



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

City of Homer Agenda

Economic Development Advisory Commission Worksession

Tuesday, August 31, 2021 at 5:30 PM

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

Webinar ID: 930 0383 2890 Password: 266231

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)

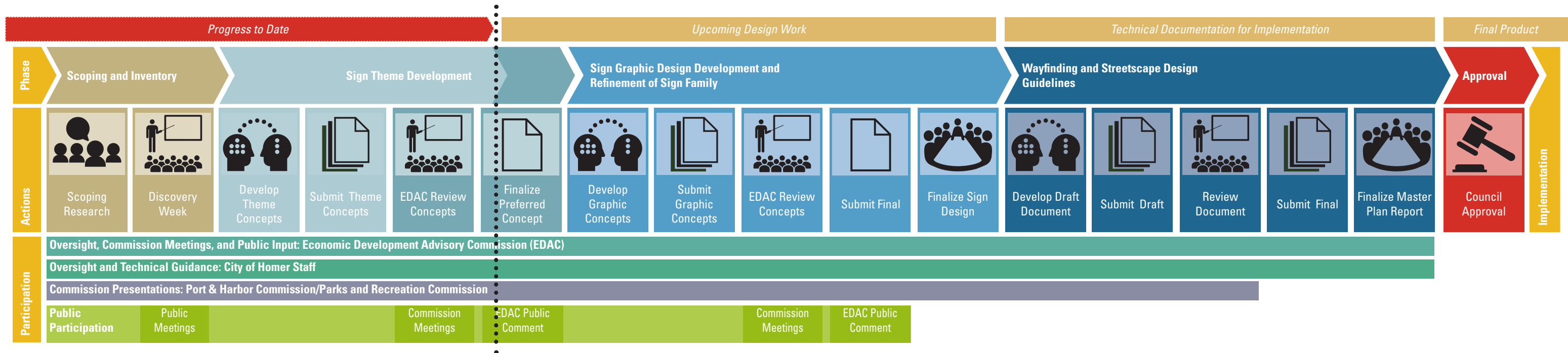
- A.** Wayfinding-Streetscape Plan Project **Page 2**
- B.** Amending HCC 2.58 Regarding Teleconferencing, Attendance, & Vacancies **Page 16**
 - i. Draft Ordinance 21-xx Amending HCC 2.58 **Page 17**
 - ii. Current HCC 2.58 **Page 22**

COMMENTS OF THE AUDIENCE (3 minute time limit)

ADJOURNMENT

Next Regular Meeting is **TUESDAY, SEPTEMBER 14, 2021 at 6:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

WHERE WE ARE IN THE PROCESS





SIGN GOALS



Photo 1

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



Photo 5



Photo 2



Photo 4



Photo 6



Photo 3



Photo 7

PREFERRED SIGN FAMILY

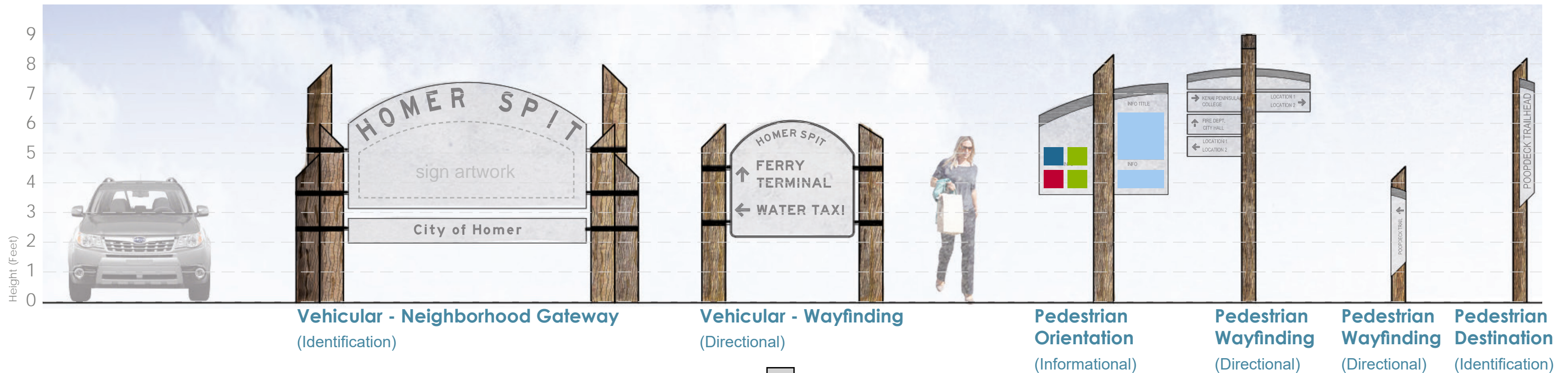


This is loosely marine-themed for the use of round timber similar to dock pile and bollards. The main sign panel could have significantly sized area-specific artwork.

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

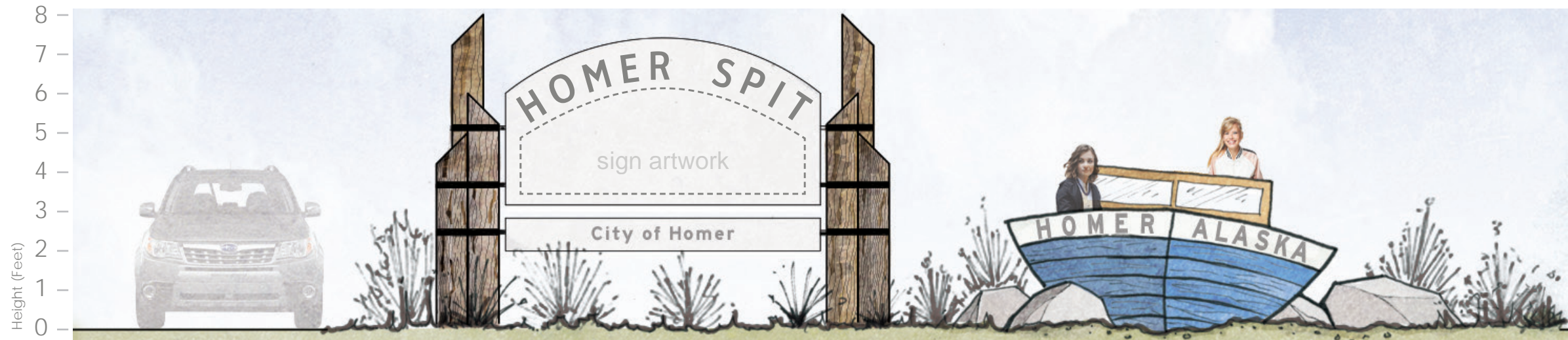
Pedestrian signs would help people to orient and make choices (maps and destinations), help them navigate to their destination (sign posts), and identify public destinations that might be unsigned (trailheads).

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





GATEWAY CHARACTER

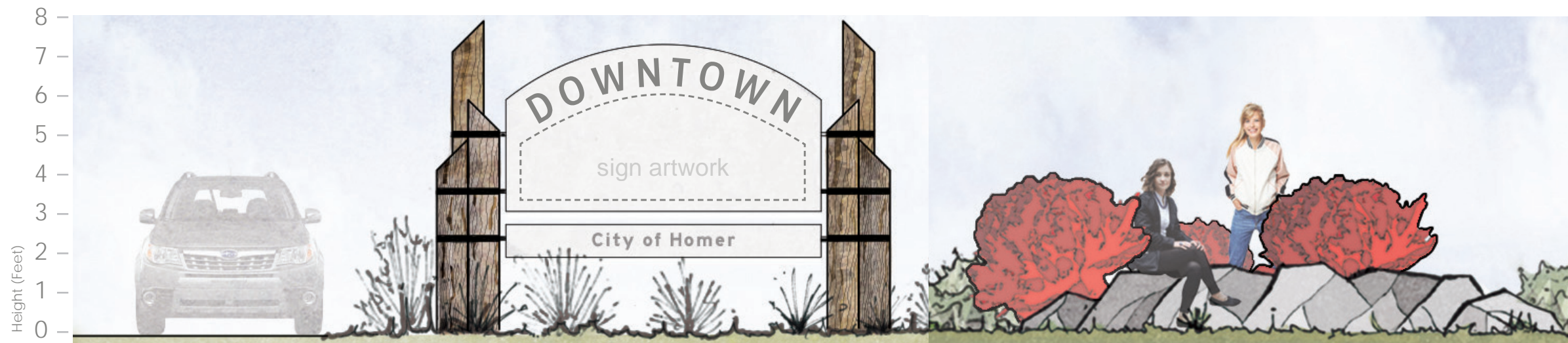


General

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

Homer Spit Gateway

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



Downtown Gateway

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

Ocean Drive Gateway

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



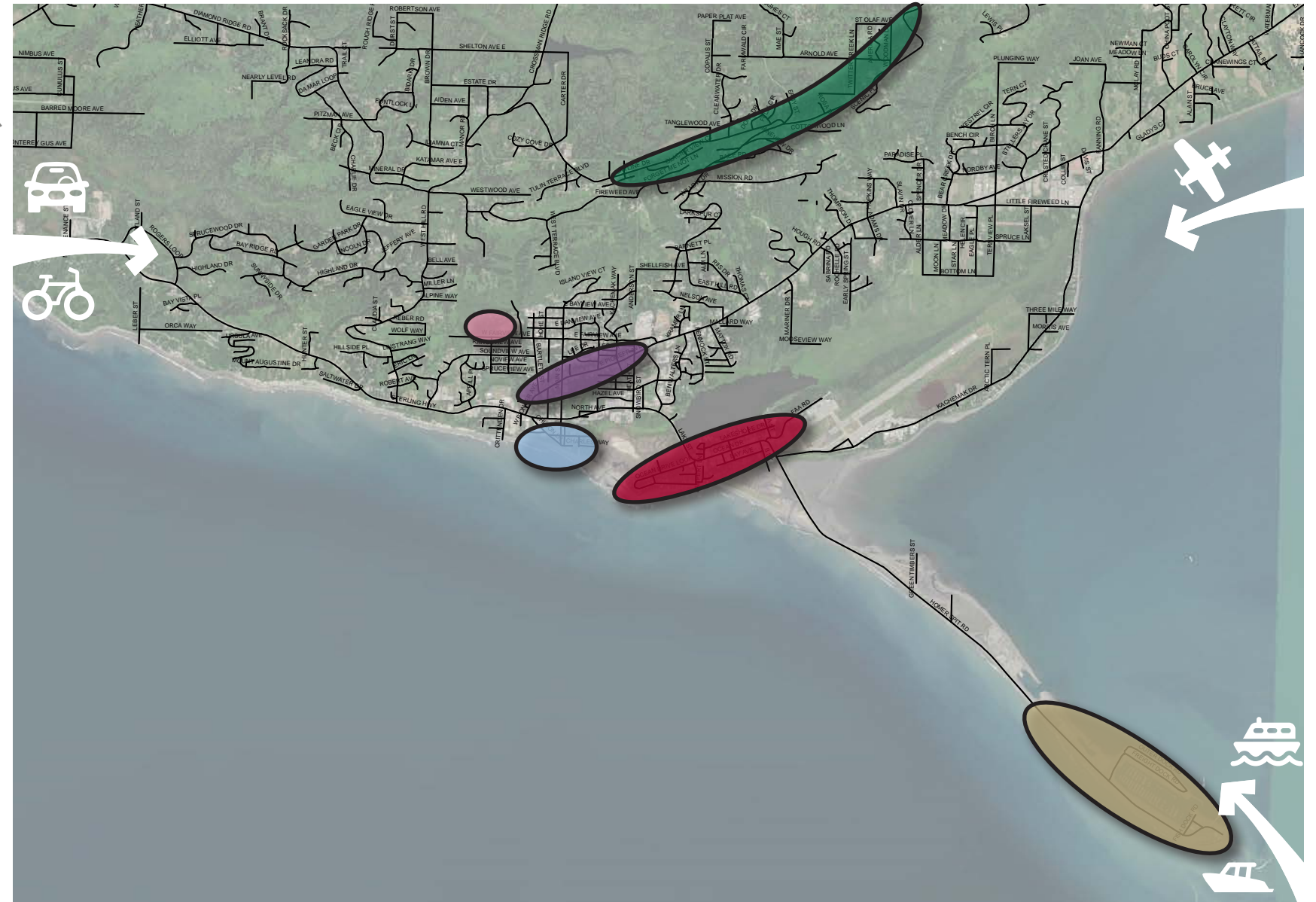
Neighborhood Gateway Sign

Thematic Component/Instagram Moment

FINDING YOUR DESTINATION



Getting to your destination



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

Next steps:

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

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

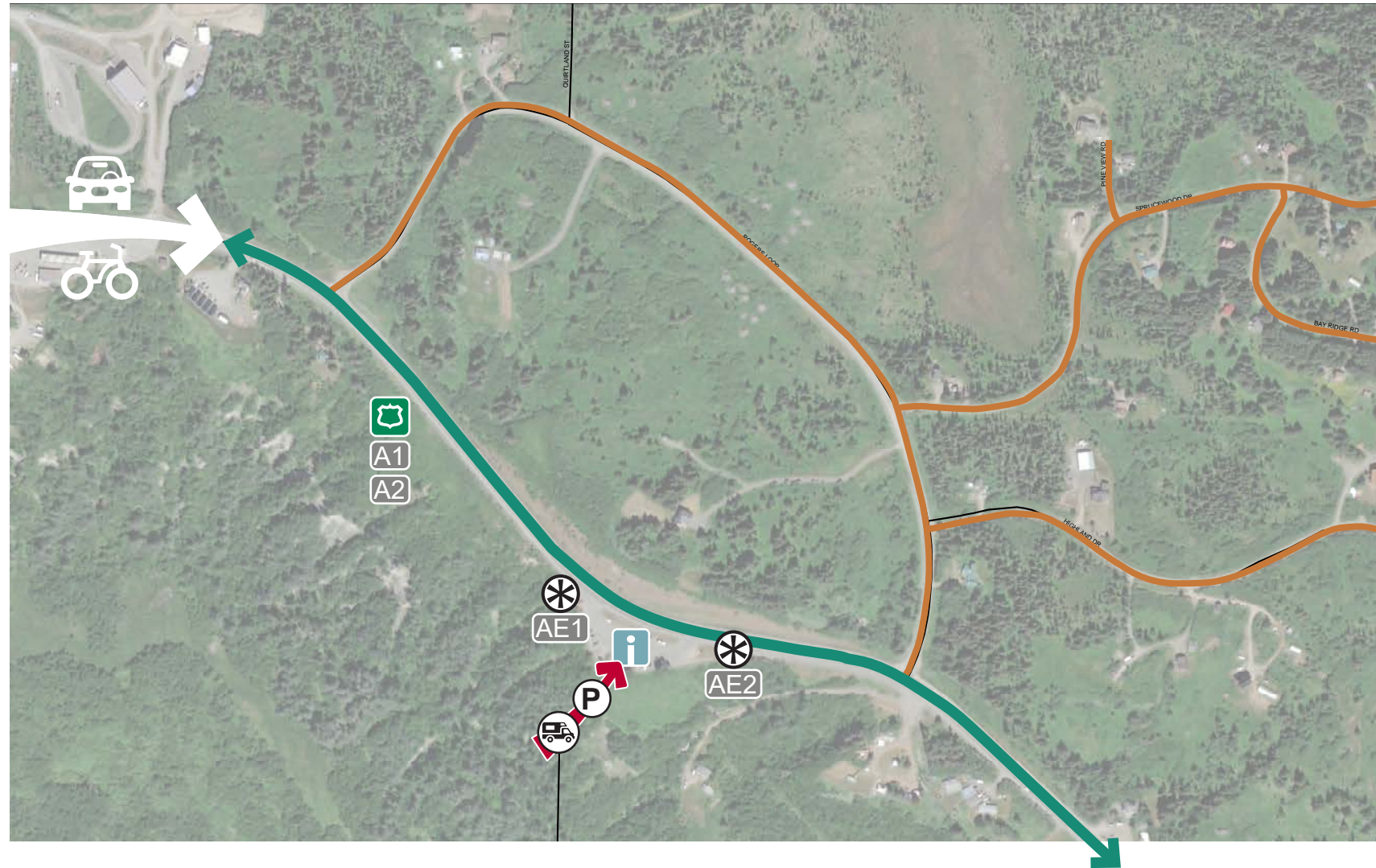
Most people entering into Homer will be doing so in a vehicle (car, boat, or plane). Wherever they enter Homer, there should be a way for them to figure out how to get to their already known destination, or figure out their destination. Information kiosks at key entries to Homer should provide information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

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

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

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

BAYCREST OVERLOOK



Existing Conditions:
The overlook area is the first place where people have an opportunity to pull over from the highway and orient themselves for their Homer arrival. The only warning for this area is a “scenic overlook” icon to the west. The existing “Homer Alaska” sign is used for photographs, there is a small map of civic destinations on the toilet building, and there is a tourism information gazebo that when open has information available.

Proposed Conditions:
The wayside should be provided with an information kiosk that would be used by the City of Homer to provide a map and civic destinations, accompanied by Chamber of Commerce information for local businesses and the services they offer. Information should include specific targeted messages unique to Homer or to particular audiences. For example, what to expect in Homer if you are driving a motorhome, and safety information including tsunami and wildlife preparedness. A highway sign should be provided to better identify the wayside and that it provides local information.

ROADS AND TRAILS

- Main Route
- Secondary Route
- Trail

INTERSECTION IMPORTANCE

- Primary Decision Point
- Secondary Decision Point

EXISTING

- Visitor Services
- Public Toilet
- Civic Destination
- Park
- Trailhead
- Existing Sign
- Wayfinding Icon

PROPOSED OR MODIFIED

- DOT Directional Sign
- Local Directional Sign - Vehicle
- Area Gateway
- Information (City Land)
- Information (Partner - Private Land)

- Information Hub & Available Parking
- On-site public parking
- Possible adjacent parking, none on-site
- Space for on-site RV parking for park and walk

Key Existing Signs

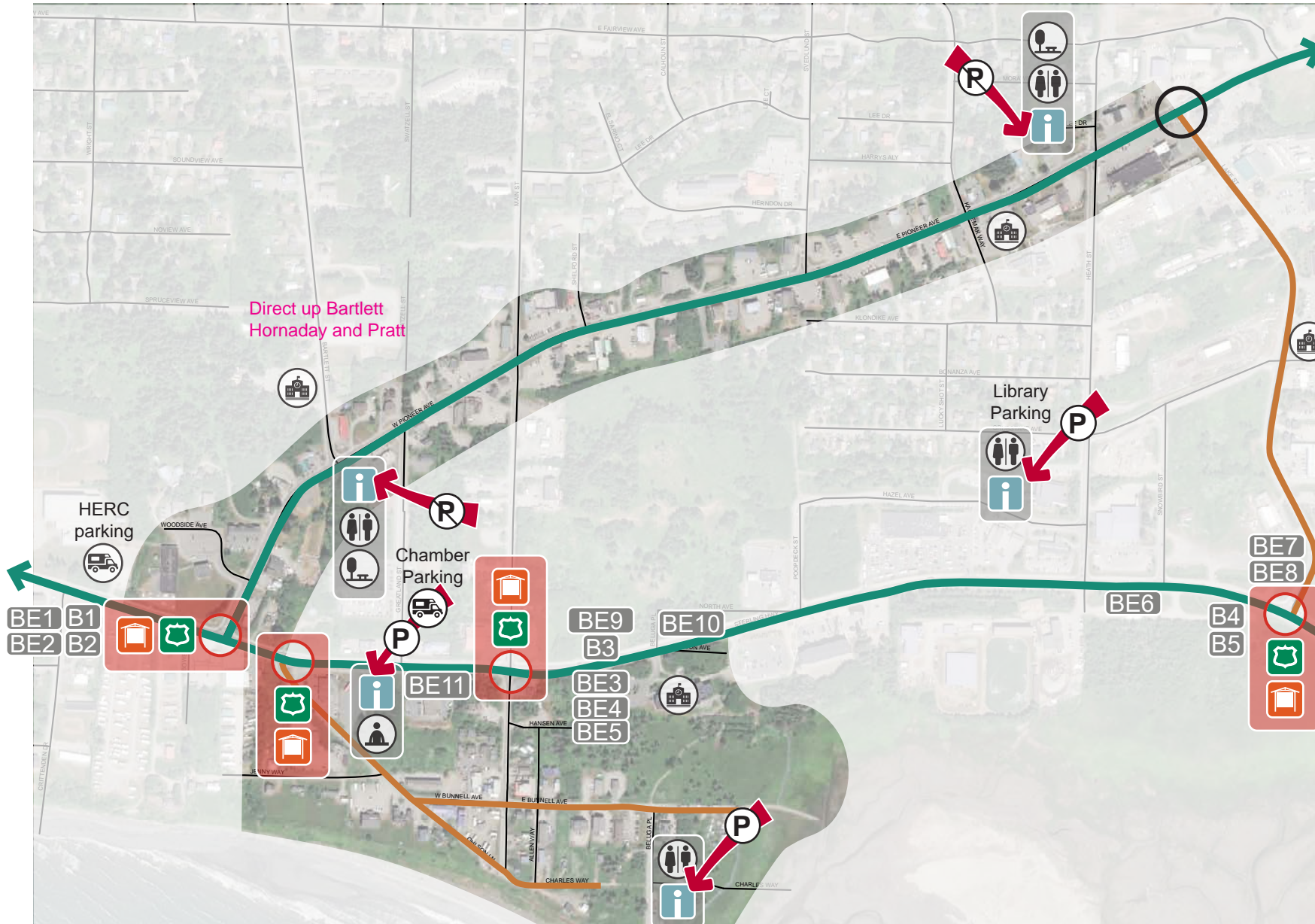
- AE1: Eastbound Sign**
WELCOME
- A2: Eastbound Sign**
HOMER ALASKA
HALIBUT FISHING CAPITAL OF
THE WORLD

Proposed Signs

- A1: Eastbound Sign**
HOMER
- A2: Eastbound Sign**
VISITOR INFORMATION

Proposed sign information is draft. This will be developed with confirmation of destinations and destination areas that should be identified within the road corridors.

DOWNTOWN & OLD TOWN



Existing Conditions:
Signs leading to downtown are not clear, with DOT signs pointing to Business District and Main Street. DOT signs for Old Town are clear. Neither area has an entry point that is branded to encourage entry by celebrating the destination.

Proposed Conditions:
The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Clearer directional signs for Downtown are needed. More importantly, both Downtown and Old Town would benefit from Gateways at key entry locations. These would strengthen wayfinding by providing an obvious visual clue for where to turn, and also illustrate that there is something special in the area. Due to the strength of the Homer Spit as a destination, emphasizing other destinations to those moving through the Sterling Highway corridor could encourage people to come back into town.

Key Existing Signs
See next sheet

Proposed Signs
See next sheet

Proposed sign information is draft. This will be developed with confirmation of destinations and destination areas that should be identified within the road corridors.

ROADS AND TRAILS

- Main Route
- Secondary Route
- Trail

EXISTING

- Visitor Services
- Public Toilet
- Civic Destination
- Park
- Trailhead
- Existing Sign
- Wayfinding Icon

INTERSECTION IMPORTANCE

- Primary Decision Point
- Secondary Decision Point

PROPOSED OR MODIFIED

- DOT Directional Sign
- Local Directional Sign - Vehicle
- Area Gateway
- Information (City Land)
- Information (Partner - Private Land)



- Information Hub & Available Parking
- On-site public parking
- Possible adjacent parking, none on-site
- Space for on-site RV parking for park and walk

DOWNTOWN & OLD TOWN



Key Existing Signs

BE1: Eastbound Sign
 ◀ RV Day Parking
 Downtown Old Town ▶


BE2: Eastbound Sign
 ▲ Homer Spit
 ◀ Business District

BE3: Eastbound Sign
 Main Street
 Next Signal

BE4: Eastbound Sign
 Historic Old Town District
 Bishops Beach Rec Area
 Next Right ▶

BE5: Eastbound Sign
 ▶ Wildlife Refuge Visitors
 Center

BE6: Eastbound Sign
 Animal Shelter

BE7: Eastbound Sign
 ▶

BE8: Westbound Sign
 ▲ Anchorage
 Business District ▶

BE9: Westbound Sign
 ◀ Wildlife Refuge Visitors
 Center

BE10: Westbound Sign
 ◀ Historic Old Town District
 Bishops Beach Rec Area
 Next Left

BE11: Westbound Sign
 ▲ Anchorage
 Homer ▶

Proposed Signs

B1: Eastbound Sign
 ◀ DOWNTOWN
 ▶ OLD TOWN
 ▲ OCEAN DRIVE
 ▲ HOMER SPIT

B3: Westbound Sign
 ◀ OLD TOWN
 ▶ DOWNTOWN

B4: Westbound Sign
 ▲ Anchorage
 ▶ DOWNTOWN
 ▲ OLD TOWN

B2: Eastbound Sign
 ◀ RV DAY PARKING

B5: Eastbound Sign
 ◀ DOWNTOWN
 ▲ OCEAN DRIVE
 ▲ HOMER SPIT

To be developed based on discussion of which existing signs should be kept, revised, or replaced with another.

OCEAN DRIVE



Existing Conditions:
The airport terminal is the first place where people have an opportunity to orient on their arrival into Homer. The lobby contains pamphlets and rack cards for visitor information. Those arriving by air taxi (land or water) might also be able to access similar information in the lobby of the air company they are using.

Proposed Conditions:
The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Homer Airport will benefit from an exterior information kiosk. As the airport also connects people to and from other forms of transportation, information should be provided to help them get to their next mode of transportation. Wayfinding signage should help not only identify where people may need to go, but also help them understand distances. This helps establish expectations, and allows people to choose whether they walk or use vehicular transportation.

Key Existing Signs

- CE1: Eastbound Sign**
← Airport Terminal
- CE2: Eastbound Sign**
← Beluga Wetlands Overlook
- CE3: Eastbound Sign**
Wildlife Viewing
- CE4: Eastbound Sign**
Airport
- CE5: Eastbound Sign**
Terminal 1/2 Mi. Ahead

Proposed Signs

- C1: Eastbound Sign**
▲ AIRPORT
▲ HOMER SPIT
- C2: Westbound Sign**
← OLD TOWN
← DOWNTOWN

Proposed sign information is draft. This will be developed with confirmation of destinations and destination areas that should be identified within the road corridors.

ROADS AND TRAILS

- Main Route
- Secondary Route
- Trail

INTERSECTION IMPORTANCE

- Primary Decision Point
- Secondary Decision Point

EXISTING

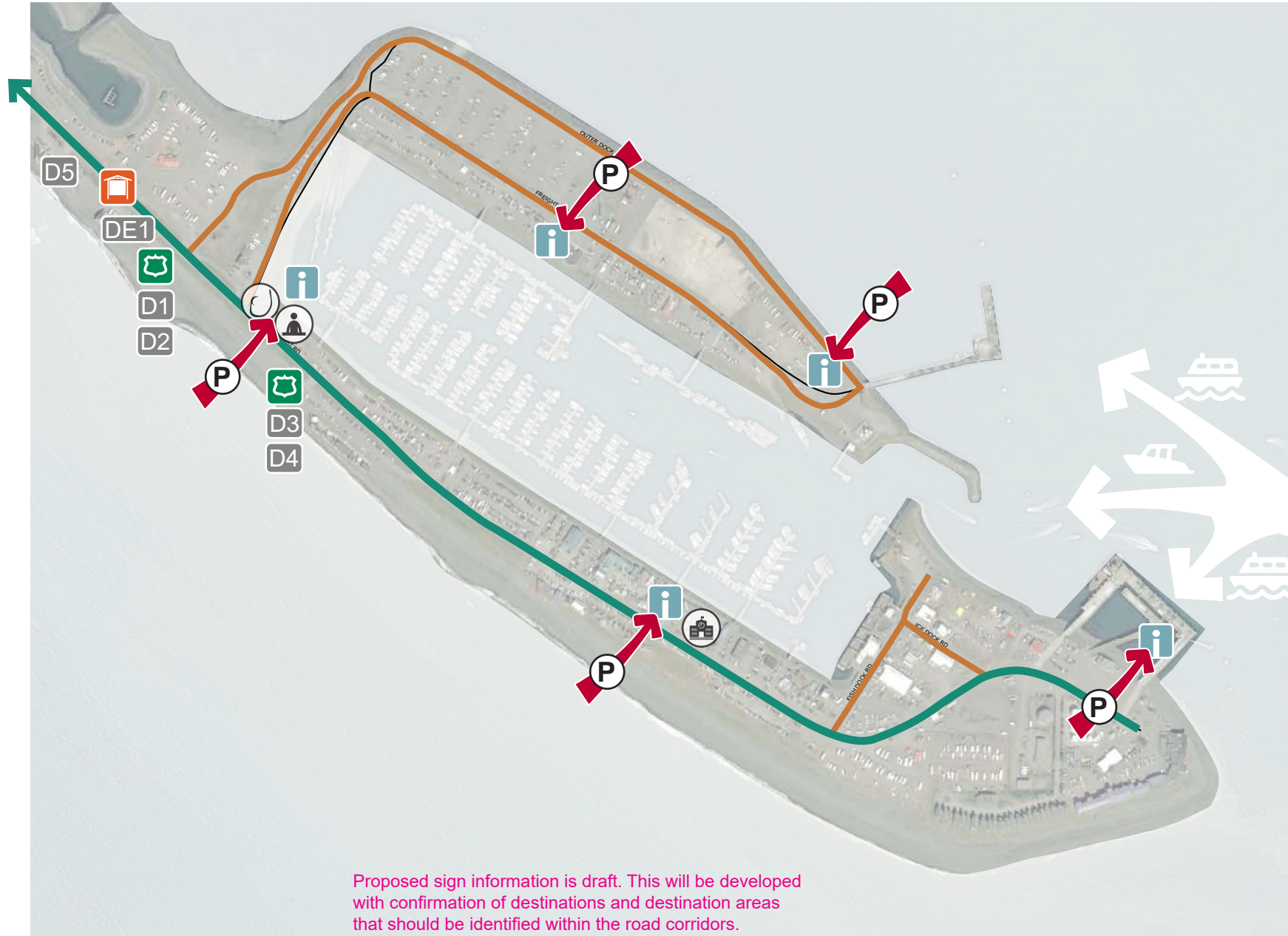
- Visitor Services
- Public Toilet
- Civic Destination
- Park
- Trailhead
- Existing Sign
- Wayfinding Icon

PROPOSED OR MODIFIED

- DOT Directional Sign
- Local Directional Sign - Vehicle
- Area Gateway
- Information (City Land)
- Information (Partner - Private Land)

- Information Hub & Available Parking
- On-site public parking
- Possible adjacent parking, none on-site
- Space for on-site RV parking for park and walk

HOMER SPIT



Existing Conditions:
The two ferry terminals, harbormaster's office, terminal, and harbor in general are the first places where people have an opportunity to orient on their arrival into Homer. Exterior information is not available at these locations. The Homer Spit is a congested area for driving and parking, and there is little directional signage for destinations or for clarity in parking.

Proposed Conditions:
The intent is to clearly assist drivers with getting to and parking at a specific destination, or to park and have access to an outdoor information sign. The goal is to allow them to leave their vehicle in a location and to walk/bike within the area. See pedestrian sheets for wayfinding once people are out of their vehicles.

Similar to the airport, the Homer Spit connects people to and from other forms of transportation. Information should be provided to help them get to their next mode of transportation, or to experience Homer. Wayfinding signage should help not only identify where people may need to go, but also help them understand distances. This helps establish expectations, and allows people to choose whether they walk or use vehicular transportation.

ROADS AND TRAILS

- Main Route
- Secondary Route
- Trail

INTERSECTION IMPORTANCE

- Primary Decision Point
- Secondary Decision Point

EXISTING

- Visitor Services
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- Possible adjacent parking, none on-site
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Key Existing Signs

- DE1: Southbound Sign
- ↳ Load & Launch Ramp
- ↳ Port & Harbor Office
- ↳ Deep Water Dock

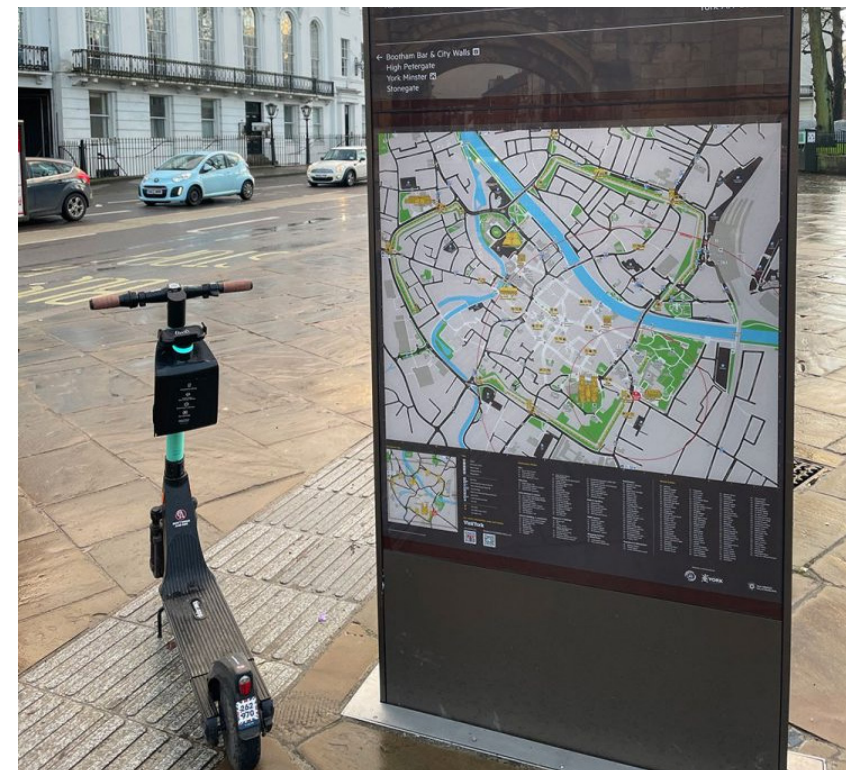
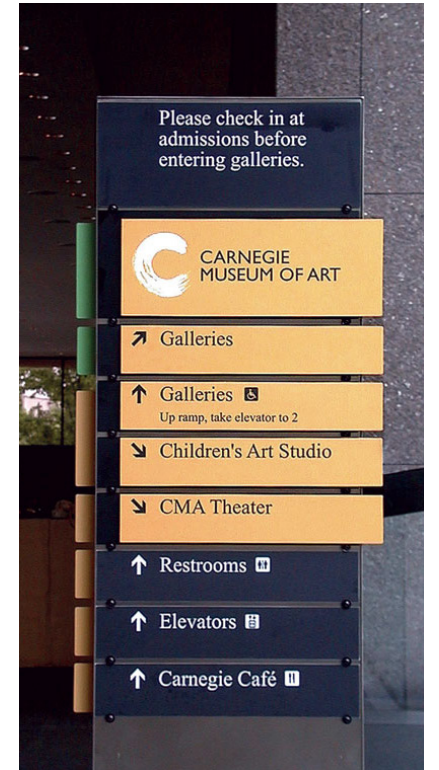
Proposed Signs

- D1: Southbound Sign**
↳ FREIGHT DOCK RD
- D2: Southbound Sign**
↳ Load & Launch Ramp
↳ Ramps 6, 7 and 8
↳ Port & Harbor Office
↳ Deep Water Dock
↳ Seldovia Ferry Terminal
↳ Homer Ferry Terminal
- D3: Northbound Sign**
↳ FREIGHT DOCK RD
- D4: Northbound Sign**
↳ Load & Launch Ramp
↳ Ramps 6, 7 and 8
↳ Port & Harbor Office
↳ Deep Water Dock
↳ Seldovia Ferry Terminal
- D5: Northbound Sign**
↳ Ocean Drive
↳ Old Town
↳ Downtown

MATERIALS: SIGN PANELS



Sign Content: Direct Printing on Panels



MATERIALS: SIGN PANELS



Sign Content: Engraved/Carved Panels



Sign Content: Letter/Silhouette Overlays



STREETSCAPE: ELEMENTS

To be developed with graphic design options. There may be design and graphic design elements that the streetscape should complement. Streetscape elements are expected to include:

- Benches (backed and with armrests for accessibility)
- Picnic Tables (including accessible options)
- Bicycle racks (two points of connection)
- Litter Receptacles
- Banners
- Planters
- Recommended Plantings



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: CITY OF HOMER ADVISORY BODIES
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: AUGUST 12, 2021
SUBJECT: ORDINANCE 21-XX AMENDING HOMER CITY CODE 2.58 REGARDING
TELECONFERENCING, ATTENDANCE, AND VACANCIES

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

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

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

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

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

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

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

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

Recommendation:

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

Attachments: Draft Ordinance 21-xx Amending HCC 2.58
Current HCC 2.58

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

ORDINANCE 21-xx

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

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

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

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

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

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

2.58.050 Required procedures.

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

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

b. Staff Liaison. The City Manager shall designate an employee to serve as a staff liaison to each board or commission. The staff liaison shall assist the chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.

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

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

46

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

49

50 e. Voting. Each member, including the chairperson, shall vote, and shall not abstain from
51 voting, unless such member claims a conflict of interest, **or has an excused absence,** in which
52 event the member shall be excused from voting. The member shall then state for the record
53 the basis for the abstention.

54

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

57

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

60

61 3. Voting by proxy or absentee is prohibited.

62

63 f. Staff Reports and Recommendations. The staff liaison shall submit reports and
64 recommendations for those agenda items requiring decisions or recommendations by any
65 board or commission. Other staff having experience, education, and professional training in
66 the subject matter may provide input into the reports and recommendations, or may provide
67 supplemental ~~ones~~ **information.** The ~~material~~ **information** submitted may be oral, written or
68 graphic, or some combination of all. Except as otherwise provided in this code, the reports and
69 recommendations shall be accepted as evidence of record to the same extent as oral testimony
70 and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry,
71 expert and lay witnesses, and members of the public who provide information for the record
72 of the proceedings.

73

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

82

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

- 85
86 1. A member fails to qualify to take office within 30 days after their appointment;
87
88 2. A member resigns;
89
90 3. A member is physically or mentally unable to perform the duties of the office;
91
92 4. A member is convicted of a felony or of an offense involving a violation of their oath of
93 office;
94
95 5. A member misses three consecutive regular meetings without being excused, or 30
96 percent of all meetings within a calendar year **unexcused absences, or misses half of**
97 **all meetings within an appointment year, whether excused or unexcused.**
98

99 i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules
100 of Order. ~~If Robert's Rules of Order conflict with the board or commission bylaws or other~~
101 ~~provisions of this code, the bylaws and/or code provisions shall apply.~~ **insofar as it is**
102 **consistent with the board's or commission's bylaws, other provisions of the Homer City**
103 **Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall**
104 **prevail.**
105

106 j. Training and Model Procedures.

- 107
108 1. Training sessions developed or arranged by the City Clerk and approved by the City
109 Manager shall be mandatory unless a member's absence is excused by the chairperson.
110
111 2. The City Manager and/or City Clerk, in their discretion and in consultation with the City
112 Attorney as needed, may develop model procedures to be used as a guide for boards
113 and commissions.
114

115 **k. Teleconferencing. Teleconference participation is allowed with notice to the clerk no**
116 **later than two hours prior to the scheduled meeting time.**
117

118 Section 2. Homer City Code Chapter 2.58.060, entitled "Teleconferencing" is hereby
119 enacted to read as follows:
120

121 **2.58.060 Teleconferencing.**
122

123 **a. This section governs the teleconference participation of board and commission**
124 **members at all regular meetings, special meetings, and worksessions.**
125

126 **b. “Teleconference” means remote participation by telephone or web-based format by a**
127 **member for a meeting of the board or commission which must enable the remote**
128 **member, for the duration of the meeting, to clearly hear and to be heard by the**
129 **chairperson, all other members, the staff liaison, the Clerk, and any public in attendance.**
130

131 **c. “Appointment year” means the 12 month period commencing the first day of the first**
132 **month after expiration of terms.**
133

134 **d. The preferred procedure for all meetings is that all members should make all**
135 **reasonable effort to be physically present at the designated time, date, and location**
136 **within the City for the meeting. Teleconference participation is intended for good cause**
137 **which may include, but is not limited to, absences required for work-related events,**
138 **family emergencies, medical-related issues, or other good cause. Teleconferencing is not**
139 **to be used as a regular means of attendance at meetings except temporarily during**
140 **events described in section (g). A board or commission member allowed by this section**
141 **to participate by teleconference shall, while actually on the teleconference, be deemed**
142 **present at the meeting for all purposes.**
143

144 **e. Members who cannot be physically present for a meeting shall notify the clerk in**
145 **advance no later than two hours prior to the scheduled meeting time of their intent to**
146 **appear by teleconference.**
147

148 **f. All members teleconferencing will establish a connection by telephone or web-based**
149 **format and shall make every effort to participate in the entire meeting. If teleconference**
150 **participation is interrupted due to poor connectivity and hinders the active participation**
151 **of a member in the meeting, the chairperson will request a brief recess to allow the**
152 **person to attempt to reestablish a connection. If the member cannot reestablish a**
153 **connection after a recess, the chairperson shall proceed with the meeting and the clerk**
154 **shall note in the minutes of the meeting the member’s inability to participate in the**
155 **meeting due to technical difficulties.**
156

157 **g. Section (d) does not apply to meetings held while an emergency disaster declaration is**
158 **in effect and the nature if the disaster significantly impacts a member’s ability to attend**
159 **a meeting other than by teleconference or other technological means.**
160

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

163
164 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2021.

165
166 CITY OF HOMER
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183

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

KEN CASTNER, MAYOR

Chapter 2.58

BOARDS AND COMMISSIONS

Sections:

[2.58.010 Boards and commissions.](#)

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

[2.58.030 Applicability.](#)

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

[2.58.040 Commission and board bylaws.](#)

[2.58.050 Required procedures.](#)

2.58.010 Boards and commissions.

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

2.58.020 Creation of City boards and commissions.

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

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

2.58.030 Applicability.

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

2.58.035 Commission and board member terms.

Appointment and removal of the members of City boards and commissions shall be by recommendation of the

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

2.58.040 Commission and board bylaws.

- a. Except as otherwise provided in this title, all boards and commissions created by Council shall draft and approve proposed bylaws governing the operations of their respective areas of authority, subject to review by the City Attorney. Once approved by the board or commission, the proposed bylaws shall be submitted to Council for approval via resolution.
- b. Except as otherwise provided in this title, the City Clerk shall file the bylaws and the resolution approving them. The City Clerk shall make the bylaws available to the public upon request.
- c. A commission or board may recommend an amendment to its bylaws to Council after considering any amendments at two separate meetings. Amendments to bylaws of any City commission or board shall be effective upon approval of the amendments by Council via resolution. [Ord. 18-38(S) § 2, 2018].

2.58.050 Required procedures.

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

- a. **Presiding Officer.** The presiding officer of the board or commission shall be the chairperson. In the chairperson's absence, the vice-chairperson shall be the presiding officer. In all other circumstances, the most senior member shall preside. The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.
- b. **Staff Liaison.** The City Manager shall designate an employee to serve as a staff liaison to each board or commission. The staff liaison shall assist the chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.
- c. **Recording Clerk.** The City Clerk shall designate a recording clerk to take minutes for each board and commission and that designee shall serve as the board's or commission's parliamentary advisory pursuant to AS 29.20.380(10) and assist the chairperson with compliance with the commission's or board's bylaws.
- d. **Quorum.** Four commission or board members shall constitute a quorum of seven members; and five commission or board members shall constitute a quorum of eight members.
- e. **Voting.** Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention.

1. Four affirmative votes of seven members and five affirmative votes of eight members are required to pass a motion.
 2. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed.
 3. Voting by proxy or absentee is prohibited.
- f. Staff Reports and Recommendations. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by any board or commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental ones. The material submitted may be oral, written or graphic, or some combination of all. Except as otherwise provided in this code, the reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.
- g. Attendance. Any commission or board member who misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year, shall be removed from the board or commission. Any member who is unable to attend a meeting, whether regular or special, shall contact the City Clerk, staff liaison, or chairperson as soon as possible for excusal.
- h. Vacancies. A commission or board member's appointment is vacated under the following conditions:
1. A member fails to qualify to take office within 30 days after their appointment;
 2. A member resigns;
 3. A member is physically or mentally unable to perform the duties of the office;
 4. A member is convicted of a felony or of an offense involving a violation of their oath of office;
 5. A member misses three consecutive regular meetings without being excused, or 30 percent of all meetings within a calendar year.
- i. Rules of Order. Boards and commissions shall abide by the current edition of Robert's Rules of Order. If Robert's Rules of Order conflict with the board or commission bylaws or other provisions of this code, the bylaws and/or code provisions shall apply.
- j. Training and Model Procedures.
1. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the chairperson.
 2. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for boards and commissions. [Ord. 18-38(S) § 2, 2018].