions.
- Julie continues to be involved in planning the mass COVID-19 vaccine events, although to a lesser extent than in January and February. Five future vaccine events are in the works.
- In February, Staff and Commissioner Benz participated in a meeting regarding the Homer Coastal Bluff Hazard mapping project. Information will be provided to the Commission later this spring.

Commissioner report to City Council

3/8 _____
3/22 _____
4/8 _____
4/22 _____

Attachments

2021 Draft PC Calendar 2.25.21

PLANNING COMMISSION ANNUAL CALENDAR
FOR THE 2021 MEETING SCHEDULE

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



City of Homer

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Planning

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Homer, Alaska 99603

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(p) 907-235-3106

(f) 907-235-3118

Staff Report PL 21-14

TO: Homer Planning Commission
THROUGH: Rick Abboud, AICP City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: March 3, 2021
SUBJECT: Community Design Manual

Introduction

We continue our rewrite of the Community Design Manual (CDM). For this meeting, we will be reviewing the “Introduction” portion of the CDM. This is staff’s first draft at revising this confusing section! At a future meeting we will look more in depth at the intent (and success or failure) of the CDM.

Analysis

There are two documents attached to this staff report. The first is the ‘clean copy’ with all the changes incorporated. It also shows new questions from staff. The second document, for those that like all the details, shows the track changes version.

One of the issues not spelled out currently in the CDM is what to do with remodeling projects. How much of the CDM applies? What is reasonable? Please review the “Design Review Goals” to see if those goals meet your understanding of what we are trying to achieve with the design review process.

Staff Recommendation: Review the revised introduction and make any comments. Staff will incorporate comments and continue to work on this section.

Attachments

1. Introduction, clean copy
2. Introduction, track changes

INTRODUCTION

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

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

Homer's Design Review Goals are:

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity.
2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the Homer Comprehensive Plan are met.
6. Increase public awareness of design issues and options.
- 6.7. Support green infrastructure services such as water retention and filtration, particularly on sites with larger areas of impervious surfaces.

Commented [JE1]: Design standards?

Commented [JE2]: Could set this up so that CDM findings would be based on these goals.

Commented [JE3]: Included language from PC suggestions in the Site Design chapter

APPLICABILITY

The standards in this manual apply to public and private development within all sections of the City as identified in Homer City Code, Title 21. The extent of design review varies according to the location and type of development. Applicability of each chapter, when not required within Title 21, is stated at the beginning of each chapter. Sections applicable to the Town Center, Gateway Business District and the Scenic Corridor Overlay zoning districts are proscribed within the zoning code for those districts. The reader should be familiar with all portions of this document before proceeding with any building or site improvements. Finally, the reader should

be aware that the graphics contained in this document were added to assist in defining the standards herein. They are not meant to be viewed as literal solutions or absolute design directives.

DESIGN REVIEW OPTIONS

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. Design policies include both general requirements and specific performance standards. General requirements include all **bold and underlined** text in the document. - Specific standards include the more detailed text which immediately follows general requirements.

Commented [JE4]: Wording. Shall means "must." So are these hard and fast requirements, or is there flexibility?

Commented [JE5]: Wording...need to look at what is hard and fast and what is not, and how its conveyed.

Homer Planning Commission (Commission) Approval. The City of Homer encourages a creative approach to design by providing a flexible review standard.

The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, and (b) the alternative design meets the intent of the general requirement.

Commented [JE6]: Options? Also talk about green infrastructure, sustainability as themes. When is a lessor design OK?

Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

To best determine the general requirement's intent, the Commission shall consider the specific requirements as appropriate examples of compliance.

Commented [JE7]: How much latitude does the PC have?

Quality design is more important than strict conformance.

DESIGN REVIEW APPLICATION REQUIREMENTS

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

Applicable Areas and Uses: Match with rest of document

Commented [JE8]: May cut this here

Within Areas Zoned Central Business District; Gateway Business District
All non-residential uses and uses with more than 12 residential units.

Within Areas Zoned Scenic Gateway Overlay District:
All uses except single family dwellings and duplexes.

1. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.
- c. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- d. Color Palette. A color palette of the building's exterior including roof, siding and trim.

Commented [JE9]: This may all end up in the lighting section... not sure yet

Commented [JE10]: An approximate color and material palette, recognizing the final decisions can vary slightly due to materials availability.

2. Site Plan Review

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

3. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.
- a-b. (Architectural lighting here?)

INTRODUCTION

The scenic beauty of Kachemak Bay is an Alaskan natural treasure. As an area dependantdependent on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors.

This Design Manual has been adopted in order to maintain and improve the overall quality of the built environment and the way it fits into this splendid natural setting.

~~As an area dependant on the visitor industry, the appearance and aesthetic quality of Homer takes on an economic importance. These design standards are intended to create and maintain a community that is visually attractive to both residents and visitors.~~

~~The built environment cannot equal the splendor of our natural setting, but we can strive to reflect and respect the good fortune we find here. The City of Homer Design Manual has been created to foster this goal.~~

Correctly applied, the DESIGN REVIEWDesign Review process can be an effective ~~mechanism ofway to increase the-increased~~ flexibility in the application of zoning regulations. ~~It-The Design Review process~~ allows for early discussion of a proposed project's design and how modifications can result in more attractive design.provide examples that demonstrate how projects can better fit their environment.As a result of this increased dialogue and flexibility, new development and redevelopment will have an opportunity to enhance Homer's character more effectively than would be possible if zoning regulations alone were strictly applied.

Commented [JE1]: Design standards?

Homer's Design Review Goals are:

1. To encourage better design and site planning so that new development will compliment Homer's existing character as well as allow for diversity and creativity.
- 2. To encourage buildings undergoing significant remodeling to meet appropriate and reasonable goals of the CMD, commiserate with the scale of the remodel.
- 3. Facilitate early and ongoing communication among property owners, neighborhoods and the City.
- ~~Increase public awareness of design issues and options.~~
- 4. Provide an objective basis for decisions which address the visual impact of the City's future growth.
5. Ensure that the intent of development standards established by the ~~1999 City of Homer Comprehensive Plan Update~~ are met.
- Increase public awareness of design issues and options.

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Design Review in Homer will be considered at ~~three-two~~ broad levels, with additional attention to lighting.

~~It is evident from the Comprehensive Plan's design element that design consideration must entail far more than the appearance of individual buildings.~~ Accordingly, this ~~book-manual~~ will

consider design ~~at three broad levels~~ under the ~~titles-chapters~~ *Architecture*, *Site Design*, and *Connections*Lighting. ~~In each instance, these guidelines are intended to identify and respect important visual patterns in the built environment and relate these to Homer's natural amenities.~~

Architecture

~~The Architecture section addresses the more traditional aspects of design review including the details of a building's design, its relationship to surrounding structures, and how the design will be viewed from specific vantage points.~~

Commented [JE2]: Move this to architecture chapter as introduction

Site Design

~~The Site Design section deals with site amenities intended to enhance the visual character of the site invite outdoor activities and connect public rights-of-way to structures on private property.~~

Commented [JE3]: Move this to site design chapter as an introduction

Connections

~~The Connections section will focus on right of way development and how streets can be designed to connect other areas of the city, to compliment development on private property and to create a strong community image.~~

Lighting

~~Into to talk about building and site lighting...~~

~~In each instance, these guidelines are intended to identify and respect important visual patterns in the built environment and relate these to Homer's natural amenities.~~

Commented [JE4]: Move to lighting section and create an introduction to that chapter

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APPLICABILITY

The standards in this manual apply to public and private development within all sections of the City as identified in Homer City Code, Title 21. The extent of design review varies according to the location and type of development. Applicability of each chapter is stated at the beginning of each chapter. (SGCOL) The reader should be familiar with all portions of this document before proceeding with any building or site improvements. Finally, the reader should be aware that the graphics contained in this document were added to assist in defining the standards herein. They are not meant to be viewed as literal solutions or absolute design directives.

~~Within this manual applicability is further defined and is summarized below:~~

- ~~Site Plan Review CBD; GBD; SGCOL~~
- ~~Architecture CBD; GBD; SGCOL~~
- ~~Site Design:~~
 - ~~On site walkways CBD; GBD; SGCOL~~
 - ~~Outdoor common areas CBD; GBD; SGCOL~~
 - ~~Commercial streetscape CBD; GBD; SGCOL~~
 - ~~Landscaping and screening CBD; GBD; SGCOL~~
 - ~~Fences CBD; GBD~~
 - ~~Parking CBD; GBD; SGCOL~~
- ~~Outdoor lighting CBD; RR; UR; RO; GBD; SGCOL and the portion of GC1 lying south of~~

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Beluga Lake

Outdoor furnishing—CBD; GBD; MC; MI; GC1 adjacent to Ocean Drive

~~The reader should be familiar with all portions of this document before proceeding with any building or site improvements. Finally, the reader should be aware that the graphics contained in this document were added to assist in defining the standards herein. They are not meant to be viewed as literal solutions or absolute design directives.~~

DESIGN REVIEW OPTIONS

This Design Review Manual represents a statement of policies which shall be observed for building and site design in the City of Homer. Design policies include both general requirements and specific performance standards. General requirements include all **bold and underlined** text in the document. - Specific standards include the more detailed text which immediately follows general requirements.

Commented [JE5]: Wording

Commented [JE6]: Wording...

Homer ~~Advisory~~ Planning Commission (Commission) Approval. The City of Homer encourages a creative approach to design by providing a flexible review standard.

The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, and (b) the alternative design meets the intent of the general requirement.

Commented [JE7]: Options?

Design Review may occur at any point in the permitting process, i.e. before, during, or after a Conditional Use public hearing. It shall require a separate public notice if not performed at the same time as a Conditional Use public hearing.

~~Appeals to a Design Review decision by the Commission may be filed in accordance with HCC 21.68 Appeals.~~

To best determine the general requirement's intent, the Commission shall consider the specific requirements as appropriate examples of compliance.

Commented [JE8]: Interpretation... aestheticis, Commission as citizens group and decion body on...

Quality design is more important than strict conformance.

DESIGN REVIEW APPLICATION REQUIREMENTS

Application for design review shall be submitted in such detail as to allow the review of the specific project on the merits of this document and other applicable City codes. It is not the desire of the City of Homer to burden the applicant with unnecessary and costly application

requirements to gain approval of their project. To assure that design review is performed in an expeditious and cost effective manner, projects may be reviewed in one complete application or may be reviewed by category. To be considered complete, the following information must be submitted for each category of requested design review.

Applicable Areas and Uses: ~~Match with rest of document~~

Within Areas Zoned Central Business District; Gateway Business District
All non-residential uses and uses with more than 12 residential units.

Within Areas Zoned Scenic Gateway Overlay District:

All uses except single family dwellings and duplexes.

1. Site Plan Review

- ~~a. 21.73.020, and when required by code, 21.73.030~~
- ~~a. Site and Access Plan. A site plan, drawn to scale no smaller than one inch equals 20 feet showing location and size of all structures, buffer areas, yards, open spaces, common areas or plazas, walkways, vehicle areas, and right of way access.~~
- ~~b. Existing Vegetation Plan. A significant vegetation plan which identifies the type, and general location of existing significant vegetation within the area to be developed and within 5 feet of all setback lines.~~
- ~~c. Landscape Plan. A landscape plan showing the species, and general location of all significant native vegetation to be retained, and new vegetation.~~
- ~~d. Site Section Drawings. Section drawings which illustrate existing and proposed grades in specified areas of concern as identified by the staff, or on slopes greater than 15%. Alternatively, an accurate topographic map delineating contours, existing and proposed, at no greater than five foot intervals and which locates existing streams, wetlands and other natural features may be submitted.~~
- ~~e. Grading & Drainage Plan. An accurate grading and drainage plan which indicates all cuts, fills and required areas of disturbance necessary to construct all retaining walls and structures.~~
- ~~f. Utilities Plan. A utilities plan showing location of utilities in relation to landscape and buffer areas (utility plan must be consistent with proposed areas of non-disturbance).~~
- ~~g. Paving Materials. Description of all pedestrian and vehicular paving materials. Descriptions must specify type, color and/or texture.~~
- ~~h. Elevations from primary public access road.~~

Commented [JE9]: Move, architecture comes first in manual

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31. Architectural Design Review

- a. Elevation Drawings per HCC 21.73.020 (c). Complete elevation drawings of all buildings showing dimensions, trim details, and proposed materials including roofing, siding, and windows.
- b. Sign Plan. A master sign plan showing the location of all signage consistent with HCC 21.60.
- c. Architectural Lighting Details. Details on all lighting proposals which affect architectural detailing (e.g., indirect lighting), or which are for architectural enhancement.
- d. Screening details. Details on how all mechanical and utility equipment will be screened.

4. Color and Material Review

- a. Color Palette. A color palette of the building's exterior including roof, siding and trim.
- b. Fencing Details. Color, type and appearance of all fencing and screening materials.

Commented [JE10]: Consolidate with architectural review

Commented [JE11]: An approximate color and material palette, recognizing the final decisions can vary slightly due to materials availability.

5. Outdoor Lighting & Accessories Review

- a. Light Fixture Details. The approximate type, appearance, location, height, and area of illumination for all outdoor light fixtures.
- ~~b. Accessory Details. The type, appearance, and location of all outdoor furniture, trash receptacles, and accessories.~~



City of Homer

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Planning

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Staff Report PL 21-12

TO: Homer Planning Commission
FROM: Rick Abboud, AICP, City Planner
DATE: March 3, 2021
SUBJECT: planning and zoning fees

Introduction

We are bringing a new permitting system on board and I wish to pay for the annual maintenance through an increase in Planning and Zoning fees.

Analysis

The additional annual fees for the permitting system amount to \$8000.00. Some costs will be passed along to the Public Works Department for their use associated with zoning related permits such as water, sewer, and driveway. Zoning fees have not changed in the 12+ years that I have been City Planner, so it should come as no shock that an increase is due.

I have consulted with staff and have a draft proposal attached. The proposed amount of increases should be near the amount of cost for the system when permits are processed in the quantities of the past.

Besides the increase in fee for zoning permits, you will notice we propose eliminating the reduced size (small) of comp plan reproductions. We find that producing a plan when the maps are not 11 x 17 is somewhat nonfunctional, as it is very difficult to discern the information on the maps. Additionally, the ten dollar fee likely represents a cost below the cost to produce, as the plan is 130 pages. We also added a fee for a large road maintenance map equal to that of the large zoning map.

Staff Recommendation

Provide comments/recommendation(s) for the City Council to consider when reviewing the fee schedule.

Attachments

Draft Planning and Zoning fee schedule.



PLANNING AND ZONING

Bridge Creek Watershed Permit: Zoning permits are required for the Bridge Creek Watershed Area. Although no fees will be charged for the zoning permits outside of City Limits, the evaluation process is still in effect.

Technical Review of Communication Tower Application: When required, the applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study.

Traffic Impact Analysis and Community Impact Assessment: When required, applicant will be charged for the actual cost of the study, plus a 10% administrative fee. The City will be responsible for hiring and managing the study. Recording (as required) is \$50.00. [Resolutions 03-159 and 96-13; HCC 12.12.03]

Zoning Permit Fees ¹	
Single Family /Duplex	\$200.00 <u>\$300.00</u>
Multi-Family/Commercial/Industrial	\$300.00 <u>\$400.00</u> plus \$50.00 per hour when over six hours of administrative time
Change of Use fee	\$50.00
Deck	\$50.00 <u>\$100.00</u>
Employee Occupied Recreational Vehicle in Marine Commercial and Marine Industrial Zoning Districts	\$100.00 annually
Conditional Use Permit Processing Fee ¹	
Amendment	\$200.00
Fence	\$300.00
Single Family/Duplex	\$200.00 <u>\$300.00</u>
Multi-Family/Commercial/Industrial	
Uses Less Than 8,000 Sq. Ft.	\$500.00
Uses 8,001 Sq. Ft. to 15,000 Sq. Ft.	\$1,000.00
Uses 15,001 Sq. Ft. to 25,000 Sq. Ft.	\$2,500.00
Uses 25,001 Sq. Ft. to 40,000 Sq. Ft.	\$5,000.00
Uses 40,001 Sq. Ft. and Larger	\$8,000.00
Zoning Fees – Other	
Rezone ²	\$500.00
Flood Hazard Development Permit	\$200.00
Sign Permit	\$50.00
Variance	\$250.00 <u>\$350.00</u>
Erosion and Sediment Control Plan (BCWPD)	\$300.00

Storm Water Protection Plan Fee	\$200.00
<u>Development Activity Plan (DAP)</u>	<u>\$200.00</u>
Preliminary Plat Processing Fee ³	\$300.00 or \$100.00 per lot, whichever is greater
Elimination of a Common Interior Lot Line	\$200.00 <u>\$300.00</u>
Right of Way and Section Line Easement Vacation Application Fee	\$300.00 In addition to applicable preliminary plat fees
Utility Easement Vacation	No fee <u>\$50.00</u>
Publication Fees	
Comp Plan – Small	\$10.00
Comp Plan – Large	\$20.00
Zoning Map – Small	\$5.00
Zoning Map – Large	\$25.00
Road Maintenance Map - <u>Small</u>	\$5.00
<u>Road Maintenance Map - Large</u>	<u>\$25.00</u>
Zoning Ordinance – HCC 21	\$15.00
Street Renaming Fees	
For name changes or naming of public dedicated streets other than those named during the subdivision process:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
Replacement of Existing City Sign Due to Change Where No Post Is Needed	\$ 80.00 per sign
	The minimum fee shall be either a combination of 1 and 2 OR 1 and 3 above; however, all signs that need to be changed and/or maintained by the City must be paid for prior to installation
For Private Road Naming:	
Street Naming Petition and Hearing Advertising Fee	\$150.00
Installation of Each New City Sign, Post, Etc.	\$150.00 per sign
If No Public Hearing or Public Notice is Necessary, i.e., 100% Petition and No Partial Dedicated Street Involved	No Fee
If No Signs are Required	No Fee

¹ Fees for commencing activities, without a permit, shall be assessed at the regular rate multiplied by one and one half (1.5) for Residential and two (2) for Commercial.

² HCC 21.63 repealed Contract Rezone via Ordinance 03-21

³ Resolutions 07-14, 03-159, and 96-13



City of Homer

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Office of the City Manager

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Homer, Alaska 99603

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(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: February 17, 2021
SUBJECT: City Manager's Report for February 22, 2021 Council Meeting

FY22/23 Budget

I have asked staff to begin thinking about the fee schedule and planning any necessary consultations with boards/committees/commissions for input in the coming month. The City Clerk and Finance Director will be my leads on this topic.

At the last Council meeting there were requests for an increased number of work sessions as we prep the budget. I have sketched out a plan for a series of work sessions which will focus on specific topics and departments. The draft series could include the following meetings: Overhead and Admin Fees; Reserves; Fleet and Capital Projects; Administration and Finance; Police and Fire; Public Works (including Water and Sewer); and Harbor. I haven't set any dates yet, but we will look to do a mix of on- and off-cycle work session meetings during the months of March and April. The Clerk will coordinate with Council on availability and scheduling.

On a related topic, we have been prepping for the next audit and are actively working with BDO to confirm a schedule for FY2020 audit services.

Sidewalks, Trails, and Pedestrian Connectivity

A group of staff from Planning and Public Works have joined up with Councilmembers Lord and Smith to develop solutions which would improve safety and connectivity for pedestrians in Homer. This project will look at both road-adjacent pedestrian facilities (i.e., sidewalks) and alternative connections (i.e., trails). For the first phase of this project, I have staff conducting a geospatial analysis of existing facilities and identifying gaps. Once we have a clear vision of where the opportunities and needs are, we will conduct a public engagement event to get feedback from the public. Expect regular updates on this project in future reports.

Potential Updates to the Special Event Code

Since arriving, I have noticed that HCC Chapter 19.02 doesn't seem to fit the unique situations or scale of events in Homer very well. I would like to investigate potential improvements to this chapter of the code and possibly others that have an impact on events. I will be building a team to review and propose ideas for improving the code and I am looking for interested Councilmembers to join this effort.

Pioneer Avenue Water Main

On February 3rd a water main break was identified on Pioneer Avenue in front of the Independent Living Center Building. Public Works planned a response team and started at 4am the next morning to excavate

and repair the problem. The water main break was repaired by lunchtime. The crew creatively used our Vactor Truck to strategically dewater the excavation and “dig” closer to the water pipe, thereby minimizing the size of the open hole which allowed our crew to access the break without disturbing the pavement on Pioneer. A piece of the concrete curb and sidewalk was removed, but has since been replaced by a contractor. No customers lost access to water during the repair operation.



The photo above shows Paul Raymond (at street level), Jason Hanenberger, and Mike Szocinski working on the Pioneer Avenue water main break.

Public Works Project Updates

Director Keiser has written memos providing updates to Council on various ongoing projects. See attached for updates regarding the Tasmania Court Water and Sewer Improvement Projects, Alder Lane Water Extension Project, and Mt. Augustine Road Drainage Improvement Project.

Hornaday Park Demolition Project

Demolition of the restroom and concession stand facilities at Hornaday Park began on February 10th. The facilities are being demolished because they have exceeded their useful life, don't meet ADA or building code standards, and have major deficiencies which have led to them being closed to the public and the interim use of portable toilets. All demolition work is being done by City staff and the transfer station has waived tipping fees for disposal of the building debris.



Share the Road Signage

The Public Works Department has procured some share the road signage (modeled below by Asset Management Specialist Owen Meyer) to test in areas around town where conflicts between different types of road users may occur. Look for signs to be installed on Bartlett Street, Kachemak Way, and Ben Walters Way.



Small Boat Station

Looking to the future, the Port of Homer would be an ideal location for a US Coast Guard small boat station. See the attached memo from the Harbormaster for more information on the history and path forward for this potential project.

Lobbying Update

Staff met with State Senator(s) Bishop and Stevens to discuss issues affecting the City of Homer and the Southern Kenai Peninsula region. Topics included the Homer DMV and expansion of the Port & Harbor.

Noise on Beluga Lake

I have had a few Councilmembers reach out to discuss noise issues in the City. I have started a conversation with the City Planner and the Police Chief to get a better view of the history of this issue in Homer as well as what rules and regulations we have available to the City to mitigate excessive noise. I will report back at a future meeting with more information.

Lt. Browning Completes Northwestern University Police Staff and Command Program

Lt. Ryan Browning of the Homer Police Department has successfully completed the Northwestern University Center for Public Safety's School of Police Staff and Command program. The program provides upper-level college instruction in a total of twenty-seven core blocks of instruction and additional optional blocks during each session. The major topics of study include: leadership; human resources; employee relations; organizational behavior; applied statistics; planning and policy development; and budgeting and resource allocation. Congratulations Lt. Browning!

COVID-Related Updates

COVID Risk Status

On February 1st I moved the City from the "Red" to "Orange" level on our COVID risk framework. We remain in orange. The return of activities to the HERC and the Library by appointment has gone well so far with a minimal number of individuals refusing to comply with City masking regulations.

Enclosures:

1. Memo from PW Director Keiser regarding Tasmania Court
2. Memo from PW Director Keiser regarding Alder Lane
3. Memo from PW Director Keiser regarding Mt. Augustine Road
4. Memo from Harbor Master Hawkins regarding USCG Small Boat Station



City of Homer

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Public Works

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Homer, AK 99603

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(p) 907-235-3170

(f) 907-235-3145

Memorandum

TO: City Council

Through: Robert Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works/Acting City Engineer

DATE: February 3, 2021

SUBJECT: Tasmania Court Water and Sewer Improvement Projects

Issue: The design for the Tasmania Court Water Improvement Project is complete. The process of creating a Tasmania Court Sewer Improvement Special Assessment District is underway. The purpose of this Memorandum is to provide updated information about these projects. No action is needed at this point.

Background:

A. Water Main Extension.

The City Council, via Ordinance 20-68, dated October 26, 2020, appropriated \$234,105 for the design and construction of a water main extension on Tasmania Court, in conjunction with the Special Assessment District created by Ordinance 20-083.

The City issued a contract to design the Tasmania Court water main extension to Bishop Engineering, a Homer firm with extensive experience in local development projects. The survey work was provided by Geovera LLC, another local firm. Bishop has completed the design and it has been submitted to the AK Department of Environmental Conservation for statutorily required plan review.

The water main extension project includes installation of 930 feet of 8" HDPE pipe, two fire hydrants and 11 water service stub-outs. The estimated cost for the construction work is \$152,119, which includes a 10% construction contingency. The actual cost of the design/survey effort is \$13,800, bringing the total expected project cost for the water portion to \$165,919.

We are in the process of applying for a long-term, low-interest loan from the AK Dept. of Environmental Conservation's Drinking Water Revolving Loan Fund to finance the water side project. No Council action is needed at this time. In the near future, we will come back to Council for formal action related to the ADEC loan.

B. Sewer Main Extension

The City Council, via Ordinance 20-091(A), dated September 28, 2020, initiated the process of creating a Special Assessment District that would extend the sewer mains so the properties, which would be receiving City water service, could also be served with City sewer service. We created several alternative sewer extension configurations, with a cost estimate and preliminary assessment roll for each alternative. We then held a neighborhood meeting, as provided in the Homer City Code, to discuss the various alternatives with the property owners.

One of the alternatives was to use an “effluent only” system, which would connect the existing septic tanks, so long as they are in good repair, to a small diameter gravity main. The City has been successfully using this configuration for some of its customers, particularly those residing in Kachemak City. One of the other alternatives was to use a traditional gravity collection system, which would avoid existing septic tanks. Many of the property owners told horror stories about the problems they’ve been having with their septic tank/leachfield systems. Most of them wanted nothing more to do with septic tanks!

We realized we needed to evaluate each property individually to get a better understand of how to lay out sewer mains that would serve the whole neighborhood effectively. Jean Hughes, PW Inspector, visited with each property owner to see what their existing systems looked like and how we could connect them to a neighborhood collection system. We are using that information to update the conceptual design, cost estimate and preliminary assessment roll. Once we do that, we will have another neighborhood meeting. Our intent is to move the process along so that we can construct the sewer main portion of the project at the same time we install the water main portion.

No Council action is required at this point. As the Sewer Special Assessment District process moves forward, we will come back for applicable action.



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(f) 907-235-3145

Memorandum

TO: City Council

Through: Robert Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works/Acting City Engineer

DATE: February 3, 2021

SUBJECT: Alder Lane Water Improvement Project – 35% Design

Issue: The design for the Alder Lane Water Improvement Project is complete. The purpose of this Memorandum is to provide updated information about the project. No action is needed at this point.

Background: The City Council, via Ordinance 20-83, dated November 9, 2020, appropriated \$253,193 for the design and construction of a water main extension on Alder Lane, in conjunction with the creation of a Special Assessment District by Ordinance 20-095.

The City issued a contract to design the Alder Lane water main extension to Bishop Engineering, a Homer firm with extensive experience in local development projects. The survey work was provided by Geovera LLC, another local firm. Bishop has completed the design and it has been submitted to the AK Department of Environmental Conservation for statutorily required plan review.

The project includes installation of 1,220 feet of 8" HDPE pipe, three fire hydrants and nine water service stub-outs. The estimated cost for the construction work is \$187,671, which includes a 10% construction contingency. The actual cost of the design/survey effort is \$13,220, bringing the total expected project cost to \$200,891.

Further, we are in the process of applying for a long-term, low-interest loan from the AK Dept. of Environmental Conservation's Drinking Water Revolving Loan Fund to finance the project. We will come back to Council for formal action related to this loan in the future.

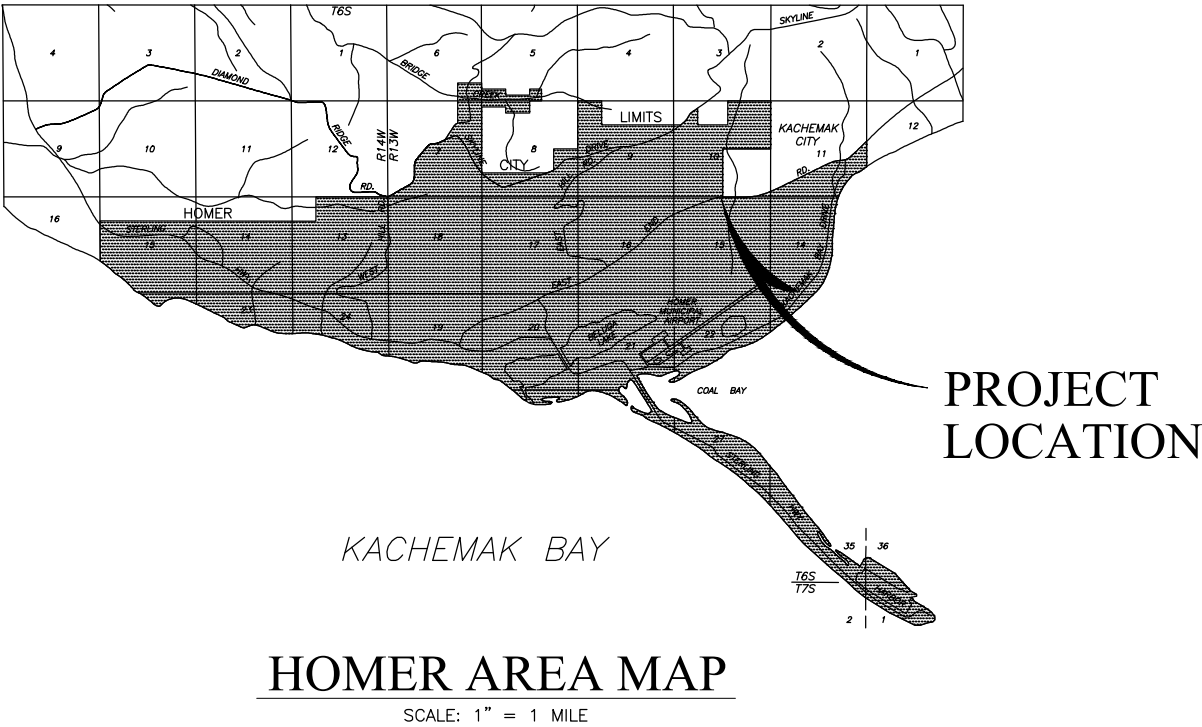
CITY OF HOMER
ALDER LANE
WATER MAIN EXTENSION
JANUARY 30, 2021

Homer City Council

Mayor
Ken Castner

Councilmembers
Donna Aderhold
Joey Evenson
Storm Hansen–Cavasos
Rachel Lord
Heath Smith
Caroline Venuti

Public Works Director
Janette Keiser, PE



INDEX TO DRAWINGS

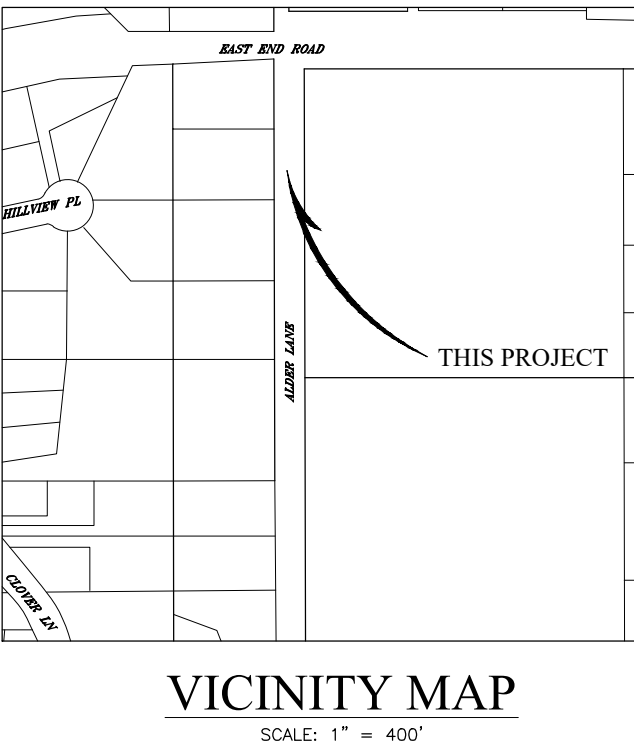
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WATER MAIN EXTENSION PLAN & PROFILE 14+00.00 TO 19+00.00
WATER MAIN EXTENSION PLAN & PROFILE 19+00.00 TO 22+20.00
CONSTRUCTION DETAILS
CONSTRUCTION NOTES
EROSION CONTROL PLAN
EROSION CONTROL DETAILS

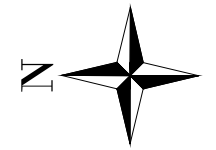
Notes:

1. Before performing any excavations, call Alaska Digline at: 811, (800) 478-3121, or (907) 278-3121.
2. These plans shall be used in conjunction the City of Homer "Standard Construction Details" in adoption on January 30, 2021.

SHEET

- C-1
- C-2
- C-3
- C-4
- C-5
- C-6
- C-7



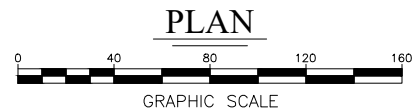
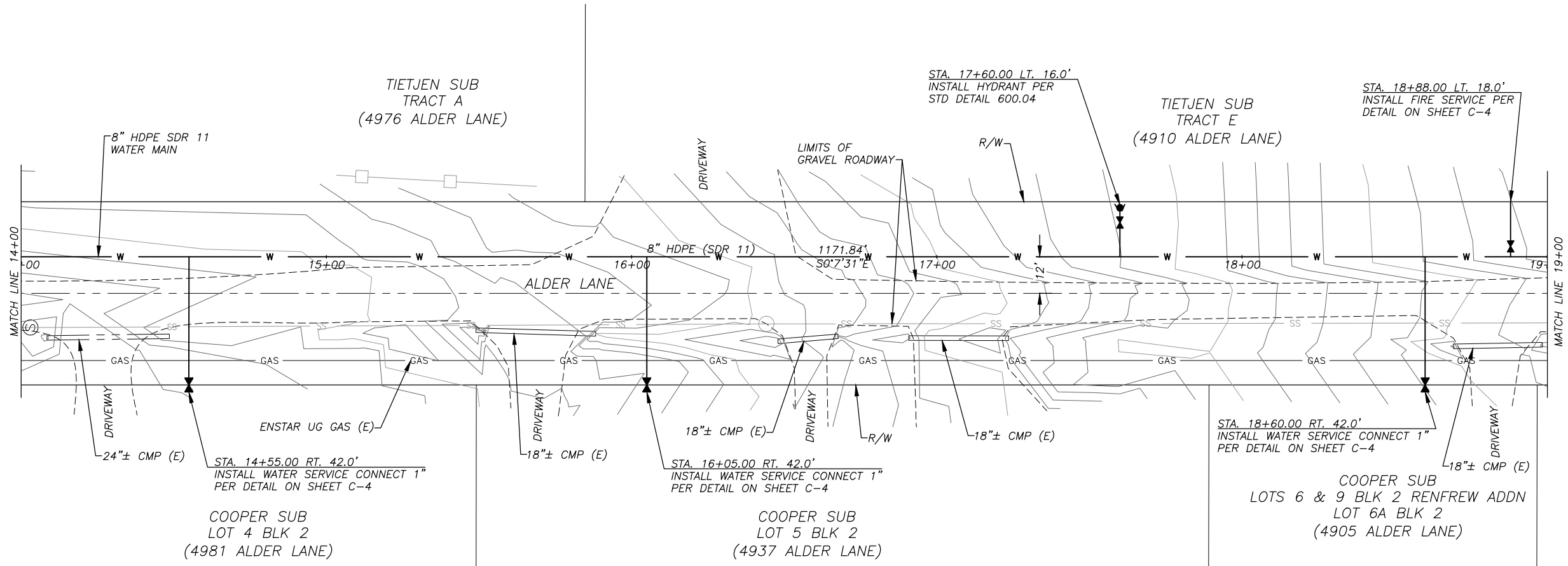
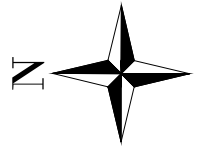


DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

C-1

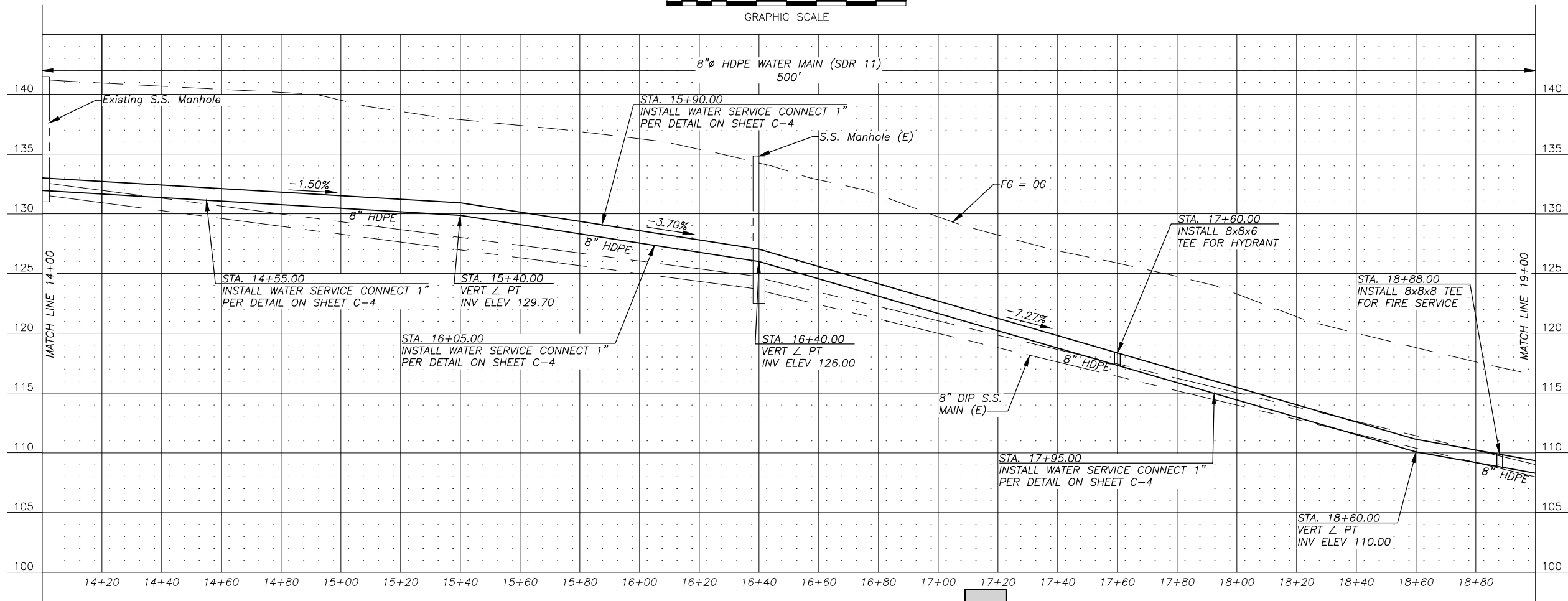


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NOTES:

- Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.



PROFILE

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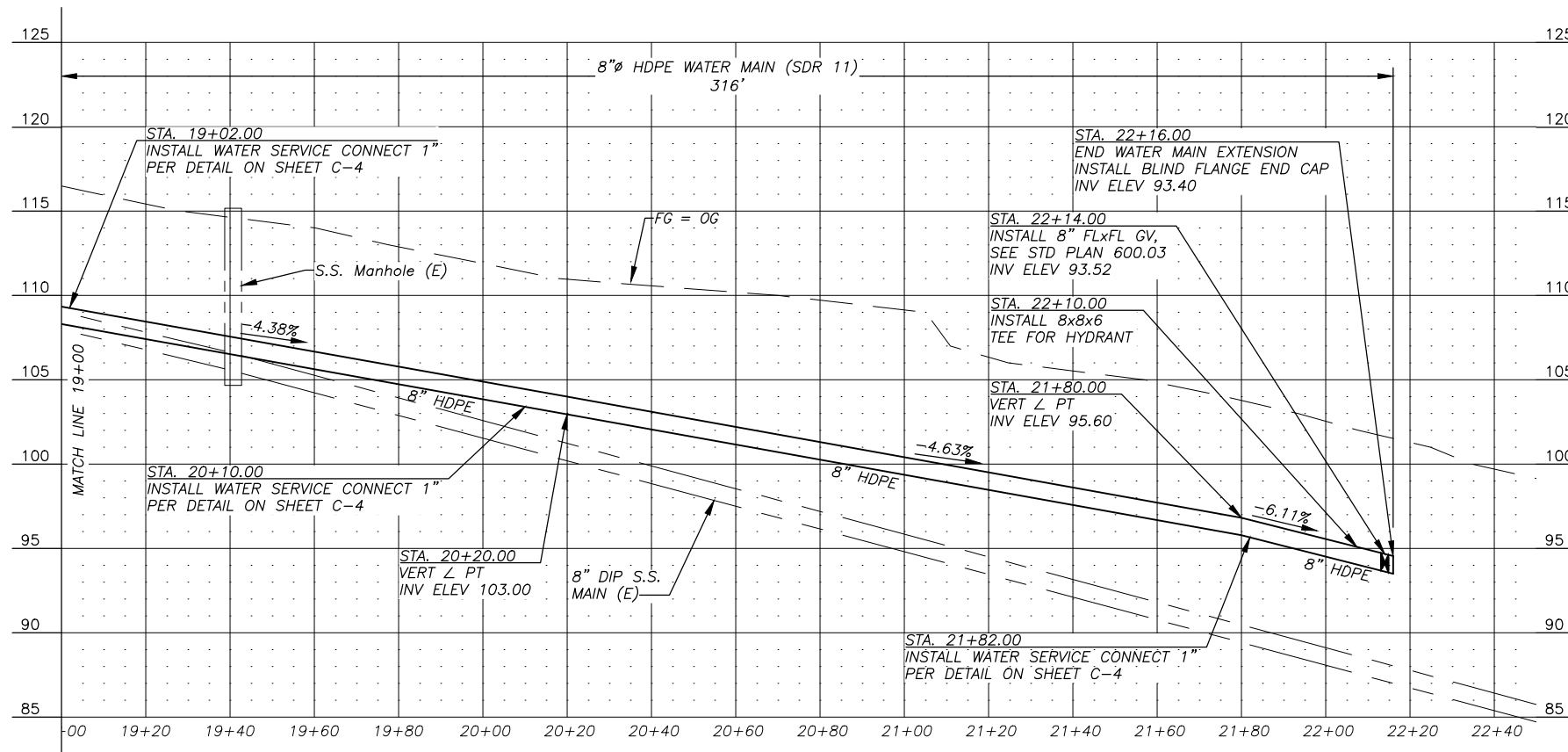
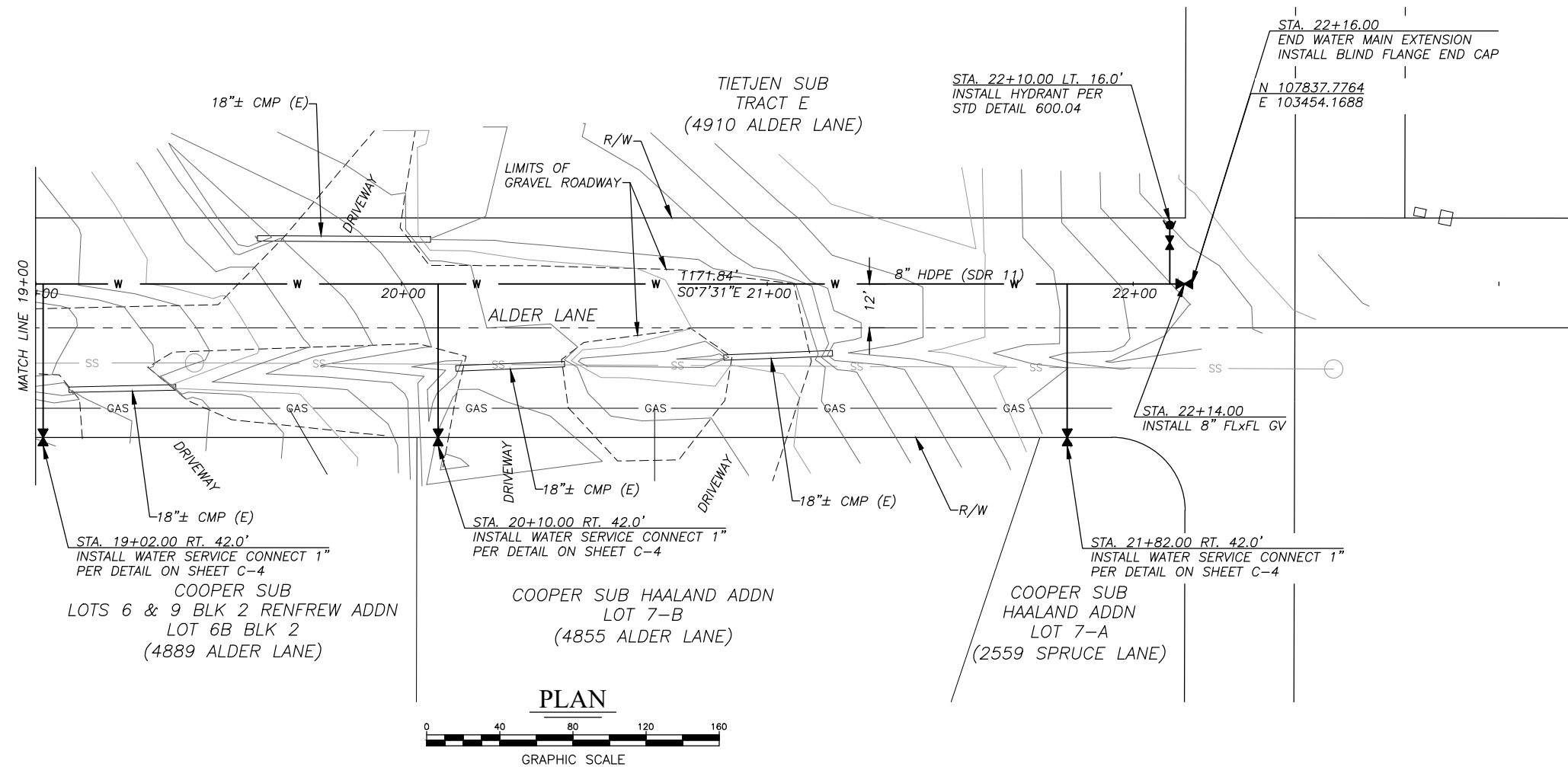
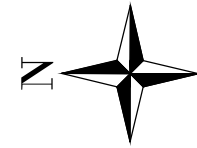
ALDER LANE WATER MAIN EXTENSION
WATER MAIN PLAN + PROFILE
STA 14+00.00 to 19+00.00

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

SHEET NO.:

C-2



PROFILE

36

NOTES:

- Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

SHEET NO.:

C-3



ALDER LANE WATER MAIN EXTENSION

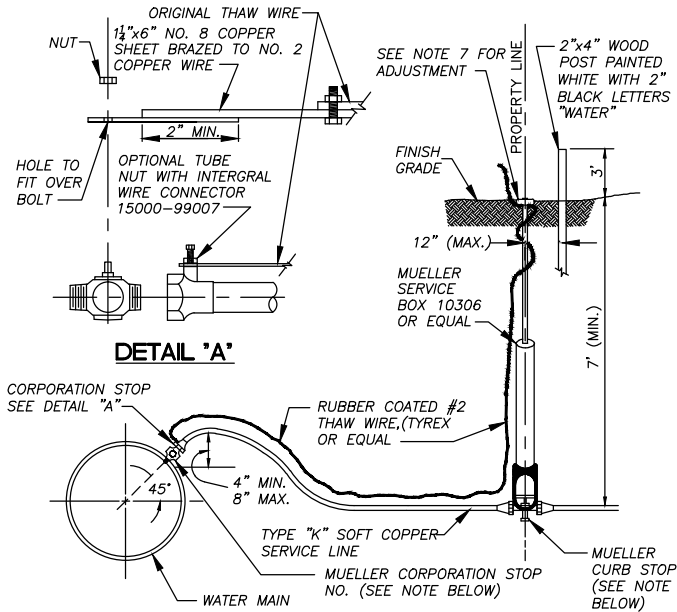
CONSTRUCTION DETAILS

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
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SCALE: AS NOTED
PROJ. NO.: 2021002

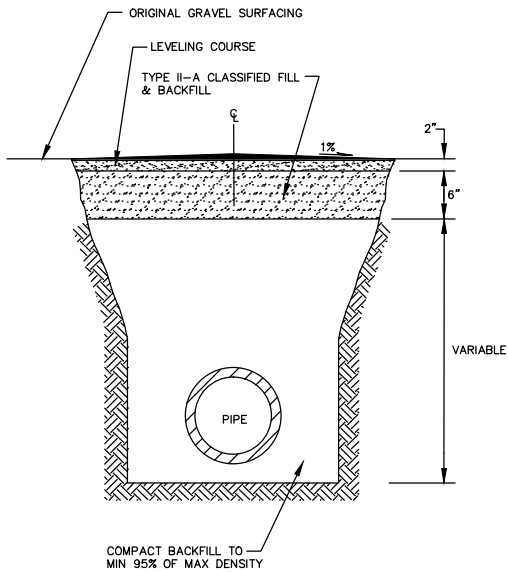
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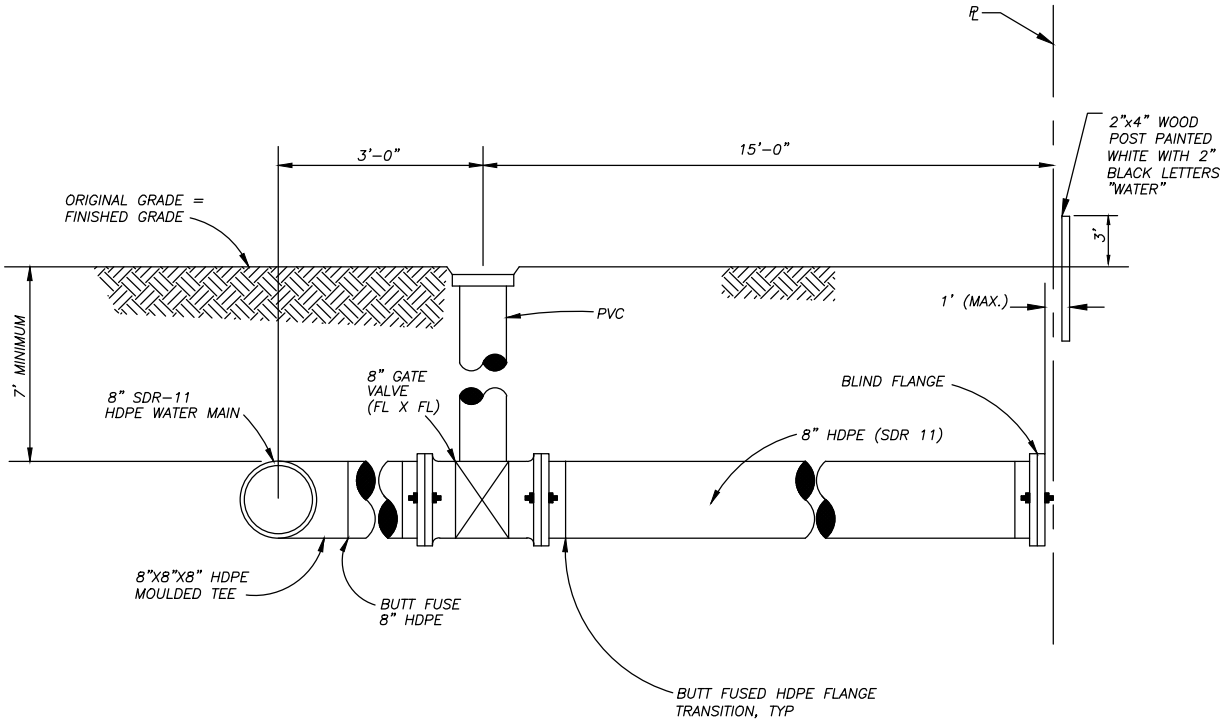
- NOTES:
1. USE MUELLER CORPORATION STOP NO. 15025 FOR PIPE-THREAD SADDLES.
 2. USE MUELLER CORPORATION STOP NO. 15000 FOR STEEL PIPE.
 3. USE MUELLER CURB STOP NO. H-15204 OR EQUAL FOR COPPER TO COPPER CONNECTIONS.
 4. ROD TO BE ATTACHED TO CURB STOP WITH NO. 6 GAUGE COPPER WIRE, NO SUBSTITUTIONS.
 5. MUELLER SERVICE CLAMPS TO BE USED ON ALL PLATIC PIPE, DOUBLE STRAP OR EQUAL.
 6. HDPE MAINLINES SHALL UTILIZE A SIDEWALL BRANCH SADDLE WITH INTEGRAL BRASS CC THREAD INSERT TO RECEIVE CORPORATION STOP.
 7. CURB BOX FINISH ELEVATION SHALL BE AS FOLLOWS:
 - PAVED AREA 0.5" BELOW FINISH GRADE
 - GRAVEL AREA 1" TO' 3" BELOW FINISH GRADE
 - YARD/UNDEVELOPED AREA 0" TO 3" ABOVE FINISH GRADE

WATER SERVICE CONNECT 1"Ø
NOT TO SCALE

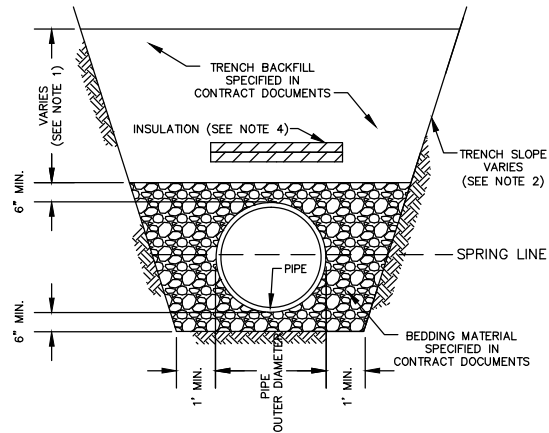


- NOTE:
1. CONTRACTOR SHALL CONSTRUCT A 1% CROWN WITH THE PEAK CENTERED OVER THE CENTERLINE OF THE EXCAVATION.

RESURFACING DETAIL
GRAVEL SURFACE
NOT TO SCALE



FIRE SERVICE
NOT TO SCALE



- NOTES:
1. TRENCH BACKFILL MATERIAL PLACED AND COMPACTED TO DEPTHS SHOWN IN THE DRAWINGS OR AS DETERMINED BY ENGINEER. COMPACT TRENCH BACKFILL TO A MINIMUM OF 95% MAXIMUM DENSITY.
 2. TRENCH WALL SLOPES WILL VARY WITH SOIL STRENGTH AND CHARACTER. SLOPES SHALL CONFORM TO OSHA SAFETY STANDARDS.
 3. BACKFILL SHALL BE FREE OF CLAYS AND ORGANIC MATERIALS.
 4. WHEN SPECIFIED IN CONTRACT DOCUMENTS, SEE STANDARD DETAIL 20-9 FOR INSULATION DETAILS.

TRENCH BACKFILL AND
BEDDING LAYOUT
NOT TO SCALE

NOTES:

1. Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.

CITY OF HOMER STANDARD DRAWINGS INDEX

200.03	STANDARD LOCATION FOR NEW UTILITIES
200.04	TYPICAL UTILITY LOCATIONS
200.05	TYPICAL WATER AND SEWER LOCATIONS
200.06	COMPACTION OF BACKFILL WITHIN RIGHT-OF-WAY
200.07	CLASS B AND C BEDDING
200.08	TRENCH BACKFILL
400.02	RESURFACING DETAIL TYPICAL GRAVEL SECTION
600.03	TYPICAL VALVE BOX
600.04	SINGLE PUMPER "L" BASE HYDRANT ASSEMBLY
600.05	HYDRANT GUARD POSTS
600.06	FIRE HYDRANT ACCESS PAD
600.10	GATE VALVE EXTENSION ROD

LEGEND & SYMBOLS

EDGE EXISTING GRAVEL	----
CUT CATCH LINE	-----
FILL CATCH LINE	-----
CENTERLINE	----- 7+00
UNDERGROUND ELECTRIC	----- UGE -----
OVERHEAD ELECTRIC	----- OHE -----
UNDERGROUND TELEPHONE	----- UGT -----
WATER MAIN	----- W -----
SANITARY SEWER	----- SS -----
CONTOURS MAJOR	----- 85 -----
CONTOURS MINOR	-----
TEST PIT LOCATION	⊕ TP-1
SIGN	↓
PIPE CULVERT W/ END SECTION	▮
FIRE HYDRANT	⬮
VALVE OR RISER	⬮
EXISTING VALVE OR RISER	⬮
PRESSURIZED SEWER SERVICE POLY VALVE	▼

ABBREVIATIONS

AKDOT&PF	ALASKA DEPT. OF TRANSPORTATION & PUBLIC FACILITIES
ASDS	ALASKA SIGN DESIGN SPECIFICATIONS
APDES	ALASKA POLLUTION DISCHARGE ELIMINATION SYSTEM
Δ	DELTA / CENTRAL ANGLE OF CURVE
BP	BEGIN PROJECT
C/L	CENTERLINE
CMP	CORREGATED METAL PIPE
CO	CONTRACTING OFFICER
COH	CITY OF HOMER
CY	CUBIC YARD
DIA	DIAMETER
DIST	DISTANCE
E	EASTING
EL	ELEVATION
ELEV	ELEVATION
EP	END PROJECT
ESMT	EASEMENT
(E)	EXISTING
FL	FLANGE
FT	FOOT
GV	GATE VALVE
HDPE	HIGH-DENSITY POLYETHYLENE
IN	INCH
INV	INVERT
L	LENGTH OF CURVE
LF	LINEAR FOOT
LT	LEFT
MIN	MINIMUM
MAX	MAXIMUM
MJ	MECHANICAL JOINT
MPH	MILES PER HOUR
MSF	1000 SQUARE FEET
MUTCD	MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES
N	NORTHING
OHE	OVERHEAD ELECTRIC
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
PRC	POINT OF REVERSE CURVATURE
PVC	POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
PT	POINT OF TANGENCY
R	RADIUS
RT	RIGHT
R/W	RIGHT-OF-WAY
SEC	SECTION
SI	STREET INTERSECTION
SF	SQUARE FOOT
SMH	SEWER MANHOLE
S.S.	SANITARY SEWER
STA.	STATION
STD	STANDARD
SY	SQUARE YARD
UGE	UNDERGROUND ELECTRIC
UGT	UNDERGROUND TELEPHONE
UTIL	UTILITY
TYP.	TYPICAL
W	WATER MAIN OR SERVICE

CONSTRUCTION NOTES

1. CONTRACTOR SHALL COMPLETE CONSTRUCTION IN ACCORDANCE WITH THE CITY OF HOMER STANDARD SPECIFICATIONS 2011 EDITION INCLUDING ITEMS. DRAWINGS, TECHNICAL SPECIFICATIONS, AND SPECIAL PROVISIONS TAKE PRECEDENCE OVER THE STANDARD SPECIFICATIONS.
2. THE CONTRACTOR SHALL ADHERE TO ALL REQUIREMENTS CONTAINED IN LOCAL, STATE AND FEDERAL PERMITS OBTAINED BY THE CITY FOR CONSTRUCTION OF THIS PROJECT. COPIES OF THE PERMITS SHALL BE MAINTAINED AT THE JOB SITE.
3. CONTRACTOR SHALL MAINTAIN "REDLINE" RECORD DRAWINGS ON A CLEAN SET OF CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL MAINTAIN THE "REDLINES" CURRENT ON A DAILY BASIS WHICH SHALL BE AVAILABLE TO THE ENGINEER FOR INSPECTION ON THE JOB SITE. CONTRACTOR SHALL RECORD SURVEY NOTES FOR SUBMITTAL WITH RECORD DRAWINGS, INCLUDING HORIZONTAL AND VERTICAL LOCATIONS OF ALL UTILITIES ENCOUNTERED IN THE FIELD.
4. ALL IMPORTED MATERIAL SHALL BE COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T 180.
5. LOCATIONS DEPICTED FOR THE UTILITIES AND OTHER EXISTING FEATURES ARE APPROXIMATE. SOME UTILITIES HAVE BEEN LOCATED FROM RECORD DRAWINGS AND UTILITY COMPANY LOCATES. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.
6. UNDERGROUND ELECTRICAL AND TELECOMMUNICATIONS LINES OCCUR WITHIN THE PROJECT AREA: CONTRACTOR SHALL COORDINATE WORK ACCORDINGLY. ALL WORK IN CLOSE PROXIMITY TO EXISTING UNDERGROUND LINES SHALL COMPLY WITH THE APPLICABLE FEDERAL, STATE AND LOCAL STATUTES, CODES AND GUIDELINES, AND THE ELECTRICAL FACILITY CLEARANCE REQUIREMENTS OF THE GOVERNING UTILITY. CONTRACTOR SHALL HAND DIG WITHIN TWO FEET OF BURIED ELECTRICAL CABLE.
7. THIS PROJECT IS REQUIRED TO BE CONSTRUCTED IN ACCORDANCE WITH THE APDES GENERAL CONSTRUCTION PERMIT FOR STORM WATER POLLUTION. THE CONTRACTOR SHALL ADHERE TO THE REQUIREMENTS OD THE PERMIT.
8. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET.
9. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE CITY ENGINEER FOR APPROVAL AT LEAST TWO WEEKS PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.
10. LIMITS OF EXCAVATION AND BACKFILL SHALL BE AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER.
11. CONTRACTOR SHALL CONSTRUCT EROSION CONTROL DEVICES AS SHOWN IN THE PLANS AND PROCEDURES AND REQUIREMENTS DOCUMENTED IN THE SWPPP PERMIT.
12. IF CONTAMINATED SOIL, GROUNDWATER, OR FREE-PRODUCT ARE ENCOUNTERED, THE CONSTRUCTION CONTRACTOR SHALL IMMEDIATELY CONTACT THE ENGINEER WHO WILL IMMEDIATELY CONTACT THE ADEC PREVENTION AND EMERGENCY RESPONSE (PERP) OFFICE STAFF AT (907) 465-5340 / FAX (907) 465-2237 IN ACCORDANCE WITH SPILL REPORTING REQUIREMENTS UNDER 18 AAC 75.300, AND COORDINATE MANAGEMENT OF ALL CONTAMINATED MEDIA WITH EMERGENCY RESPONSE PERSONNEL.
13. THE CONTRACTOR SHALL PROVIDE DOCUMENTATION THAT DEMONSTRATES THE PIPE MATERIAL IS CERTIFIED TO CONFORM TO ANSI/NSF STANDARD 61.
14. THE CONTRACTOR SHALL REDUCE THE CONCENTRATION OF RESIDUAL CHLORINE IN THE FLUSHED WATER BY NEUTRALIZATION BEFORE THE WATER IS RELEASED OVERLAND OR TO ANY CREEKS, STREAMS, AND TEMPORARY OR PERMANENT DRAINAGE SWALES OR DITCHES. THE RESIDUAL CHLORINE LEVEL BEFORE RELEASE SHALL NOT EXCEED 19 PPB (PARTS PER BILLION). THE PROCEDURE USED TO ADD AND MIX THE NEUTRALIZING AGENT INTO THE FLUSHED WATER SHALL ACHIEVE A THOROUGHLY AND EVENLY MIXED SOLUTION. MEASUREMENTS OF RESIDUAL CHLORINE SHALL BE TAKEN AT THE POINT OF RELEASE FROM THE NEWLY INSTALLED WATER SYSTEM INTO THE NEUTRALIZING CHAMBER AND AT THE POINT OF RELEASE FROM THE CONTRACTOR'S CONTROL AT 10 MINUTE INTERVALS OR MORE FREQUENTLY AS DIRECTED BY THE ENGINEER. ACCEPTABLE AGENTS FOR NEUTRALIZATION INCLUDE:

A. CALCIUM THIOSULFATE,

B. ASCORBIC ACID, OR

C. SODIUM ASCORBATE.

THE CONTRACTOR SHALL FOLLOW THE MANUFACTURER'S INSTRUCTIONS ON THE AMOUNTS OF AGENT ADDED TO THE FLUSHED WATER BASED ON THE RESIDUAL CHLORINE CONCENTRATION MEASURED AT THE POINT OF RELEASE FROM THE NEWLY INSTALLED WATER SYSTEM INTO THE NEUTRALIZING CHAMBER.
15. THE CONTRACTOR SHALL PROVIDE DOCUMENTATION THAT DEMONSTRATES THE CHEMICAL ADDITIVE FOR DISINFECTION IS CERTIFIED TO CONFORM TO ANSI/NSF STANDARD 60.
16. DISCHARGES OF EFFLUENT FROM HYDROSTATIC TESTING AND DISINFECTION SHALL CONFORM SECTIONS 4.0 "CONTROL MEASURES", 5.1 "LAND DISPOSAL DISCHARGES OF HYDROSTATIC TESTING", AND 6.0 "REPORTING AND RECORDKEEPING" OF THE ALASKA POLLUTANT DISCHARGE ELIMINATION SYSTEM "GENERAL PERMIT FOR HYDROSTATIC AND AQUIFER PUMP TESTING" PERMIT NUMBER AKG003000.

NOTES:

1. Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.



ALDER LANE WATER MAIN EXTENSION

CONSTRUCTION NOTES

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

SHEET NO.:

C-5



ALDER LANE WATER MAIN EXTENSION

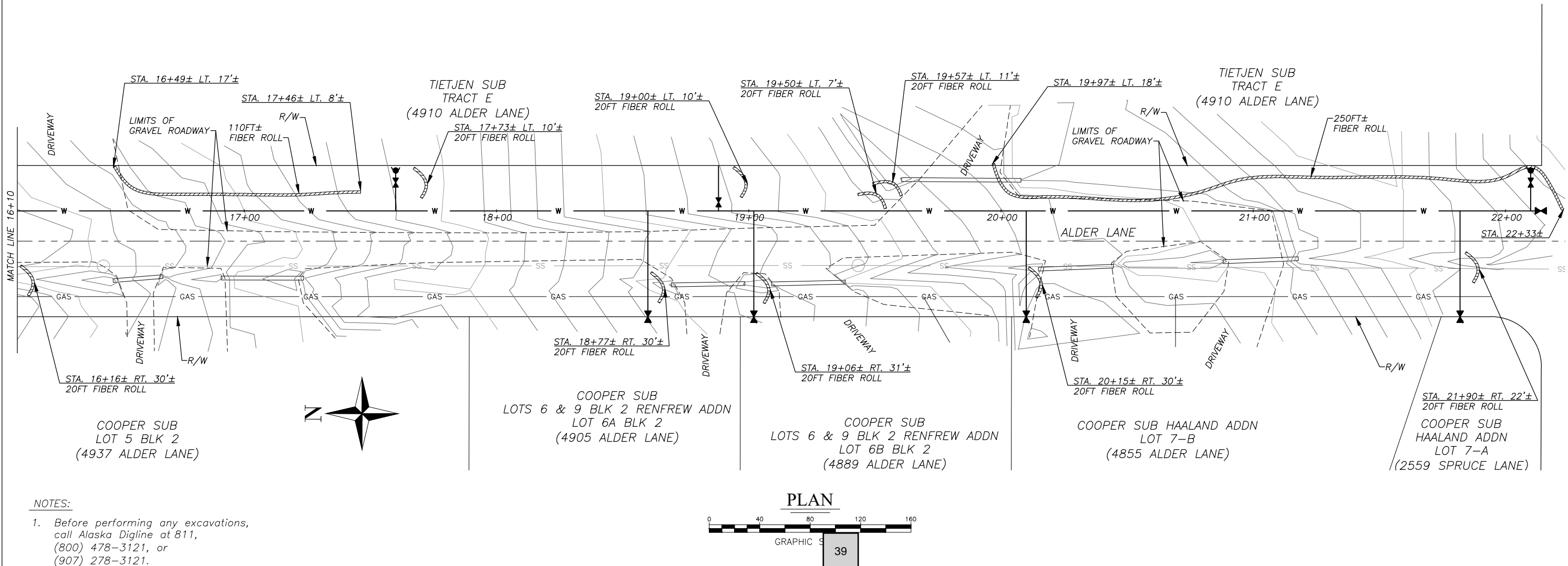
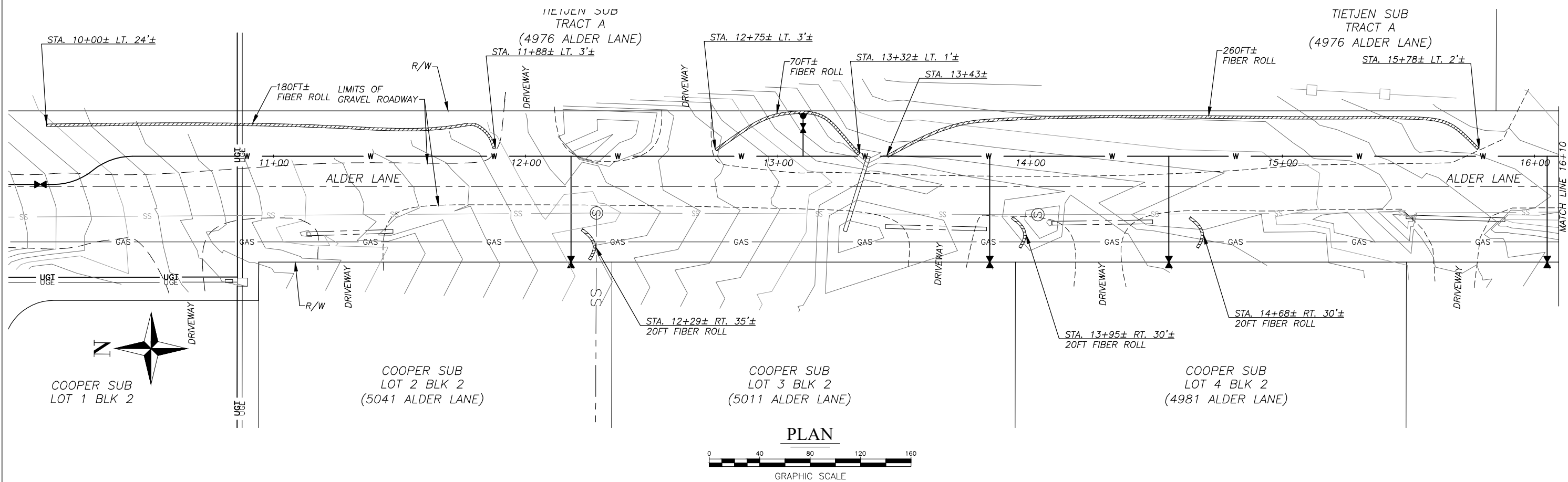
EROSION CONTROL PLAN

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

SHEET NO.:

C-6



NOTES:

- Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.



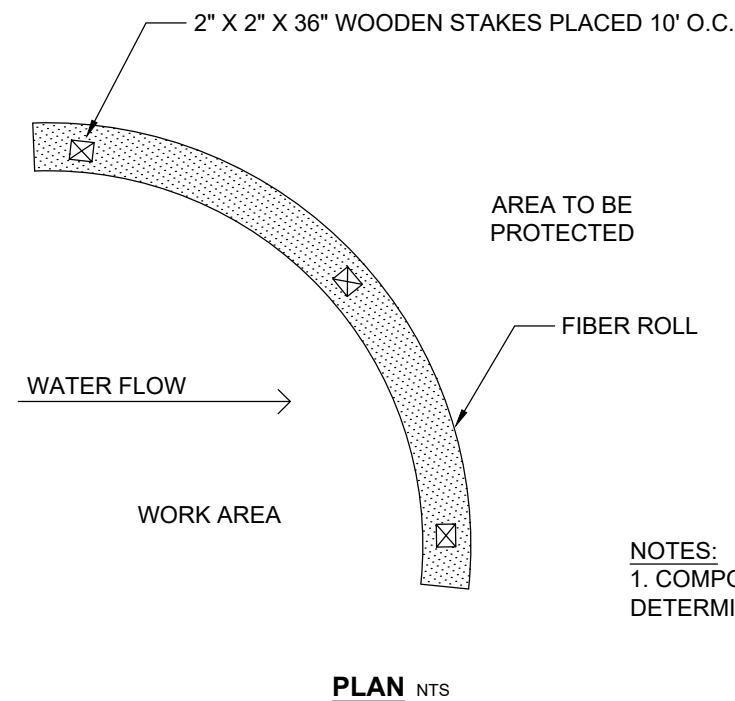
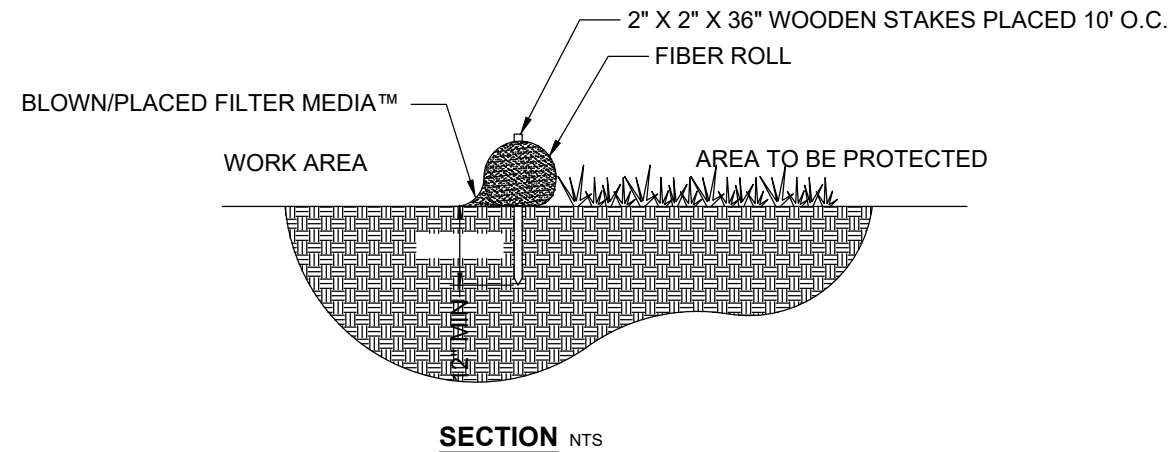
ALDER LANE WATER MAIN EXTENSION
EROSION CONTROL DETAILS

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 1/30/2021
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2021002

SHEET NO.:

C-7



NOTES:
1. COMPOST MATERIAL TO BE DISPERSED ON SITE, AS DETERMINED BY ENGINEER.

FIBER ROLL SEDIMENT CONTROL

NTS

NOTES:

1. Before performing any excavations, call Alaska Digline at 811, (800) 478-3121, or (907) 278-3121.

ENGINEER'S CONSTRUCTION ESTIMATE

☐ AS-BUILT ESTIMATE ☐ 95% PLAN ESTIMATE

☒ GENERAL PLAN ESTIMATE (35%)

PROJECT NAME: Alder Lane Water Main Extension
DESCRIPTION: Install 8" HDPE main extension along Alder Lane,
 three hydrants, and 9 services.
PRICES BY : Quiet Creek Sub Estimate base with 3 yr cost inflation
QUANTITIES BY: John S. Bishop
CHECKED BY:

IN EST:
OUT EST:
LOCATION: Homer, AK
DEPTH N/A
LENGTH 1220 LF
WIDTH N/A
AREA N/A
DATE: 1/22/2021
DATE: 1/22/2021
DATE:

	CONSTRUCTION ITEM (FURNISH AND INSTALL UNO)	QUANTITY	UNIT PRICE	UNIT	ITEM COST
1	8" HDPE SDR 11 pipe furnish and install	1,220	\$ 80.00	LF	\$ 97,600.00
2	Single Pumper Hydrant	3	\$ 9,000.00	EA	\$ 27,000.00
3	1" Water Service Connection (near side)	1	\$ 2,500.00	EA	\$ 2,500.00
4	1" Water Service Connection (far side)	8	\$ 3,500.00	EA	\$ 28,000.00
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
26					\$ -
27					\$ -
28					\$ -
29					\$ -
30					\$ -

Comments

SUBTOTAL		\$ 155,100.00
MOBILIZATION	10%	\$ 15,510.00
CONTIGENCIES	25%	\$ 38,775.00
TOTAL		\$ 209,385.00

DESCRIPTION	PRICE	UNIT	COST
DEMOLITION			



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum

TO: City Council

Through: Robert Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works

DATE: February 3, 2021

SUBJECT: Mt. Augustine Road Drainage Improvement Project – 35% Design

Issue: The design for the Mt. Augustine Road Drainage Improvement Project Woodard Creek Culvert Project is currently at 35% development. The purpose of this Memorandum is to discuss the progress and identify issues.

Background: The intent of the project is to capture water flowing near the intersection of Mt. Augustine Road and the Sterling Highway and convey it to a “*naturally occurring ravine, gully, watercourse or runnel*”, pursuant to Resolution 20-098, adopted October 12, 2020. The City Council appropriated \$97,000 from the HART Roads Fund for this project, via Ordinance 20-85, adopted November 9, 2020.

The City issued a contract to design the project Nelson Engineering, a Kenai firm with extensive experience in road and drainage improvement design, including projects for the City of Homer. Nelson has progressed the design the 35% level, which is not enough to build from, but enough to envision what the project will look like, get a more reliable cost and identify issues. For example, this level of design allows us to understand the probable downstream impacts of the proposed drainage.

As part of their scope of work, Nelson Engineering investigated the hydraulic conditions at the intersection of Mt. Augustine Rd. and the Sterling Highway, identified one or more naturally occurring drainage way(s), which could receive the water coming from this intersection, and explored the probable downstream impacts of using said drainage way(s). Then, Nelson Engineering designed a system including 243 feet of culvert and two storm drain manholes to convey the drainage from the intersection to the naturally occurring drainage way selected to receive the drainage. Nelson Engineering also followed the water downstream and made recommendations for downstream improvements that would be needed to accommodate the extra water flow. Finally, Nelson Engineering updated the cost estimate for the culvert/storm drain system.

The estimated cost to construct the culvert/storm drain system is \$100,055. The cost of the design/survey effort is \$15,639, bringing the total expected project cost to design and construct the basic project to \$115,694. Part of the extra cost is due to the need to go around an existing light pole and electrical utilities, which requires us to extend the culvert and install an additional storm drain manhole. This exceeds the amount appropriated by Ordinance 20-85 by \$18,694.

This does not include what we may need to do to address downstream impacts, which we are exploring in more detail. We know at least four privately-owned culverts will need to be up-sized and some ditches will need to be deepened and re-graded. It's possible we could do this work in-house using the Small Works Drainage Repair Program, which Council established last year. Further, we want to engage Coble Geophysical Services to investigate the relationship between groundwater flows and the surface drainage in this area, particularly as this relationship affects downstream impacts down to the bluff.

At this point, we are providing information, not asking for additional funds. When we've more thoroughly explored the downstream issues, we will come back to Council to seek direction and if Council wants to proceed, additional funds.

Engineer's Cost Estimate - Mt. Augustine Drive Drainage 35% Review

BID SCHEDULE					
Item Number	Pay Item Description	Unit	Estimated Quantity	Unit Bid Price	Amount Bid
101	Mobilization and Demobilization	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
102	Construction Surveying	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
103	Traffic Maintenance	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
203a	Removal of Obstructions (Culvert Pipe)	Linear Foot	85	\$ 16.00	\$ 1,360.00
203b	Removal of Obstructions (Storm Drain Manhole)	Each	1	\$ 1,500.00	\$ 1,500.00
204(2)	Ditch Excavation	Linear Foot	50	\$ 5.00	\$ 250.00
205.00	Type III Classified Backfill	CY	20	\$ 40.00	\$ 800.00
206	Leveling Course	Ton	15	\$ 45.00	\$ 675.00
208	Compaction Control by the Contractor	Lump Sum	1	\$ 2,000.00	\$ 2,000.00
212	Rip Rap, Class I	Ton	30	\$ 150.00	\$ 4,500.00
219	Remove Existing Pavement	Square Yard	100	\$ 10.00	\$ 1,000.00
401	2" Asphalt Pavement (Type II), For Roadway	Ton	12	\$ 160.00	\$ 1,920.00
708	Seeding (Type I)	Lump Sum	1	\$ 1,000.00	\$ 1,000.00
710	Topsoil (4")	Lump Sum	1	\$ 1,000.00	\$ 1,000.00
711	Relocate Utilities (Electric)	Lump Sum	1	\$ 2,000.00	\$ 2,000.00
802a	Corrugated HDPE Pipe 18 Inch	LF	35	\$ 120.00	\$ 4,200.00
802b	Corrugated HDPE Pipe 24 Inch	LF	210	\$ 145.00	\$ 30,450.00
802c	Culvert End Section, 24 Inch	Each	1	\$ 400.00	\$ 400.00
804	Storm Drain Manhole (Type I)	Each	3	\$ 9,000.00	\$ 27,000.00
Contractor's Name: _____				Total Est.:	\$ 100,055.00



Memorandum

TO: ROB DUMOUCHEL, CITY MANAGER
FROM: BRYAN HAWKINS, HARBORMASTER
DATE: FEBRUARY 11 2021
SUBJECT: FUTURE COAST GUARD SMALL BOAT STATION PLANS FOR HOMER

Informational for City Manager Report-

Two years ago we began talking to Admiral Bell about the future plans for the Coast Guard and Homer. We know that their 110' Cutter Naushon will be decommissioned eventually and we're concerned that we would be losing the asset and 16 jobs out of the community. At that time, with a strategic look at the vessel traffic and needs of the area, the Admiral suggested that it's time for Homer to have a small boat station, which sounds small because of the word "small" but in fact it's kind of a big deal! This would mean faster response vessels for search and rescue and an established permanent station with 24 hour staffing capability.

(Examples of the new 45' fast response type cutters that would be stationed at the small boat station)



Last February, when down in Juneau for the legislative Fly-In, the Homer delegation met with the Admiral and his staff to discuss the Port Expansion project and the small boat station. At that time he committed his team to work on the small boat station justifications and application so that he could submit it to Command for consideration.

In our latest correspondence with D17 Juneau it was reported that the project has been approved and signed off on by the Pacific Area Commander, and it will be distributed to whatever other departments are going to have a hand in its establishment. Funding is the problem for a quick resolution to this. As of now, the earliest the funding will be available is 2028, and dates for when construction will begin, or when it will be complete haven't yet been set. Once this project continues through the chain of hands that need visibility on it, it's reported that they will get a clearer picture of the absolutes such as construction dates.

We have forwarded this information on to our lobbyists and plan to ask for support and follow up in our meetings with our Federal Delegation.

Recommendation

Continued Council and City support for the project and the Coast Guard's presence in Homer, keeping it in the forefront of legislative representative's priorities and any applicable funding or grant opportunities.

Informational

REQUEST FOR PROPOSALS
Development of Homer Wayfinding-Streetscape Plan
City of Homer, Alaska

The City of Homer, Alaska is requesting proposals from qualified landscape architect, design, or other professional firms to develop a Wayfinding-Streetscape Plan for the City of Homer. The completed plan and design standards will be adopted by Homer City Council and used to guide City improvements/enhancements such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined in the RFP.

Sealed proposals must be received by the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska by **4:00 p.m., Thursday, March 25, 2021**. Proposals received after the time fixed for the receipt of proposals shall not be considered. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

There will be an optional Pre-Close RFP meeting/teleconference held prior to the closure of the RFP via Zoom on **Tuesday, March 16, 2021 at 2:30 p.m.** Zoom meeting invitations will be sent to all qualified entities listed on the Plan Holder's List.

An electronic copy of the RFP Requirements and Plan Holder Registration forms are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

Direct inquiries regarding the Scope of Work or clarification of the RFP in writing to:

Julie Engebretsen, Deputy City Planner
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354
Email: jengebretsen@ci.homer.ak.us

Direct general RFP and proposal submission inquiries in writing to the City Clerk's Office, 491 E. Pioneer Avenue, Homer, AK 99603; Phone (907) 235-3130; Email clerk@ci.homer.ak.us.

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

Dated this 25th day of February, 2021

CITY OF HOMER

Rob Dumouchel, City Manager

Publish: Homer News – March 4 & 11, 2021 Ad#21-017
Anchorage Daily News – March 7, 2021 Ad#21-18

Fiscal Note: Split 50/50 Between Acct. #160-0375-5227 & #165-0375-5227

REQUEST FOR PROPOSAL
Development of Homer Wayfinding-Streetscape Plan
City of Homer, Alaska

The City of Homer, Alaska is requesting proposals from qualified landscape architect, design, or other professional firms to develop a Wayfinding-Streetscape Plan for the City of Homer. The completed plan and design standards will be adopted by Homer City Council and used to guide City improvements/enhancements such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined herein.

COVID-19 NOTE: The City recognizes the COVID-19 pandemic drastically changes the ability to travel and conduct public meetings within the traditional public process framework. The City encourages proposers to adapt project methods to follow COVID-19 safety guidelines. City policies regarding COVID-19 shall be followed at the time of any direct in person public contact (such as social distancing, hand washing, and mask wearing).

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

- I. Introduction
- II. Project Overview
- III. Scope of Work
- IV. RFP General Requirements & Submittal Instructions
- V. Proposal Format & Content Requirements
- VI. Evaluation Criteria & Selection Process
- VII. RFP Timeline & Award Schedule

Attachment A: Ordinance 19-54(S-2)(A-2) Authorization of a Wayfinding-Streetscape Plan

I. INTRODUCTION

The City of Homer, under advisement of the Economic Development Commission (EDC), is seeking to develop a design and strategic plan for utilizing landmarks, city signage, pathways and streetscape elements to help visitors and residents more easily navigate and more fully experience Homer-- and be a catalyst for economic activity.

While a range of factors are important to business success, knowledge of Homer's various commercial districts, ease of navigation, the quality of the street environment and pedestrian experience are important to attracting business investment and consumer engagement in Homer's commercial districts. Streetscape planning gives us the opportunity to increase business activity with pedestrian-friendly infrastructure, land use improvements, and public gathering or resting areas at reasonable intervals.

The goal is to develop a thoughtful wayfinding plan and an inviting streetscape improvement plan that supports a vibrant Pioneer Avenue corridor, Central Business District, and connections to the Homer Spit.

Definitions for this RFP:

Wayfinding – Signage and other visual markers to help people and vehicles navigate Homer.

Streetscape – Details such as street furniture, light pole banners, and landscaping the City and businesses can use to increase the attractiveness of the community.

Landscaping – Street trees, planters and flower types, and gardening beds (when practical).

II. PROJECT OVERVIEW

The Wayfinding-Streetscape Plan will be used by the City to guide future City purchases and placement of enhancements such as trash cans, benches, pocket parks, etc., to make landscaping decisions, and to fund and install wayfinding signage. Private businesses may choose to augment the City's efforts by utilizing the plant list, by purchasing coordinating trash cans, benches, etc., or by hosting a wayfinding location.

The plan should be able to be implemented in phases over multiple years as budget becomes available. A limited City budget and staff capacity requires consideration of maintenance costs over time. The plan produced should prioritize improvements, identify potential funding sources, investment cost per year over a reasonable time horizon, and consider existing City resources and equipment to ensure effective ongoing maintenance.

III. SCOPE OF WORK

A. Area of Study

The area covered by this plan includes a concentration on Pioneer Avenue and the Central Business District, connections to and wayfinding between Ocean Drive and the Homer Spit, and orientation wayfinding at Baycrest Overlook, Homer Airport Terminal, and the Pioneer Dock (ferry terminal). The project area includes local and state rights-of-way.

B. Wayfinding-Streetscape Plan Objectives

1. Help distribute economic activity among Homer's primary commercial districts by:
 - Informing the travelling public (vehicles and pedestrians) about Homer's primary commercial districts; and
 - Assisting them in navigating between these districts and to key destinations within the Central Business District.
2. Encourage pedestrian activity and foster economic development along Pioneer Avenue and within the Central Business District by:
 - Providing realistic streetscape amenities that, when combined, create an inviting, safe, dynamic and desirable character and feel.
3. Use the plan to guide future City purchases and placements of wayfinding-streetscape enhancements.

C. Project Scope

The Wayfinding/Streetscape Plan will primarily emphasize:

1. Pedestrian experience
2. Attention to continuity of vehicle signage, particularly at route decision points and Homer's gateways;
3. Design that is cohesive, but not necessarily identical, and that enhances and reflects the distinctive and creative character of Homer; and
4. Consider all aspects of technological and physical wayfinding signage and tools, keeping signage 'clutter' to a minimum.

Wayfinding Scope

1. Assist pedestrians navigating Pioneer Avenue and to points of interest in the Central Business District.
2. Orientation wayfinding at Homer's gateways.
3. Making connections between Homer's destination areas (i.e. Old Town, the Spit, Farmer's Market, and others as identified and agreed upon.)
4. Identifying ways to help drivers identify and make turns from the highway onto other routes within the Central Business District, such as to Old Town and to Pioneer Avenue.

Streetscape Scope

1. Plan should propose realistic streetscape improvement options along Pioneer Avenue and to points of interest within the Central Business District.
2. A strategic approach for implementation of any combination of the following possible elements: Accessibility, Banners, Bicycle Amenities, Landscaping (plant lists, use of gardens), Bench Locations for Rests/View Areas, Pocket Parks, Pedestrian Crossings (safety and aesthetics), Decorative Hardscapes, Trash Cans.

D. Task Phases & Deliverables

The Proposer selected is expected to conduct, at minimum, the following tasks. In response to the RFP, the Proposer may expand on these tasks utilizing their experience and expertise in the subject areas, provide detail on how they are to be accomplished, and/or suggest additional tasks as warranted to meet the stated project objectives.

TASK I: Research, Analysis and Project Familiarization

- Initial meeting with City staff to finalize schedules, process, and communication.
- Review relevant plans and studies, including existing city logo and colors and park signage guidelines.
- Research and analyze existing condition of identified project area in relation to wayfinding, streetscape, parking, roadways, and safety/access/connectivity for pedestrians and bicyclists.
- Meet with Parks Maintenance staff on preferred street furniture, and level of landscape maintenance the city can sustain. Also discussion of summer and winter light pole banners for Pioneer Ave.

- Analyze local architectural elements, materials, themes, and existing planning documents, in order to develop appropriate design aesthetic.
- Using City staff and stakeholder input, field assessments, existing data and reports, Alaska DOT and City zoning code requirements, conduct an assessment of general geographic and environmental conditions and opportunities for wayfinding/streetscape improvements.
- Identify preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.
- **Task I Deliverables:**
 - Draft selection of type and style of street furniture
 - Draft map of preferred locations for gateway and wayfinding signage based on major public destinations and amenities, traffic flow/volumes, and parking utilization.
 - Draft landscaping plant list and sample planting diagram or photographs

TASK II: Public Outreach and Opinion Gathering

- Meet with representatives of stakeholder organizations. This could be in the form of a Zoom Meeting with invited stake holders, focus groups or interviews, or some combination thereof. Stakeholder groups that will help facilitate this process include the Economic Development Advisory Commission, the Planning Commission, Homer City Council and Homer Chamber of Commerce Peonies on Pioneer work group.
- Establish a transparent, inclusive community engagement process for developing the plan through a series of public meetings and virtual participation methods.
- At these public meetings or virtual events, present and discuss (at a minimum) the following subjects:
 - Successful design concepts, schemes, specifications and tools implemented by other communities
 - Successful gateway and wayfinding programs and concepts; examples of landscape, (plantings, trees, peonies, shrubs), hardscape and street furniture features and amenities.
 - Present draft work from Task 1 Deliverables for feedback. Gather preferences for each project area to refine initial design themes and concepts.
- Engage members of the public to refine and articulate a shared vision of streetscape and wayfinding improvements. (Methods could include Zoom, bulletin boards if public facilities are open, or other innovative, inclusive public process methods.)
- **Task II Deliverables:**
 - Summary reports on feedback gathered from the public/stakeholders
 - Revised sketches, maps, and photographs produced based on public feedback

TASK III: Alternative Design and Management Concepts

- Prepare and present a minimum of three (3) alternative design concepts for streetscape amenities and wayfinding signage based on input received at the public meetings. The designs should be in sufficient realistic detail and color, and should reflect the distinctive and unique character of Homer.
- Present wayfinding recommendations on sign sizes, styles, and placement in order to highlight the Pioneer Avenue and key destinations in the Central Business District, parking, and connections to other key locations and Homer gateway orientation signage.
- Design development drawings must include the scale of wayfinding signs in relation to pedestrian and vehicular levels.
- Recommendations/design concepts for streetscape amenities should include, at a minimum, parkway landscape improvements, street furnishing (e.g. trash receptacles, street furniture, and etc.), and hardscape cross walk improvements.
- Revise the individual sign type designs and locations per final comments of the Stakeholder groups (as needed).
- Create a pattern book or style guide with up to five (5) types of designs from the preferred alternative:
 - Vehicle signage for turns off of the highway
 - Shuttle stop or pocket park vignette with benches and signage to include planting examples, street furniture, and banners
 - Major wayfinding kiosk or signage
 - Reduced size wayfinding signage,
 - Trailhead or single marker signage.
- **Task III Deliverables:**
 - Summary report with the preliminary draft of the wayfinding-streetscape plan and recommendations.
 - Large format display graphics (.pdf) illustrating alternative design concepts for both the wayfinding and streetscape plans. Design of wayfinding signage should include all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications.
 - Statement of Probable Cost for the fabrication, installation, and maintenance of the wayfinding system.

TASK IV: Final Design Concepts

- Complete refinements of final design concepts, phasing of improvements, and cost estimates based on all input from the public, stakeholder groups, and City staff.
- Once design concepts and locations are approved by staff, the consultant will prepare Final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color

specifications, and material performance standards) with written statement regarding rationale for design choices, materials, method of fabrication, and how systems can be modified over time.

- Present final concepts to the City Council.
- **TASK IV Deliverables:**
 - Final Wayfinding-Streetscape Plan, which will include the following:
 - Priorities for implementation (low, medium, and high Priority Action Items) for phasing in Streetscape improvements.
 - Conceptual cost estimates (low, medium, high) for all Wayfinding signage and Streetscape phases.
 - Design of wayfinding signage (all materials to be used for sign and post, background color and letter type, and installation procedures, layout map of the City showing all the final sign locations, sign details, and specifications). Compliant with AK DOT and ADA standards.
 - Large format display graphics illustrating final design concepts. These shall be in .pdf format and unlocked for editing.
 - One hard copy and electronic copy of final Wayfinding-Streetscape Plan as well as electronic copies of all presentations.

IV. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City.

- A. **There will be an optional Pre-Close RFP meeting/teleconference held via Zoom on Tuesday, March 16, 2021 at 2:30 p.m.** This will give all proposers involved the opportunity for questions/answers with City Staff to ensure all information is open and concise. Zoom meeting invitations will be sent to all qualified entities listed on the Plan Holder's List.
- B. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**
- C. **Sealed proposals must be received by the City Clerk's Office at the address referenced below no later than 4:00 p.m. on Thursday, March 25, 2021.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered.
- D. Proposers must submit one original and five (5) copies of the completed proposal in an opaque envelope marked as follows:

City of Homer 2021 RFP
Development of Homer Wayfinding-Streetscape Plan
March 25, 2021
Bidders Name and Address

- E. Proposal submittals shall be delivered in person or mailed to:
City of Homer
City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603
- F. The City Clerk's Office does not provide envelopes for responsive firms to put their completed proposals in, nor will the Clerk's Office Staff write proposer's information on the envelope on their behalf. Facsimile, email, electronic or telephone proposals will not be accepted. City procurement policies require a paper submittal by the stated time and date.
- G. Proposals may be withdrawn by written, email, or facsimile notice received prior to the deadline for proposal submittal. Withdrawals received after the proposal submittal deadline will not be considered.
- H. Inquiries must be received at least 10 days prior to the RFP submittal deadline. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.
- I. Inquiries regarding the Scope of Work or clarification of the RFP must be directed in writing to:
Julie Engebretsen, Deputy City Planner
491 E. Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 299-9354
Email: jengebretsen@ci.homer.ak.us
- J. General RFP and proposal submission inquiries must be directed in writing to:
City Clerk's Office
491 E. Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Email: clerk@ci.homer.ak.us

V. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.

To be considered responsive, each proposal must include (at a minimum) the following:

- A. Letter of Transmittal (one page maximum):** The transmittal letter shall briefly state the firm's understanding of the City's request, make a positive commitment to provide the professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.
- B. Proposal Narrative (8 pages maximum):** The proposal narrative must provide the following information:

1. Specify in detail the firm's ability to fulfill the Scope of Work that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose. Other items that must be included in the proposal:
 - Standard, all-inclusive cost schedule that is to be used in this contract, including staff time per task, travel expenses, and incidentals.
 - Schedule – An outline of the anticipated schedule for completing the Scope of Work beginning with issuance of a notice to proceed to submitting the final work product.
 - Insurance – Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits:
 - i. The City of Homer shall be named as additional insured during the project's duration.
 - ii. Worker's Compensation in accordance with the laws of the State of Alaska, and Employer's Liability Insurance with minimum limits of \$1,000,000/ \$1,000,000/ \$1,000,000.
 - iii. General Liability Insurance in an amount not less than \$1,000,000 per occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate for bodily injury or death and for property damage.
 - iv. Professional Liability with minimum limits of \$1,000,000 aggregate and each claim.
 - v. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.
2. Proposed Project Manager and Team Members and Statement of Qualifications and Experience: This section shall introduce the project manager (Single Point of Contact) and members of the firm that will be performing the work for this project. This section will cover the project team/firm's qualifications for the proposed work and experience with similar projects. Full resumes are not required but can be included; 1-2 paragraphs on each member of the team will be sufficient. Knowledge of and experience with AK DOT or similar standards, and ADA compliant designs are highly desired.
3. Methods and Work Plan: Proposer will outline a work plan detailing the firm's step-by-step procedures for accomplishing the Scope of Work and the City's objectives for this project.
4. References: List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

VI. EVALUATION CRITERIA & SELECTION PROCESS

A. Evaluation Criteria

Proposals will be evaluated on the following criteria and scored according to the point scale:

Proposed Contract, Work Plan, and Cost		45 Points
• Proposed schedule	-	
• Cost	15 points	
• Public and Economic Development Commission involvement plan	10 points	
• Work plan to be broken down by Tasks 1-IV. An innovative process is welcome as long as all tasks are accomplished.	20 points	
Proposed Project Manager and Team Members, Qualifications and Experience		40 Points
• Qualifications, experience, and training of staff to be assigned to project.	15 points	
• Firm’s knowledge of Homer/surrounding area and understanding our community to capture the essence of what makes Homer unique in the final designs.	5 points	
• Record of past performance of Firm in similar, previous projects.	10 points	
• Provide 3 references	10 points	
Quality of Submittal		15 Points
• Conformance with RFP requirements, including compliance and timely submission of all documents requested		
Total Possible Points		100 Points

B. Selection Process

A selection committee comprised of City Staff and selected members of the public will evaluate the proposals and make a recommendation to the City Manager and Homer City Council. If the Council approves, the City will offer the highest ranking Proposer an opportunity to negotiate a Contract.

Other Proposal selection terms, conditions, and exceptions:

1. Evaluators may discuss factual knowledge of, and may investigate proposer's prior work experience and performance. This includes projects referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.
2. This request for proposals is designed to be qualifications based, with cost playing a secondary role in the selection process. The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the

right to terminate contract negotiations with any proposer should it be in the City of Homer's best interest.

3. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.
4. The City reserves the right to waive informalities and minor irregularities in proposals received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
5. The City reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.
6. Proposals will be kept confidential until contract is awarded, subject to law.

VII. RFP TIMELINE & AWARD SCHEDULE

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

<u>ACTIVITY</u>	<u>DATE/TIME</u>
Publish Dates	Homer News – March 4 & 11, 2021 Anchorage Daily News – March 7, 2021
Optional Pre-Close Meeting	Tuesday, March 16, 2021 at 2:30 p.m.
Submittal Deadline for Proposals	Tuesday, March 25, 2021 at 4:00 p.m.
Evaluation Period and Proposal Selection	March 26 – 31, 2021
Contract Approval by Homer City Council	April 12, 2021
Contract Signing/Notice to Proceed	No later than April 16, 2021
Initial Project Meeting	TBD – Tentatively Planned for April 26-30 th