



Agenda

Planning Commission Worksession

Wednesday, October 04, 2023 at 5:30 PM

Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 936 2815 3389 Password: 865591

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

CALL TO ORDER, 5:30 P.M.

AGENDA APPROVAL

DISCUSSION TOPIC(S)

A. Transportation Plan Draft Update

Memorandum PC-23-056 from Economic Development Manager as backup.

B. Updated Public Works Road Financial Plan

C. Homer Accelerated Roads & Trails Policy Manual Review

Memorandum PC-23-055 from Economic Development Manager as backup.

CONSENT AGENDA ITEM(S)

REGULAR AGENDA ITEM(S)

COMMENTS OF THE AUDIENCE (3 minute time limit)

ADJOURNMENT

Next Regular Meeting is **Monday, October 16, 2023 at 6:30 p.m. A Joint worksession with City Council will be held at 5:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.



MEMORANDUM

Transportation Plan Update

Item Type: Backup Memorandum
Prepared For: Homer Planning Commission
Date: October 4, 2023
From: Julie Engebretsen, Economic Development Manager

Transportation Plan Open House Success!

Over 40 people turned out to comment on the Public Review Draft of the Transportation Plan. Next steps include collecting public comments until October 10th, providing comments to project consultant Kinney Engineering, and revising the plan so it is ready for presentation to the Planning Commission. Stay tuned for the next draft near the end of the year or early 2024.



	Year A July 2020- June 2021	Year B June 2021 - July 2022 FY22	Year C July 2022 - June 2023 FY23	Year 1 - July 2023 - June 2024 FY24	Year 2 July 2024 - June 2025 FY25	Year 3 July 2025 - June 2026 FY26	Year 4 July 2026 - June 2027 FY27	Year 5 July 2027 - June 2028 FY 28	Beyond Year 5	
Pavement Restoration Projects										LEGEND
Bay Ave, B St & E St - Design		\$ 69,925								Shows years prior to current 5-year cycle.
Island View Court off Town Heights - Design			\$ 69,320							Projects in Green are Funded.
Heath Street - Design			\$ 140,472							Projects in Orange are complete or in progress.
Ohlson & W. Bunnell -Design - Road, storm drain & sidewalk			\$ 55,518							Shows needs projected beyond Year 5
Ohlson & W. Bunnell - Construction - Road, sidewalk & storm drain				\$ 1,300,000						
Heath Street, partial street - construction									\$ 1,300,000	
Bay Ave, B St & E St - Construction									\$ 850,000	
Island View Court off Town Heights - Design		\$ 69,320								
Island View Court off Town Heights - Construction									\$ 650,000	
Other Pavement Restoration Projects									\$ 2,000,000	
Total Pavement Restoration Projects		\$ 139,245.00	\$ 265,310	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 4,800,000	
Total Road Base Reconstruction Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	
Dig out Frost Boil Projects										
Eagle View Drive - Diamond Willow to Garden Park		\$ 47,155								
Sprucewood - near west entrance by Roger's Loop		\$ 7,048								
Eagle Place		\$ 94,597								
Sprucewood - 2200- 2240			\$ 80,614							
Crossman Ridge Road - Skyline to Gate			\$ 150,000							
Garden Park Road - at 1630										
Emerald Place - 135 LF										
Bay Vista Pl. and Bay Vista Court										
Fireweed Lane										
Fireweed Avenue										
Total Dig Frost Boil Projects	\$ -	\$ 148,800	\$ 230,614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Add Gravel Projects										
Dehel Ave (Done as part of Main St Sidewalk)		\$ 10,000								
Tasmania Court (Done as part of water & sewer projects)		\$ 25,000								
Queets' Circle										
Total Add Gravel Projects	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	

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Sidewalk Projects										
Main Street Sidewalk - design	\$ 110,700									
Main Street Sidewalk - construction		\$ 1,206,000								
W. Fairview Extension			\$ 110,000							
Lane Dividers for W. Fairview Extension				\$ 6,000						
West Hill Road Connection Design			\$ 22,000							
Bayview Park -Accessibility improvements				\$ 32,000						
Ben Walters Way Sidewalk - design			\$ 46,195							
Ben Walters Way Sidewalk - construction				\$ 1,700,000						
Svedlund Ave Sidewalk - design				\$ 56,339						
Svedlund Sidewalk - construction						\$ 1,700,000				
ADA Upgrades to existing sidewalks					\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	
Kachemak Way Sidewalk - design								\$ 75,000		
Kachemak Way Sidewalk - Construction									\$ 1,800,000	
Lower Main Street Sidewalk - design									\$ 100,000	
Lower Main Street Sidewalk - construction									\$ 2,100,000	
Total Sidewalk Projects	\$ 110,700	\$ 1,206,000	\$ 178,195	\$ 1,794,339	\$ 100,000	\$ 1,800,000	\$ 100,000	\$ 175,000	\$ 4,500,000	
Storm Water Projects										
Small Works Drainage program	\$ 110,000	\$ 25,000	\$ 50,000							
Horizon Court Landslide Repair	\$ 20,000									
Woodard Creek Culvert - design & construction	\$ 463,353									
Update to Drainage Master Plan	\$ 90,000									
Mt. Augustine Drainage Improvements - design	\$ 13,639	\$ 23,852								
Mt. Augustine Drainage Improvements - construction				\$ 155,509						
Iris Court design			\$ 6,000							
Iris Court construction					\$ 234,000					
Green Infrastructure Research			\$ 15,892							
Kachemak Sponge Property acquisition - not eligible for NOAA grant					\$ 418,100					
Kachemak Sponge property appraisals			\$ 53,600							
Kachemak Sponge - construction of storm water works SRF Loan Payment							\$ 125,000	\$ 125,000	\$ 2,000,000	

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Beluga Slough Green Storm Water Project				\$ 125,900						
Hansen Avenue Sponge					\$ 300,000					
Bidarki Creek Green Stormwater System Design						\$ 75,000				
Bidarki Creek Green Stormwater System Construction - SRF Loan Payment								\$ 125,000	\$ 1,500,000	
Drainage Management Plan update			\$ 7,000							
On-call Kachemak Bay Conservation Society			\$ 25,000							
Other storm drain improvements									\$ 3,000,000	
Total Storm Water Projects	\$ 696,992	\$ 48,852	\$ 125,492	\$ 281,409	\$ 952,100	\$ 75,000	\$ 125,000	\$ 125,000	\$ 3,500,000	
Other Road-related Projects										
Update to Design Criteria Manual - Road Share		\$ 15,000								
On-call Homer Soil & Water Conservation District		\$ 20,000								
CMMS - Road Share		\$ 23,333								
Design Criteria Manual - road share		\$ 4,145								
PW Mechanics' Shop Design					\$ 50,000					
PW Mechanics' Shop Construction									\$ 15,000,000	
Snow Storage		\$ 20,000								
Fuel Island Replacement - Design								\$ 45,000.0		
Fuel Island Replacement - Construction									\$ 150,000	
Road share of Ocean Drive SAD	\$ 52,606									
Master Transportation Plan			\$ 185,367							
Total Other Road-related Projects	\$ 52,606	\$ 82,478	\$ 185,367	\$ -	\$ 50,000	\$ -	\$ -	\$ 45,000.00	\$ 15,150,000	
TOTAL CAPITAL PROJECTS (Per Ord 17-40(A) - minimum \$500K/year to be allocated to capital projects from HART Roads)	\$ 860,298	\$ 1,660,375	\$ 984,978	\$ 3,375,748	\$ 1,102,100	\$ 1,875,000	\$ 225,000	\$ 345,000	\$ 31,150,000	
FLEET REPLACEMENTS	\$ 416,000	\$ 609,999	\$ 31,666	\$ 51,667	\$ 655,000	\$ 115,000			\$ 770,000	
EST. TRANSFER TO GENERAL FUND FOR OPERATIONS (Covers Winter Roads, Gravel Roads & Paved Roads in PW Operating Fund)	\$ 800,000	\$ 818,364	\$ 866,100	\$ 1,169,889	\$ 1,175,000	\$ 1,180,000	\$ 1,185,000	\$ 1,190,000		

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TOTAL EXPEDITURES FROM HART FUND	\$ 2,076,298	\$ 3,088,738	\$ 1,882,744	\$ 4,597,304	\$ 2,277,100	\$ 3,055,000	\$ 1,410,000	\$ 1,535,000		
ESTIMATED REVENUES	\$ 1,200,000	\$ 1,322,458	\$ 1,833,687	\$ 1,900,555	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,910,000		
BALANCE	\$ 6,746,078		\$ 5,608,791	\$ 2,912,042	\$ 2,534,942	\$ 1,379,942	\$ 1,869,942	\$ 2,244,942		



MEMORANDUM

HART Review

Item Type: Backup Memorandum
Prepared For: Homer Planning Commission
Date: October 4, 2023
From: Julie Engebretsen, Economic Development Manager

Introduction

One of the duties of the Planning Commission is to review and make recommendations to the City Council about the Homer Accelerated Roads and Trails Policy Manual, also known as the HART Program. Staff has not scheduled this on a consistent basis for the Commission; that is changing right now! This item will be added to your annual calendar so it is not overlooked in the future.

The goal of this work session is to familiarize the Commission with the HART Program, and give the Commission an understanding of how the Comprehensive Transportation Plan, Capital Improvement Plan, 5 Year Financial Plan, City budgets and the HART program fit together. This process is roughly how ideas in the Comprehensive Plan turn into construction projects. The work session will focus on the big picture of what HART is and does.

What is HART?

HART funds are used for road and trail maintenance, new construction, and for the financing of and city match for Road Local Improvement Districts. This fund also pays for planning such as the Transportation Plan, storm water planning, and wayfinding. This program is funded by a portion of dedicated sales tax of three quarters of one percent ($\frac{3}{4}\%$) and the collection of assessment payments due from completed road local improvement district projects. The tax is approved by voters in 20 year increments, with the most recent authorization expiring December 31, 2027. Roads are allocated 90% of the annual revenue, and trails are allocated 10%.

The HART Policy Manual is an adopted policy of the City Council (via Resolution) that provides guidance on how funds should be used. Its updated periodically. In the document, the Commission is tasked with reviewing the criteria for program annually, and making recommendations to the City Council. My staff comment on the document is that it has been amended many times, and is kind of fragmented. It will need to have at least minor updates after a new Transportation Plan is adopted. If

there are other areas you think need work, let staff know. Future work on this document is likely at least a year in the future.

Please take a look at the Manual. We will walk through some real world examples of how funding is used during your work session. Staff is not asking for any specific recommendations at this time; it was possibly 2017 when the Commission last reviewed this document.

RECOMMENDATION:

Informational Only.

Attachment

HART Policy Manual

H.A.R.T. POLICY MANUAL
(HOMER ACCELERATED ROADS AND TRAILS PROGRAM)
Adopted by Resolution 19-067

TABLE OF CONTENTS

- I. Purpose**
- II. Definitions**
- III. Road Qualifying and Project Criteria**
- IV. Trails Qualifying and Project Criteria**
- V. Financing and Assessments**
- VI. Utilities**
- VII. Special Provisions**
- VIII. History**

I. PURPOSE

The purpose of the HART program is to pay for reconstructing substandard city roads, upgrading existing roads, and constructing new streets and non-motorized trails. The intent of the program is to reduce maintenance costs, improve access, increase property values and improve the quality of life. State maintained roads are not part of this program. The program is funded by a voter approved dedicated sales tax, and assessments levied on adjacent benefited properties.

II. DEFINITIONS

- A. Sidewalk- the term “sidewalk” means a pedestrian facility associated with a road and generally within a street right of way.
- B. Trail – a pedestrian facility detached from a road, or not within a street right of way.
- C. Fund Balance - is the net position, or difference between assets and liabilities, of the fund.
- D. HPC– Homer Planning Commission.
- E. Homer Non-Motorized Transportation and Trail Plan (HNMTTP) – a document that is an adopted part of the City of Homer Comprehensive Plan.
- F. 2005 Homer Area Transportation Plan (Transportation Plan) – a document that is an adopted part of the City of Homer Comprehensive Plan.

III. ROAD QUALIFYING AND PROJECT CRITERIA

To be eligible for HART funds, roads and projects must meet the qualifying criteria below.

- A. Qualifying Criteria for Existing Roads. HART fund may be used on existing roads that meet one or more of the following criteria:

1. Road has been accepted for city maintenance.
 2. Right of way was dedicated prior to March 14, 1987 (Ord.87-6(s)).
 3. Right of way was dedicated prior to being annexed into the City.
- B. Qualifying Criteria for New Roads. HART funds may be used for new roads when one or both of the following criteria are met:
1. The City owns the property wherein the road is to be constructed.
 2. The construction project benefits the entire City.
- C. Project Criteria. The following criteria may be considered for using HART funds:
1. Project is listed in the 2005 Homer Transportation Plan or furthers a stated goal of that plan.
 2. HART funds may be used in accordance with Title 11.04.05, to pay to the developer the cost difference between the required street and the proposed street.
 3. Improves life, safety and traffic flow.
 4. Corrects deficiencies of existing systems.
 5. Completes traffic circulation pattern.
 6. Encourages economic development.
 7. Corrects drainage problems.
 8. Reduces maintenance costs.
 9. Other factors deemed appropriate by the City Council.
- D. Use of HART funding for major repairs. HART funds may be used for major eligible road and drainage repairs that are beyond the scope of routine maintenance. The use of the SAD process and property owner participation is preferred. However there may be situations in which a section of road may be repaired to a reasonable level of service without the expense of a complete rebuild.
- E. Sidewalks. To use HART funds, projects must be mapped as either sidewalks, paved shoulders or separated pathways, or directly serve the special populations discussed in sections 3.1 and 3.2 of the HNMTTP. Effort will be made to find grants or non-city funding sources to match city construction funds, whenever possible.

IV. TRAILS QUALIFYING AND PROJECT SELECTION CRITERIA

To be eligible for funding, trails must be located within trail easements or within the boundaries of municipal lands that will be held in perpetuity for public use. The goal is to avoid building trails across lands that could become privatized and result in the loss of public access. An exception to this is the use of trail funds to construct short term trails within platted rights of way. Trails within rights of way should benefit the community circulation system and be low cost, since trails will likely become part of the road when the right of way is developed.

- A. New local non-motorized trails shall be prioritized according to the following:
 - 1. Project is listed in the HNMTTP or furthers a stated goal of that plan
 - 2. Solves a safety concern
 - 3. Creates connectivity to existing trail(s), completes pattern or provides access to a point of interest
 - 4. Protects an established trail
 - 5. Creates or improves a trailhead
 - 6. Has significant scenic or aesthetic value
 - 7. Existence or potential for contributing funds or volunteer efforts
 - 8. Property owner participation
- B. Trail Project Selection Criteria. The Homer Planning Commission and Parks Art, Recreation and Culture Advisory Commission will review the trail priority list during the bi-annual review of the HART. The list will be presented in a memorandum from staff, and will contain a mix of large and small projects. Generally it will include up to five trail projects that staff has reviewed and found ready for preliminary work. Trails on this list are planned for construction in the near term (one to three year timeframe). Staff will actively work to prepare those projects for construction.
- C. Volunteer Projects. Citizens may work with the City Administration to use HART funds to construct public trails.
- D. Developer Cost Sharing. When a developer builds a trail as part of a new subdivision, HART funds may be used to reimburse up to 25% of trail construction costs.

V. FINANCING and ASSESSMENTS

This program is funded by a portion of dedicated sales tax of up to three quarters of one percent ($\frac{3}{4}\%$) per HCC 3.05.017, and the collection of assessment payments due from completed projects. The tax will be collected for up to twenty years expiring December 31, 2027, as approved by voters. Roads are allocated 90% of the annual revenue, and trails are allocated 10%. Expenditures under the HART program are subject to the availability of funds.

1. Sidewalks shall be paid for out of road funds, and trails shall be paid for out of trail funds.
2. HART funds may be used to leverage outside funds for New Local Roads and Trails.
3. New local trails may be constructed using 100% program funds.
4. When additional right-of-way is required, acquisition costs will be paid by this program, at no additional cost to abutting property owners.
5. Interest, if any, generated from the program will remain with the program funds.
6. This program includes paving driveway aprons on contracts funded by HART.
7. Abutting property owners will share the cost of upgrading a street by paying the cost sharing specified in the fee schedule as adopted in the year the project or special assessment district (SAD) was initiated.
8. Lots having a frontage on two parallel streets, or flag lots having a frontage on two perpendicular streets, are exempt from a double front footage assessment unless actually accessing the lot from both streets either prior to or after reconstruction and/or paving Deferred Assessment Agreement Required pursuant to HCC 17.15.010.
9. In a Special Assessment District eligible for HART funding, the City is responsible for 75% and the property owner is responsible for 25% of the cost of the improvement.
10. The City will pay all costs for any additional improvements required when deemed necessary by the City.
11. Other improvements requested by the benefited property owners will be paid by those same property owners.
12. City share can apply to related utilities, sidewalks, street lighting, drainage, paving and/or reconstruction of roads identified on the road maintenance map.

VI. UTILITIES

1. Prior to street reconstruction, necessary related non-existing water and sewer improvements shall be encouraged whenever possible.
2. Water and Sewer utility extensions necessary to extend the utilities short distances beyond a construction area will be paid for by the program.
3. Water and sewer utility relocations directly caused by reconstruction will be paid for by HART funds.
4. Water and sewer utility upgrades necessary for future capacity that are done concurrently with reconstruction and/or paving will be paid for by the utility fund.
5. The City shall recover from the property owner the cost of construction of City-provided sewer and water service connections by including the cost of construction of such connections in the service connection fee established under HCC Chapters 14.04 and 14.08. Costs will be recouped from benefiting property owners through pending assessments. The Finance Department will maintain a listing of these pending sewer and/or water service connection fees.
6. Whenever practical streetlights shall be included in the construction of new local

roads and shall be paid by HART funds. Property owners participating in a road reconstruction and/or paving Special Assessment District may request streetlights. If the project is deemed feasible, the property owners shall be assessed for the installation of the streetlights on an equal share per parcel methodology. Property owner approval of the street light assessment shall follow the process in HCC 17.02. Once constructed, the City will absorb the utility billing for the street light(s).

VII. SPECIAL PROVISIONS

1. The Homer Planning Commission shall review the criteria for the H.A.R.T. program annually, with recommendations reported to the Homer City Council.
2. The City Council shall review the HART fund on an annual basis during the third quarter.
3. Pedestrian amenities shall be included in all new road projects unless exempted by the City Council.
4. Funds may be used to finance projects where property owners pay 100% of the costs. Subject to City Council approval.
5. The City Council may exempt lands from assessment if the land will not be developed due to a conservation easement, or if the land is owned by a conservation organization that holds the land for public purpose or for habitat protection.

VIII. HISTORY

Ordinance 85-14 07/01/85, Ordinance 94-16(A), Ordinance 02-08(A), 04/08/03, Ordinance 02-23(A), 06/10/02, Ordinance 06-42(S), 08/15/06, Ordinance 12-15, 04/10/12, Ordinance 19-23(S-2)(A), 09/24/19

Resolution 87-61(S), 08/24/87, Resolution 88-47, 05/09/88, Resolution 88-77(A), 08/22/88, Resolution 91-48, 07/08/91, Resolution 91-68, 10/07/91, Resolution 94-50, 05/09/94, Resolution 95-97, 11/27/95, Resolution 96-73, 09/09/96, Resolution 03-116, 08/25/03, Resolution 04-41(A), 05/25/04, Resolution 05-50(A), 04/25/05, Resolution 05-70, 06/13/05, Resolution 07-82, 09/10/07, Resolution 16-041(S-2)(A), 05/09/16, Resolution 17-038, 04/20/17, Resolution 19-067, 09/23/19