



**Homer City Hall**  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## **City of Homer Agenda**

**Economic Development Advisory Commission Regular Meeting  
Tuesday, November 12, 2019 at 6:00 PM  
City Hall Cowles Council Chambers**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 Minute Time Limit)**

**RECONSIDERATION**

**APPROVAL OF MINUTES**

A. EDC Regular Meeting Minutes for October 8, 2019 **Page 3**

**VISITORS/PRESENTATIONS (10 Minute Time Limit)**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 Minute Time Limit)**

A. Special Projects & Communications Coordinator Staff Report for November 2019 **Page 13**  
    i. Planning Staff Report 19-87 Sign Code **Page 15**  
    ii. Planning Staff Report 19-88 Permitting **Page 23**

B. Chamber Director Report

C. Homer Marine Trades Association Report **Page 39**

D. Pioneer Avenue Task Force Report

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Wayfinding-Streetscape Plan Ordinance **Page 47**  
    i. Draft Ordinance 19-XX Developing Wayfinding-Streetscape Plan **Page 49**  
    ii. Planning Commission October 6, 2019 Meeting Minutes Excerpt **Page 53**  
    iii. PARCAC October 17, 2019 Meeting Minutes Excerpt **Page 55**

B. Ordinance to Repeal HCC 2.76 to Inactivate the EDC **Page 57**  
    i. Draft Ordinance to Repeal HCC 2.76 **Page 61**

## **NEW BUSINESS**

- |   |                |
|---|----------------|
| <u>A.</u> Meeting Schedule for 2020   | <b>Page 65</b> |
| i. Draft Resolution 19-XXX Adopting 2020 Meeting Schedule                   | <b>Page 67</b> |
| <br>  |                |
| <u>B.</u> 2020 Draft Land Allocation Plan                                   | <b>Page 71</b> |
| i. HCC 18.08.020 Land Allocation Plan                                       | <b>Page 73</b> |
| ii. Draft 2020 Land Allocation Plan ( <i>Supplemental Document Online</i> ) |                |

## **INFORMATIONAL MATERIALS**

- |   |                 |
|---|-----------------|
| <u>A.</u> City Manager's Report for October 14, 2019            | <b>Page 75</b>  |
| <br>  |                 |
| <u>B.</u> City Manager's Report for October 28, 2019            | <b>Page 89</b>  |
| <br>  |                 |
| <u>C.</u> EDC 2019 Meeting Calendar                             | <b>Page 117</b> |
| <br>  |                 |
| <u>D.</u> Commissioner Attendance at 2019 City Council Meetings | <b>Page 119</b> |

**COMMENTS OF THE AUDIENCE** (3 Minute Time Limit)

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE CITY COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **TUESDAY, JANUARY 14, 2020 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.

Session 19-09 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:03 p.m. on October 8, 2019 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS MARKS, AREVALO, RICHARDSON, BROWN, JOHNSON AND  
STUDENT REPRESENTATIVE BROWN

ABSENT: COMMISSIONER MINK (excused)

STAFF: SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL  
DEPUTY CITY CLERK KRAUSE

### **AGENDA APPROVAL**

Chair Marks requested a motion to amend the agenda to address New Business Items A and B prior to Pending Business items.

MARKS/BROWN MOVED TO AMEND THE AGENDA TO ADDRESS NEW BUSINESS ITEMS A AND B BEFORE PENDING BUSINESS ITEMS.

Chair Marks provided an explanation on why she would like to amend the agenda.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. EDC Regular Meeting Minutes for September 10, 2019

Chair Marks asked for a motion to approve the minutes from the September 10<sup>th</sup> meeting.

JOHNSON/BROWN MOVED TO APPROVE THE MINUTES FROM THE SEPTEMBER 10, 2019 REGULAR MEETING.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT

Motion carried.

## **VISITORS/PRESENTATIONS**

### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

- A. Special Projects & Communications Coordinator Staff Report for October 2019  
i. Memo 19-129 EDC Councilmember Appointment

Special Projects and Communications Coordinator Carroll commented on Councilmember Smith's tendered resignation from the Commission and wanted to express her appreciation for his service to the Commission.

Ms. Carroll responded to the questions on the following:

- Worksession packet for Wednesday, October 16, 2019 is being completed and should be finished by tomorrow (October 9, 2019) and will be submitted to the Clerk's for distribution.
- There will be members from the Parks Art Recreation & Culture Commission in attendance as well as the full Planning Commission.
- She will check with the City Planner on the status of the Signage code review and make sure Commissioner Abboud contacts

- B. Chamber Director Report

Jan Knutson, Interim Chamber Director and Visitor Center Manager provided an update on the success of the visitor relocation packages. They have received 219 requests for information. She displayed the contents of the packages. She related two instances of people who had requested these Visitors Packages and have purchased property in Homer and the area this past year. Next Ms. Knutson related the Cruise Ship Tours and the success that has been with the involvement of the local businesses.

- C. Homer Marine Trades Association Report  
i. HMTA Meeting Minutes for July 10, 2019  
ii. HMTA Agenda for August 14, 2019

There was no one present or written report submitted for this meeting.

- D. Pioneer Avenue Task Force Report

Chair Marks reported that the Task Force is on hiatus until the decision and work has been completed on Pioneer Avenue.

## **PUBLIC HEARINGS**

**PENDING BUSINESS**

- A. Comprehensive Economic Development Strategy (CEDS) Review
  - i. EDC March 8, 2016 Meeting Minutes Excerpt Re: Presentation by Melissa Houston of UA Center for Economic Development
  - ii. 2011 Homer Comprehensive Economic Development Strategy
  - iii. Comprehensive Plan Chapter 7: Economic Vitality
- B. Remote Workforce Recruitment

MARKS/RICHARDSON MOVED TO POSTPONE INDEFINITELY PENDING BUSINESS A AND B

Chair Marks explained that until it has been decided that the Commission was to be disbanded or not it was unreasonable for the Commission to spend time on these issues especially since it was apparent that their review of the CEDS document was not necessary and they can work with KPEDD.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**NEW BUSINESS**

- A. Grow Economy Innovation Plaza Proposal
  - i. Grow Economy Proposal dated September 17, 2019

Chair Marks introduced the item into the record.

MARKS/BROWN MOVED TO SUSPEND THE RULES TO ALLOW PARTICIPATION BY COUNCILMEMBER SMITH IN DISCUSSION AT THE TABLE.

Chair Marks explained the purpose for the motion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Councilmember Smith came forward and said he was available to answer the Commission's questions on the information provided to them.

Chair Marks asked about opportunity zones and if he could address that issue.

Councilmember Smith responded that there is only one city on the Kenai Peninsula that is in an opportunity zone but that does not prevent Homer from applying for an EDA grant.

Commissioner Johnson commented that he felt it was a great opportunity and while he has not been around for the long story of the HERC he liked the potential of this program and it would fit the remote workplace idea that the Commission has been talking about.

Councilmember Smith explained how the idea and opportunity came about and that there is an opportunity to pursue some Federal funding. The proposal includes looking at the costs to renovate the HERC 1 facility to full use.

Commissioner Arevalo inquired if the grant would have to be paid back if the business incubator did not succeed and they repurposed the building for another use and could the planning phase include a multi-use approach such as conference capabilities besides the business incubator.

Councilmember Smith responded that those were good questions and this ordinance is being introduced on Monday so they will have two weeks to present questions such as those, which they can address before moving forward. He believed that this will be a multi-faceted approach, there are a lot of things that building could be used for such as the idea of telecommuting, which has been talked about by this Commission.

Chair Marks inquired if the cost to demolish the building would be included in the planning phase for the facility.

Councilmember Smith responded that it would be included. They would present the costs to raze the building and the costs involved to repurpose the facility.

Chair Marks then asked about including recreation since every previous discussion about the facility has been wrapped around recreational and sports with the options to have a meeting when the space isn't being used for recreation or sports.

Councilmember Smith responded that recreation is not off the table, when Council decided the idea of demolition they committed to the process of replacing the recreational space. So there is plenty of area there to create a recreational space.

Further discussion and comments ensued on the possible options and opportunities for the community if they receive the grant.

Ms. Carroll requested information on the type of grant they would be receiving.

Councilmember Smith responded that it would be a matching grant 60/40. Grow Economy would take the \$30,000 funding provided by the city for the planning phase and then there would still be an expected match required from the city. But if they are successful through the planning phase to the EDA grant would provide a third of the funding needed to demolish the building. He did not believe that there was anything to lose. This presents the best way to cover

the costs of the improvements that are required to make the building useful for the future. He further stated that he can share Grow Economy's contact information to those who are interested.

- B. Ordinance to Repeal HCC 2.76 to Inactivate the EDC
  - i. Draft Ordinance to Repeal HCC 2.76

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

MARKS/JOHNSON MOVED TO SUSPEND THE RULES TO ALLOW PARTICIPATION IN THE DISCUSSION BY COUNCILMEMBER LORD AND SMITH.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Marks requested Councilmember Lord to speak to the ordinance in the packet.

Councilmember Lord reported that Councilmember Erickson and she discussed how to best utilize the energy and engagement of Commissioners; how to best utilize the commission; and the history of the EDC over time. Stating that for the last 15 years there have been lags in what the Commission can do and while the universe is wide, it is at the same time very narrow. Trying to figure out how to utilize that energy and investment of time from folks and to move forward on economic development in the city has been challenging. They felt that it was a structural challenge with the Commission and pondered how Council could better engage the community, the commissioners, and the use of city resources. Ms. Lord stated that Council had the recent success of the HERC Task Force which was a positive effort and there was specific timelines and questions from Council. The members were people that had an interest, expertise and applied to sit on that Task Force. This ordinance would push Council to use more Task Forces. The HERC Task Force had a direct goal that was met and Council continues to use those recommendations.

Councilmember Lord further explained that the ordinance before the Commission is to disband the EDC and use a Task Force. This will allow residents of the City to apply who have an interest in the topic and expertise. Task Forces can be used to direct focus on specific issues in a directed way on issues such as the harbor expansion, spit parking and economic development. She noted that the draft ordinance is missing the January 1, 2020 effective date. In a conversation with Chair Marks she had mentioned that the Commission had some things to finish up on the Wayfinding and Streetscape Plan.

Councilmember Lord requested feedback from the Commissioners on the ordinance.

Discussion and comments ensued on the following points by Commissioners, Councilmembers and Staff:

- Appointing members or creating a Homer task force comprised of a varied representative membership reflecting Homer's diverse business fields
- Assurance that if the Commission is disbanded Council will establish task forces to address the pertinent issues such as parking on the spit, affordable housing to name a couple
- Submitting recommendations to Council on how effectively employ the talents of the Commission to effect results on the structure of the commission
- Effectively addressing the limited resources that are available with regards to city staff, volunteers while still offering the opportunity to the public to participate in municipal government
- The difference on how a task force has specificity whereas the Commission has latitude to think outside the normal confines
- Existing plans that already include and address economic development which should be embraced by Council and departments, prioritized, and the hot topic things can be what the task forces or commissions address.
- Council establishing a strategic plan
- Strengths of the members of the Commission and not having a self-interest in a project or issue, established routine of time available
- Concerns expressed on the costs of the Commission versus results presented
- Commission provides an independent opinion on issues
- Opportunity for High School Students to receive an introduction to government
- Commission has recently undergone membership changes that have changed the energy of the group
- Acknowledged the costs and time needed by Staff and the Clerk's office to conduct these meetings
- Fostering ideas that may not have gone anywhere as the Commission may seem more approachable than Council from the perspective of the public
- Expenses involved in having the Advisory Bodies is not under any consideration by Council to reduce in the budget.
- Motivation to disband the commission is due to the difficulties in the direction and task assigned to the commission, there is no economic development department to support the work of the commission and staff appointed is currently overloaded.
- Absent a position devoted to Economic Development the costs incurred in having the Commission is nominal and a value to the city.

Chair Marks inquired if the Commission would like to submit recommendations or a statement to City Council regarding the proposed disbanding of the commission.

There was a brief discussion by the Commission on crafting the statement to the Council in the positive and accepting the change from a standing Commission to a convened task force and that they are open to other possibilities. Councilmember Lord offered to introduce the



ordinance at the upcoming meeting then recommend postponement until the November 25, 2019 Council meeting for Public Hearing and second reading. The Commission agreed that would allow them time to draft recommendations on structuring the Commission.

Ms. Carroll will draft a statement for the next meeting of the Commission using the comments expressed tonight.

### **INFORMATIONAL MATERIALS**

- A. City Manager's Report for September 9, 2019
- B. City Manager's Report for September 23, 2019
- C. EDC 2019 Meeting Calendar
- D. Commissioner Attendance at 2019 City Council Meetings

Chair Marks noted the Joint worksession with Planning and the Parks Commissions on October 16, 2019 at 5:30 p.m. She encouraged the Commissioners to attend the Council meeting on Monday, October 14, 2019.

### **COMMENTS OF THE AUDIENCE**

Councilmember Lord commented on the economic development work that is conducted by the other commissions specifically noting the changes implemented recently by the Planning Commission to amend city code to allow taller buildings in the East End Mixed Use District, expanding manufacturing in the Central Business District. She would also argue that most things that the Port & Harbor Commission works on affect the solvency of that enterprise and really economic development the port expansion is directly responding to the need of the larger vessel fleet that are having to take their boats to Seattle since there is no space to keep the fleet here. There is also a lot of nexus with the Marine trades and other businesses regarding economic development.

Chair Marks agreed that the whole Port and Harbor is always looking economically and did not believe that it was the issue as much as the rest of Homer and really believed that it was the EDC that had something to do with the Planning Commission having addressed these issues and the other commissions addressing issues on economics.

Dr. Bill Marley stated that he had asked to speak to the Commission and he received a letter saying he could not that was written by Deputy Clerk Tussey, the letter alluded to the fact that he owned the land and point in fact he only owns a third of the land, not all the land. His two partners live outside. They could care less what happens to the land as they bought it for economic investment whereas I would like to think that \_\_\_\_ (recording unclear what Mr. Marley was saying) would like to see what happens to that land come to be. When he and his wife moved to Homer there were less than 660 people now the Mayor tells him it is over 6000 and according to his math in 60 years the population will be 36,000 or if you use other math

over 60,000. In his opinion Homer is in an adolescent state and growing and much of what happens now will determine the character of the community in years henceforth, but when he asked to speak again, he was told that the Economic Commission two years ago had made an opinion and did not want to hear from him again and no one asked if he had more information to impart, and he does and feels that it is important information. He is really astounded tonight to hear the conversation of this meeting of developing a conference center and that is what he has been talking about and was talking about two years ago. He doesn't talk well so maybe it is his fault in not getting his idea across well. He has spoken to two people lately who he believe see him as an irritant and I have tried to see himself as offering an opportunity. I guess I am done.

Commissioner Arevalo asked Mr. Marley what property he was speaking about and the idea he proposed since she was not on the Commission at that time.

Mr. Marley described the location of the property across from the Lutheran Church and his proposal for a Conference Center. He then commented on the new Conference Center built in Sitka providing some details and the proposed idea for a new Conference Center in Seward that was not funded. He also thanked the Commissioners for their time noting his past experience sitting on a board.

Commissioner Brown commented that she was on the Commission when Mr. Marley presented his idea before them and remembered the proposal.

#### **COMMENTS OF CITY STAFF**

Special Projects & Communications Coordinator Carroll commented it was a good meeting, spirited and thoughtful discussion tonight.

#### **COMMENTS OF THE COUNCILMEMBER**

#### **COMMENTS OF THE CHAIR**

Chair Marks thanked Deputy City Clerk Krause for her assistance in providing direction on how to handle the items on the agenda tonight.

#### **COMMENTS OF THE COMMISSION**

Commissioner Richardson commented he enjoyed his new seat but also sitting on the other side of the dais.

Commissioner Brown apologized for texting during the meeting but she had a contractor at her house hanging lights and was trying to combine both.

Student Representative Brown commented that this was all very exciting especially since it was her first meeting. It was really interesting too.

Commissioner Johnson had no additional comments.

Commissioner Arevalo thanked Councilmembers Lord and Smith for coming and sharing their ideas and explaining things for them.

**ADJOURN**

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:06 p.m. The next regular meeting is scheduled for Tuesday, November 12, 2019 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Administration

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## Memorandum

TO: CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR  
THROUGH: KATIE KOESTER, CITY MANAGER  
DATE: NOVEMBER 6, 2019  
SUBJECT: STAFF REPORT

### **City Council Ordinance to Re-appropriate HERC Demo Funds to Support Grow Economy**

Grow Economy withdrew their proposal, so Ordinance 19-48 to re-appropriate \$35,000 from the HERC Demolition Study to contract with Grow Economy to write and apply for a US EDA planning grant for the development of a regional innovation plaza at the HERC site failed by request of the sponsor.

### **Planning Commission Topics**

**Sign Code.** The Planning Commission took up the Sign Code recommendations at their Oct. 16, 2019 meeting. Deputy City Planner Engebretsen's Staff Report 19-87 and meeting minutes are attached for your reference.

According to the meeting minutes:

*Ms. Engebretson noted some of the previous work done on the sign code in 2012 that applied to businesses on the Spit. She reviewed the three recommendations from staff and requested input from the Commission.*

*Large Businesses (buildings) on Corner Lots with multiple entrances – Example used was Kachemak Center:*

*The Commission recommended that if additional free-standing signage is permitted that there should be a specific distance between the signs, adding that the staff recommendation of 75 sf was acceptable to the Commission.*

*Corner Lots, Smaller Buildings, two stories:*

*Staff recommended allowing 50% of existing to a maximum of 225sf that a building owner would be responsible for dividing among tenants.*

*Parking lot Entrance or exit signage with logo or colors:*

*The Commission agreed that they would like further information on this concept. It was agreed that it would not be a widely used signage but could be implemented for businesses that may have multiple accesses referring to the Kachemak Center as an example.*

*Commissioner Highland offered comments on the controversy experienced during the previous sign code amendments and that every business owner wanted the biggest sign possible.*

*City Planner Abboud responded to Commissioner Davis' inquiry about Sign Design review and the recommendations make to applicants regarding signage design. Staff will provide specifics for the commission to review at the next meeting.*

Planning Commission's next meeting is November 6, 2019.

**Permitting amendments.** From the Planning Commission minutes:

*The Planning Commission moved to adopt changes to improve applicants' site plans including preconstruction surveys, supplying preconstruction as-builts of existing structures, staking of property lines and after construction as-built survey; and to change the application procedure to have some recommendation or best practices for the preconstruction items.*

City Planner Rick Abboud's Staff Report PL 19-88 and meeting minutes are attached for your reference.



# City of Homer

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## Planning

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### Staff Report PL 19-87

TO: Homer Advisory Planning Commission  
THROUGH: Rick Abboud, City Planner  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: October 16, 2019  
SUBJECT: Sign Code

#### Introduction

In May, the Economic Development Commission (EDC) identified a need for business owners regarding signage allowance in large structures that house multiple tenants. Planning staff has also found it challenging to permit effective signage for tenants in this situation. The Planning Commission determined they wanted to work on this topic in the fall.

The main gist of the EDC comments address allowed signage on some of our community's larger buildings, where the building is two stories, or has more than one main entrance – such as on a corner lot. The EDC offers two solutions for determining how much signage a building can have, called “Method 1” and “Method 2.” (Attached)

Staff would also like to briefly touch on allowing additional freestanding signs, and parking lot identification. Examples for each scenario will be provided at the meeting.

#### Analysis

Current Code – Table 2 Part B (see attachments), lists the square feet of wall frontage of the building, and the corresponding allowed signage PER BUILDING. Emphasis is added because if there is more than one structure, each structure is allowed signage according to the calculated wall frontage. For example, a Spit boardwalk with 10 buildings can have a separate sign allowance for each building. But a strip mall with interior tenants, or two story structure with 10 tenants is limited to a maximum of 150 square feet of signage. The sign code was amended in 2012 to allow the per building sign allowance, but no solution was adopted for multitenant buildings.

#### Proposed solutions

*Method 1: Corner lots.*

There are a few buildings in Homer that are large, and are located on corner lots. A clear example is Kachemak Center at the corner of Pioneer, Heath and Lake St (Subway, Summit

Physical Therapy are current tenants). Signage has long been a problem at this location. The building has great street traffic, but for the size of the structure and number of tenant spaces, 150 square feet of signage across three walls for the whole property is inadequate. Method 1 would grant additional signage on the east and west sides of the building, because they each front a maintained street. The amount of signage would be limited to ½ the allowance on the front (75 feet each).

**Analysis:** Method one provides a solution for side entrances.

**Staff comment:** What about just applying the existing wall frontage rules to the side of the building? Again this is for corner lots with multiple tenants and a public entrance on more than one face of the building. There are a handful of properties this applies to. Staff will provide examples at the meeting.

**Question 1 for the Commission:** Would you allow a second freestanding sign on the property? Perhaps if it was serving the secondary entrance? (Again, only talking about corner lots in this discussion)

Method 2: Multi-story buildings and/or more than 1 interior tenant.

This proposal is trickier and may have some unintended consequences. This method addresses multi-story buildings, or buildings where there are tenants with interior only access. Examples include the Kachemak Center basement, the building on Sterling Highway where the toy store and Thai restaurant are (345 Sterling Highway), and the Hillas Building at 126 W Pioneer Ave (next to the movie theater). Additional signage, in the amount of half the base allowance, would be granted to the structure. For a the Hillas building, if the current allowable signage is 150 square feet, that would increase by 50%, or 75 square feet, for a new total of 225 square feet. It would be up to the building owner to allocate the signage among the tenants, and could include a combination of wall and freestanding signage. (HCC already has limits on the size of the freestanding sign – no changes are under consideration.)

There is potential with this method that some really large signs could be put on a building, to the detriment of the smaller tenants. Larger communities address this by having an overall sign plan for the whole structure, so there is a cohesive plan starting from building design and construction. The concept of a unified permit up front is something we can explore, but regulating sign dimensions and proportions on a building is probably beyond the level of regulation our community desires, and beyond the level of service our department can provide. Staff just wants the Commission to be aware each solution may also have some unintended consequences. Staff continues to think through method two.

**Question 2:** Any comments or concerns on method 2?



### **Parking Lot entrance/exit signs**

This is a small point, but we have a few locations in the City where the primary entrance may have a freestanding sign, but a secondary entrance on another street is not allowed to have a logo or commercial message. Example; the main Safeway entrance is clearly defined on the Sterling Highway. Same with Wells Fargo. But if you are driving on Hazel Ave, its not as clear which businesses are served by which driveway. It is legal to have an entrance or exit sign, but that sign can't include the logo or business name. Staff researched Port Townsend WA, which has code language addressing this situation. Staff offers this idea for discussion.

#### Port Townsend

A. Parking Lot Identification Signs. Parking lot identification signs may be erected without a sign permit if restricted to posting regulations regarding the use of the lot and to identifying a parking lot with its owner, operator, or name of the business providing the lot. No advertising other than the name of the business shall be included. The total sign area for parking lot identification signs shall not exceed 32 square feet for each 1,000 square feet of parking lot area and each sign face shall not exceed six square feet; provided, that each lot shall be allowed at least one parking lot identification sign; and provided further, that these restrictions may be exceeded to the extent required by any applicable laws of the state. Parking lot identification signs shall not exceed a sign height of six feet;

**Staff comment:** Port Townsend has many small parking lots; a sign per 1,000 square feet of parking lot area is way more than we need in Homer. But the idea of at least one sign per parcel could assist with wayfinding. For example, the Chamber of Commerce is easily seen from the Sterling Highway. But the Ohlson Lane Entrance, where day parking for RV's is offered, would be an appropriate place for a clear entrance sign. Other examples could be the Safeway entrance on Hazel Ave, or the college entrance on Kachemak Way.

**Question 3:** What does the commission think about exploring parking lot signage? If there is consensus on this topic, staff can do further research and create a proposal.

### **Staff Recommendation**

#### **Commission discuss the following questions and provide feedback**

1. Should an additional freestanding sign be allowed for a secondary entrance? Perhaps for a total of two freestanding signs per lot?
2. Any comments or concerns on method 2?
3. What does the commission think about exploring parking lot signage?

**Next Steps:** Staff will listen to Commission discussion and comments, and provide additional information as requested. Eventually, an ordinance will be drafted with proposed changes.

**Attachments**

1. Table 2 – HCC 21.60
2. May 8, 2019 EDC memo to HPC
3. May 15, 2019 PC minutes excerpt

**Table 2 Part B**

In all other districts not described in Table 2 Part A, the maximum combined total area of all signs, in square feet, except incidental, building marker and flags, shall not exceed the following:

Square feet of wall frontage (c):	Maximum allowed sign area per principal building:
750 s.f. and over	150 s.f.
650 to 749	130 s.f.
550 to 649	110 s.f.
450 to 549	90 s.f.
350 to 449	70 s.f.
200 to 349	50 s.f.
0 to 199	30 s.f.



## Memorandum

TO: HOMER ADVISORY PLANNING COMMISSION

FROM: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

THROUGH: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR

DATE: MAY 8, 2019

SUBJECT: REQUEST TO CONSIDER AMENDMENT TO SIGN CODE FOR LARGE COMMERCIAL BUILDINGS WITH MULTIPLE BUSINESS TENANTS.

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The Economic Development Advisory Commission is reaching out to you about a deficiency in the sign code as it relates to large, commercial buildings with multiple business tenants. After becoming aware of the issue through comments received in the 2017 Business Retention and Expansion Survey, the EDC began researching the existing Homer Sign Code, interviewing small business owners and talking to Planning Department staff to better understand the issue and develop possible solutions.

The EDC took this topic up at their April 9, 2019 meeting. In summary, the existing sign code provides a mathematical system based on road frontage to regulate signage in the community. This system seems to work well for the majority of businesses in Homer, equitably allotting signage square footage for businesses located in buildings with only one or two business tenants and businesses that are one of a group of small buildings on one commercial property.

Where the code falls short is in allocating adequate signage space to larger commercial buildings that house a larger number of small business tenants. The code provides no provision to increase signage for multi-level buildings or for buildings housing businesses two or more spaces deep from the storefront. This creates a barrier to sign advertising for small businesses located in larger multi-tenant buildings.

Examples of buildings with individual businesses that may have inadequate signage for the number of business that are in the building:

- Point of View Mall [on Lake Street]
- Blue Old Bank Building [corner of Lake Street and East End Road]
- Hillas Building [on Pioneer Ave uphill beside the movie theatre]
- Bypass Mall [on Sterling Highway adjacent to O'Riley's]
- Alderfer Building [on Ocean Drive at Beluga Lake]
- Kachemak Center [on Pioneer Ave between Heath and Lake Street]

It is in Homer's economic interest to develop strategies and actions that support small business retention and expansion.

After their discussion, the EDC passed a motion to 1) share the deficiency with you for your deliberation and 2) recommend sign code amendments to calculate allotted signage above 150 ft<sup>2</sup> to better accommodate the advertising needs of small businesses leasing space in large commercial buildings with multiple business tenants.

Below, the EDC shares two amendment ideas developed by EDC Commissioner Richardson in hopes it is useful in starting the discussion. The EDC has spoken with City Planner Abboud who is also looking into model codes to see what other methods are used to accommodate spatial features in buildings.

## POTENTIAL METHODS FOR ALLOTTING SIGNAGE ABOVE 150 SQUARE FEET

### Method 1 – Calculation by Secondary and Tertiary Entrances on Public Right of Way

- Buildings that have more than one entrance for clients, where the entrance is accessed by a separate public right-of-way that is bordered by a maintained road. The following criteria will be:
  - A separate sign permit by the city must be issued in addition to the original permit
  - Secondary and tertiary entrances must be commonly used by clients and must access the interior of the building and conversely the entrance must access a parking lot, sidewalk or road. These entrances are approved at the sole direction of the planning department. Alleys, stairways to upper levels, Emergency Exits likely do not apply.
  - Additional Square footage is applied to existing city allotment chart by  $\frac{1}{2}$  [half the amount allotted on the chart]
  - For example, a building with 200 x 12 feet [greater than 750] of wall frontage on a main road are allotted 150 square feet of sign space. With two other public accesses of secondary and tertiary frontage measuring 80 feet by 20 feet [greater than 750] on the east side of the building and 80 feet by 20 feet [greater than 750] on the west side of the building.
    - 2400 square feet = 150 square feet original signage
    - East side 1600 square feet = secondary allotment  $150 \text{ sq feet} / 2 = 75 \text{ square feet}$
    - West side 1600 square feet = tertiary allotment  $150 \text{ sq feet} / 2 = 75 \text{ square feet}$
  - Total of 300 square feet of signage approved.



### Method 2 – Split Level Buildings and Buildings Two or More Businesses Deep

- Buildings that have more than one entrance for clients, where the building is split level or two or more businesses deep.
  - In a building that has one frontage, which is the only frontage that has access to a public street, and is split level or is more than one business in depth – the owner may apply for additional signage if Method 1 above does not provide additional signage.
  - Additional Square footage is applied to existing city allotment chart by  $\frac{1}{2}$  [half the amount allotted on the chart]

- If the building is split level, then the larger of the two levels will be applied to the original allotment and smaller level will be assigned additional sign square footage based on a calculation of the surface area of the smaller level divided by two.
  - Such as if 150 square foot would be allotted for the largest level, then 75 square feet is added to the original allotment for a total of 225 square feet of signage.
- If the building is more than one business deep, and at least two businesses are not represented by the frontage calculation, then  $\frac{1}{2}$  of the original frontage calculation will be applied to the original frontage allotment. Therefore, if the original frontage gained the building 150 square feet of signage – 75 square feet would be added for a total of 225 square feet.



Thank you and the Planning Department staff for giving this your consideration. Please alert us to any worksessions you may have on this topic. Commissioner Richardson and potentially other EDC Commissioners would like to attend.

### **RECOMMENDATION**

The Economic Development Advisory Commission recommends that the Advisory Planning Commission pass a motion to review options and amend the Sign Ordinance to address the deficiency in the current code as it relates to larger commercial buildings that house several small business tenants.





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

### Staff Report PL 19-88

TO: Homer Advisory Planning Commission  
FROM: Rick Abboud AICP, City Planner  
DATE: October 16, 2019  
SUBJECT: Permitting

---

#### Introduction

I have created a draft ordinance for the Commission review prior to holding a public hearing.

#### Analysis

After incorporating the recommendation of the Commission, we have a draft ordinance to review prior to holding a public hearing. I plan to have an attorney review the proposal prior to public hearing. I added that all zoning permits for all buildings and structures be subject to item 1 on lines 42 and 43, submission of an as-built survey after completion.

Currently, the code requires multifamily, commercial, and industrial projects to submit items 1 through 3 as described on lines 42-47. I would like the Commission to give consideration to amending the code regarding items 2 and 3.

#### Item 2, lines 44-45

This item overlaps with item 1 and requires additional information regarding entrances, driveways, parking and loading areas. Entrances are readily apparent and it is just not necessary to verify with an as-built schematic. Driveways are permitted and inspected by public works. This leaves parking and loading areas. Once an as-built is submitted, parking and loading areas are easily determined as defined by the approved site plan.

#### Item 3, lines 46-47

This item is a bit confounding to me. It asks for proof of compliance with codes adopted by the State of Alaska. This is Fire Marshall territory. I'm not sure why we would want to spend time doubling up on code that is already enforced by another agency. We are in contact with the Fire Marshal's office at least annually and provide them with all permitting information and any other concerns we see with compliance.

I feel uneasy relying upon 'self-reported' information. We do not have anyone with the city that is qualified to verify any of the information. Building codes are somewhat of a moving target and it can become complicated documenting additions. If we feel that compliance with

buildings codes is a priority, then we should adopt code and hire someone qualified to inspect and enforce. If somehow it was reported that something was not built to code, I would have to rely upon the efforts of some third party, but I would likely just report it to the Fire Marshal.

### **Checklist**

We are drafting an updated zoning application form and intend to create a type of best practices document that will provide information about siting improvements. If this is not completed prior to the meeting, we will follow up and provide the Commission a chance for input.

### **Staff Recommendation**

Please consider amending items 2 and 3 and make a recommendation for a public hearing.

### **Att.**

Draft Ordinance

Draft zoning application



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

3 Planning

4 **ORDINANCE 19-xx**

5  
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 AMENDING HOMER CITY CODE 21.70.040, PERMIT TERMS; TO  
8 REQUIRE AN AS-BUILT SURVEY BE SUBMITTED TO THE CITY  
9 PLANNER AFTER COMPLETION OF ANY BUILDING OR  
10 STRUCTURE.

11  
12 WHEREAS, The 2018 Homer Comprehensive Plan Chapter 4, Goal 3, Objective A,  
13 Encourages establishment of a clear, coordinated regulatory framework that guides  
14 development, includes implementation strategies to review rules and regulation options with  
15 consideration of operational constraints and community acceptance; and

16  
17 WHEREAS, The 2018 Homer Comprehensive Plan Chapter 4, Goal 3, Objective B includes  
18 encouraging high quality buildings and site design; and

19  
20 WHEREAS, Creating a requirement for the submission of an as-built survey encourages  
21 diligence and adherence to site plans; and

22  
23 WHEREAS, It is in the interests of the Planning Commission and Homer citizens to  
24 ensure that improvements are built as approved by the Planning Department; and

25  
26 WHEREAS, An as-built survey provides a useful documentation of improvements and  
27 compliance with city code.

28  
29 NOW THEREFORE, THE CITY OF HOMER ORDAINS:

30 Section 1. Homer City Code 21.70.040 is hereby adopted to read as follows:

31  
32  
33 **21.70.040 Permit terms.**

34 a. A zoning permit shall include a deadline that allows the applicant a reasonable amount of time in  
35 which to complete the work authorized by the permit. If the work is not completed within the time  
36 allowed, the City Planner may grant one reasonable extension for good cause shown. No additional  
37 extension will be granted, except upon the approval of the Commission for good cause shown.

38 **b. Any zoning permit for a building or structure shall require the applicant to submit to the City**  
39 **Planner item 1 below.** A zoning permit for a multiple-family dwelling or for a building or structure for  
40 commercial or industrial use shall require the applicant to submit **items 1-3 below** to the City Planner,  
41 **All required items shall be submitted** promptly after completion of the work:

- 42 1. An as-built survey, completed by a licensed surveyor, of the location, foundation, dimensions,  
43 and proximity to all lot lines of all buildings and structures covered by the permit;
- 44 2. An as-built schematic of the completed building(s) and structure(s) showing at least the  
45 perimeter, dimensions, entrances, driveways, parking areas, and loading areas; and
- 46 3. Proof of compliance with applicable building, plumbing, electrical, mechanical and other such  
47 codes adopted by the State of Alaska.

48

49 Section 2: This ordinance is of a permanent and general character and shall be included in  
50 the City Code.

51

52 ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER THIS \_\_ DAY OF \_\_\_\_\_,  
53 2019.

54

55

CITY OF HOMER

56

57

58

\_\_\_\_\_  
KEN CASTNER, MAYOR

59

60

61 ATTEST:

62

63

64 \_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

65

66

67 YES:

68 NO:

69 ABSTAIN:

70 ABSENT:

71 First Reading:

72 Public Hearing:

73 Second Reading:

74 Effective Date:

75

76 Reviewed and approved as to form:

77

78

79

80 \_\_\_\_\_  
Katie Koester, City Manager

\_\_\_\_\_

81

82 Date: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Homer

www.cityofhomer-ak.gov

Planning  
491 East Pioneer Avenue  
Homer, Alaska 99603

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

## Zoning Permit Application

Applicant's name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner (if different than the applicant):

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Identification:

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

KPB Tax ID #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ acres Zoning District: \_\_\_\_\_

### Project Information:

Describe the project \_\_\_\_\_

Describe the use of the property \_\_\_\_\_

Circle the type of proposed use: Single Family Home Duplex/Triplex Multi-family Commercial Other

**New Structure(s)** total gross floor area (sq. ft.) \_\_\_\_\_ # of dwellings \_\_\_\_\_ # of bedrooms \_\_\_\_\_

**Existing Structures** total gross floor area \_\_\_\_\_ # of dwellings \_\_\_\_\_ # of bedrooms \_\_\_\_\_

**Estimated Value of Improvements** (materials and labor) \$ \_\_\_\_\_

### For staff use:

Date Received: \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_ Received by: \_\_\_\_\_

**Residential \$200/Commercial \$300. SWP \$200 additional. Late fee 1.5 times.**

Finance Code 21-2106.

Completed site plan date: \_\_\_\_\_ completed application date: \_\_\_\_\_

# Development Standards for All Projects

## **Dirt Work and Drainage** (HCC 21.50)

- All exposed, cleared, filled and disturbed soils must be revegetated within 9 months of initial earthwork or reseeded by the next August 31<sup>st</sup>.
- Drainage design must deposit all runoff into either an engineered drainage system or into a natural drainage. Building must be setback 15 feet from open ditches and 10 feet from closed drainage systems.
- Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, siltation, intentional or inadvertent fill or root damage to neighboring trees, or other damaging physical impacts.

## **Steep Slopes** (HCC 21.44)

Additional standards apply if one of the following site conditions exist (check any that apply)

- The average slope of the lot is greater than 15% (A rise of 15 feet to 100 feet run)
- Disturbance will take place within 40 feet of the top, or 15 feet of the toe of a steep slope (45%), bluff, coastal bluff or ravine

## **Exterior Lighting** (HCC 21.59.030)

- Outdoor lighting must not shine beyond property boundaries or cast bright glare affecting the street or neighboring properties. The maximum height for building-mounted lights is 15 feet and for pole lights, it is 28 feet. Lights installed 15 feet or higher must be cut-off luminaires.

## **Landscaping** standards apply to all projects in a commercial district and any commercial project (HCC 21.50.030(f))

- Landscaping shall include the retention of native vegetation to the maximum extent possible
- A minimum buffer of 3 feet along lot lines and 15 feet along the top bank of a defined drainage
- Topsoil addition, seeding, and plantings must be completed within 9 months of completion of project
- Parking lots with 24 spaces or more have additional standards (HCC 21.50.030(f)(1)(b))

## Required Submittal Items for All Building Projects

- ☑ This **Zoning Permit Application** form must be signed and submitted, along with the application fee.
- ☑ A **Site Plan** is required for all projects. This “bird’s eye view” must show the entire lot and include all of the details found on the site plan checklist. *See the attached example site plan and checklist.*
- ☑ A **Building Elevation** drawing is required for all proposed and existing buildings. Building height from grade to the peak of the roof must be included. *See the attached example building elevation drawing.*

### *New Requirement*

- ☑ An **As-built Survey**, completed by a licensed surveyor is required upon completion of work for all **new buildings and building additions**. The survey must show the location and dimensions of permitted structures (HCC 21.70.040)

# Additional Approvals for All Projects

AS APPLICABLE, THESE MUST BE OBTAINED PRIOR TO ISSUANCE OF A ZONING PERMIT

- A **Driveway Permit** is required for any new driveway approach or alteration to an existing approach. For permitting on city roads, contact the Public Works Department at (907) 235-3170. For State roads, contact the local DOT office at (907)235-5218.

Will the driveway approach be constructed or altered? \_\_\_\_\_ IF yes, then Driveway Permit #: \_\_\_\_\_

- A **Water & Sewer Connection Permit** is required when City utilities are available to the property. For this permit, contact the Public Works Department at (907) 235-3170.

Is city water available? \_\_\_\_\_ Is city sewer available? \_\_\_\_\_ If yes, then permit # \_\_\_\_\_

- A **Wetlands Permit** is required when your project impacts a wetland. For permitting questions, contact the Army Corps of Engineers (ACOE) Kenai Field Office at . The following online map can be used to identify possible wetland areas: <https://www.kpb.us/gis-dept/online-mobile-viewers>

ACOE submission status: \_\_\_\_\_ ACOE Permit #: \_\_\_\_\_

- State Fire Marshal** approval is required for all commercial buildings or apartment projects of 4-units or more

Application status: \_\_\_\_\_ Permit # \_\_\_\_\_

- A **Fill & Grading Plan** is required when 3 ft. of fill is placed over 25% of the lot area (HCC 21.50.150)
- A **Sign Permit** is required for most projects that include advertising signage. Check with Planning Staff to find out if a permit is required for your project.
- A **Coastal Flood Hazard Area Development Permit** is required when the project lies within mapped coastal flood hazard areas. For all projects on coastal properties, check with the Planning Office for current flood area designations.
- The **Bridge Creek Watershed Protection District** has additional restrictions for property development (HCC21.40)
- A **Conditional Use Permit (CUP)** is required under certain circumstances, including but not limited to the following:
  - The project includes a conditionally permitted use, as listed in the specific zoning district section of HCC Title 21
  - Building area exceeds 8,000 square feet (all buildings combined) or 30% of the lot area
  - The project includes more than one building with a primary use

- A **Storm Water Plan (SWP)**, produced by a licensed engineer, is required when the project:

*Residential Zoning Districts (HCC 21.50.020)*

- Creates 25,000 square feet of new impervious surface
- Increases the total impervious surface coverage to one acre or greater
- Grading that moves 1,000 cubic yards of material
- Creates a permanent slope of 3:1 or more that exceeds 10 feet from toe of slope to top of slope

*Commercial Zoning Districts (HCC 21.50.030)*

- Creates 25,000 square feet of new impervious surface
- Increases the impervious surface coverage to greater than 60% of the lot area
- Grading of 1 acre or more
- Grading that moves 10,000 cubic yards of material
- A temporary or permanent slope of 3:1 or more that exceeds 10 feet from toe of slope to top of slope
- Land clearing or grading on slopes steeper than \_\_\_\_\_, or within 10 feet of wetlands, streams, or ponds

- A **Development Activity Plan (DAP)** is required when your project is located within a commercial zoning district (including the Residential Office District) and includes any of the following (HCC 21.74)
  - Clearing or grading of 10,000 square feet or more
  - 5,000 square feet or more of new impervious coverage. "Impervious" coverage includes all parking areas, driveways, roads, walkways, whether paved or not, and any areas covered by buildings or structures, concrete, or asphalt
  - Grading that moves 1,000 cubic yards of material
  - A temporary or permanent slope of 3:1 or more that exceeds 5 ft. from toe of slope to top of slope
  - Grading activities that will result in the diversion of existing drainage courses, both natural or human-made, from their existing point of entry or exit from the grading site
  - Any land clearing or grading on slopes steeper than 20%, or within 20 feet of wetlands.

*I/we certify that all the information contained in this application is true and accurate and that I am/we are authorized to act on behalf of the property owner(s). I/we hereby hold harmless the City of Homer, its employees and agents from all suits, actions, or claims arising from any work undertaken.*

*Any approvals required from the Homer Advisory Planning Commission, such as a Conditional Use Permit, must be approved PRIOR to issuance of the Zoning Permit. It is the permittee's responsibility to comply with all other permit terms at his/her expense.*

*The permit will be issued with the understanding that the City of Homer assumes no responsibility with regard to maintenance of private drainage systems that terminate in City ditch lines or drainages, including but not limited to foundation drains, proper location of lot lines, or site dimensions. Further, the City assumes no responsibility for the accuracy of any City-held drawings, or for the permittee's interpretation thereof.*

*I/we understand that the application fee covers the costs associated with processing this application, and that payment of same is nonrefundable and does not assure approval of the site plan. I/we acknowledge that by signing this application I am/we are authorizing employees or agents of the City access for exterior site inspections. This permit must be displayed so that it is readily visible from the nearest street, at the site for which the permit was obtained. If the exterior work is not completed by the permit's expiration date, one reasonable extension may be granted for good cause shown.*

*I/we understand that an as-built survey, completed by a licensed surveyor, is required upon completion of the project structure(s), according to Homer City Code 21.70.040*

Owner Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Homer Planning & Zoning

491 East Pioneer Avenue  
Homer, Alaska 99603-7645

Telephone (907) 235-3106  
Fax (907) 235-3118  
E-mail Planning@ci.homer.ak.us

## DRAWING A SITE PLAN AND BUILDING ELEVATIONS

Address: \_\_\_\_\_

A site plan is a detailed scaled drawing which depicts the current and proposed improvement and uses of a parcel of land.

Drawing your own site plan is easier than you might expect. With accurate measurements, pencil, paper and a ruler you can draw a site plan right at home. For more complex projects you may need professional expertise for drainage, lighting and landscaping plans.

**Below is a checklist of items that should be on your site plan.** For items that do not apply to your project simply indicate: Not Applicable (NA).

- Scale factor. For example 1" = 20 ft.
- North arrow
- All property lines and their dimensions
- Proposed and existing structures, additions and their distances from the property lines.
- Setbacks: All property lines which abut a road require a 20 ft building setback.  
Care should be taken to measure from the property lines, NOT the road. Side and rear setback range from 5 ft – 8 ft depending on the number of stories.
- Fill area from the toe of the slope. Fill must be setback 5' from side and rear property lines.
- Building dimensions
- Adjacent roads
- Driveway
- Parking, 9' x 19' per space
- Decks, bay windows, cantilevers, exterior stairways
- Drainage flow arrows
- Wetland boundary

**Below is a checklist for your building elevation cross section. Your drawing needs to show the exterior view of the building.**

- Scale of drawing
- Building height (maximum is 35 ft)
- Slope or grade

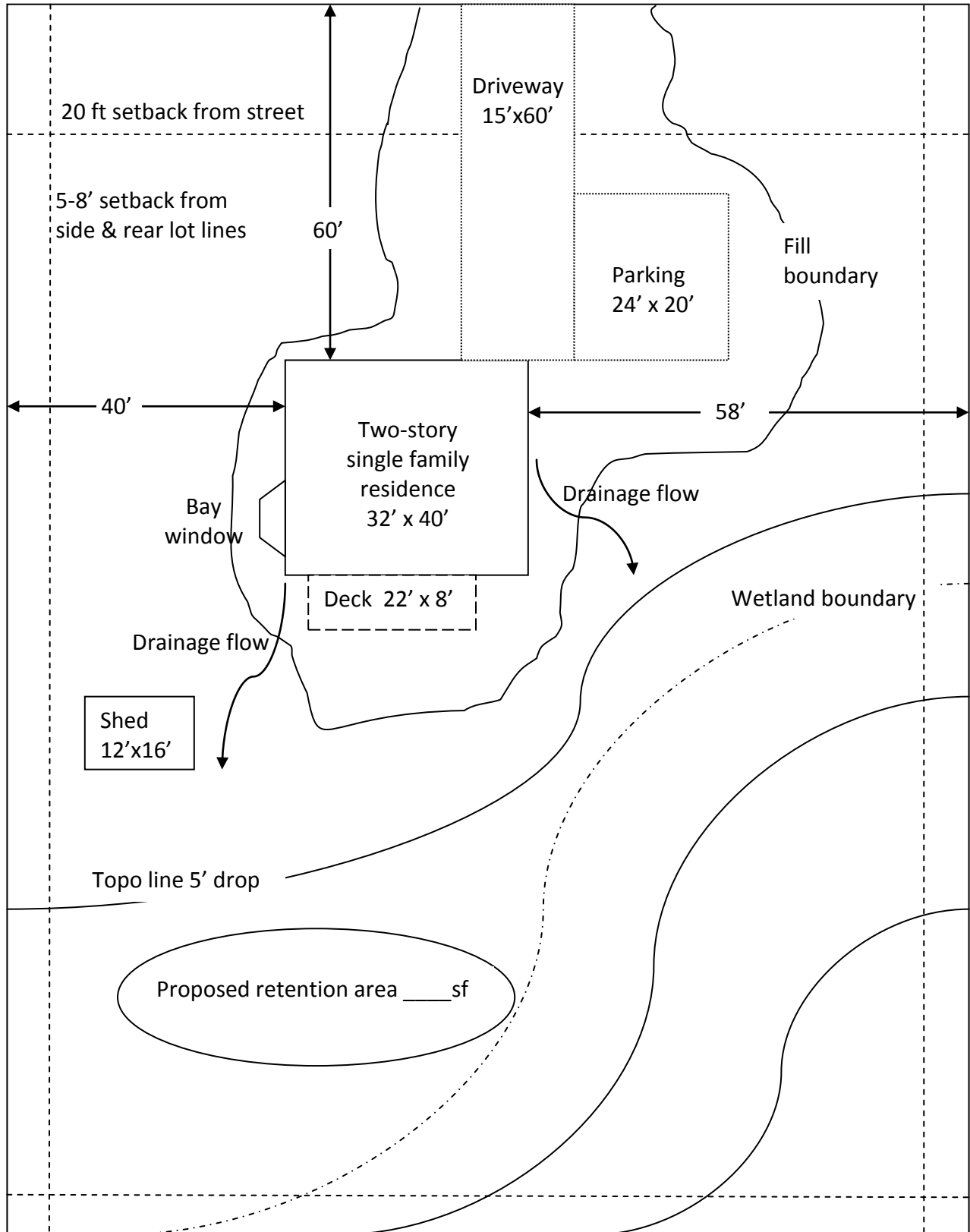
1" = \_\_\_ ft

Sample Site Plan



Anywhere Road

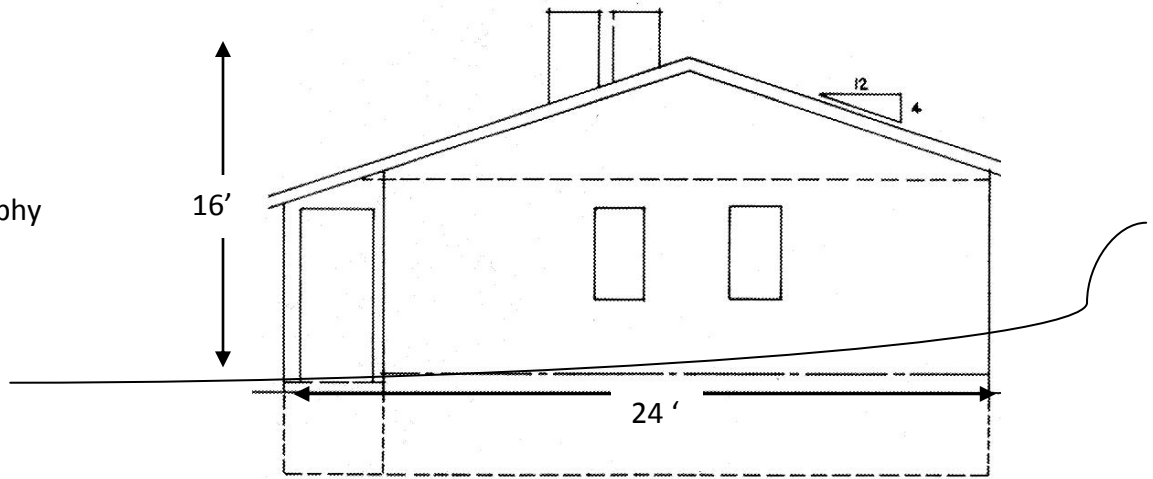
Lot Width = \_\_ ft



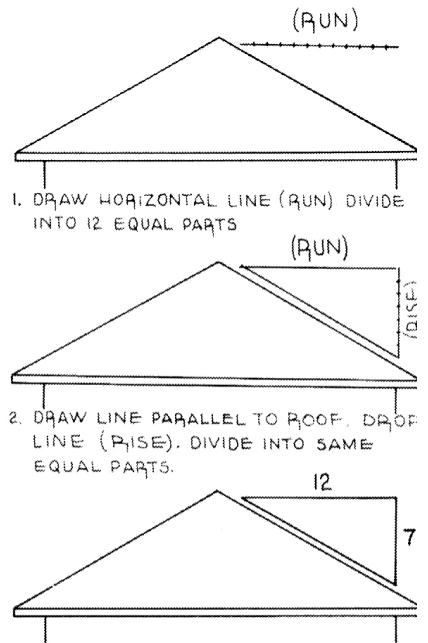


# Sample building elevation drawing

- Building height
- Wall dimensions
- Grade / topography

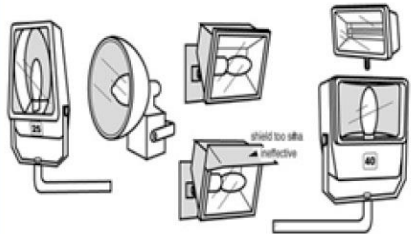
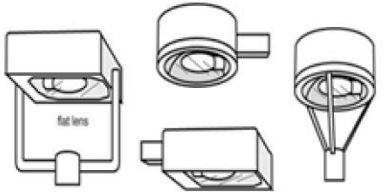
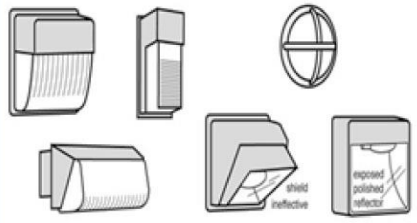
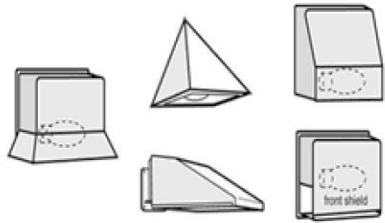
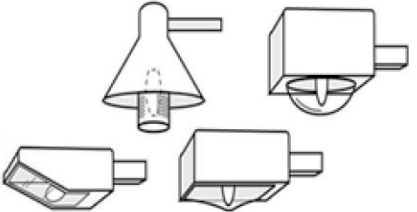
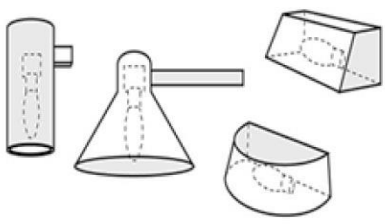
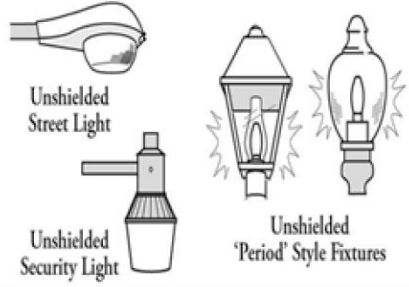


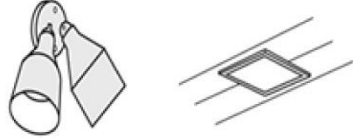


Your drawing here:



# Lighting Standards

The **Lighting standards** aim to reduce glare and light trespass and apply to the business and commercial projects. Depending on the scope of the project a Lighting Plan maybe required per HCC 21.59.030. For simple projects simply circle the type of cut-off light fixture you are using or provide your own.

UNACCEPTABLE Fixtures that Produce Glare and Light Trespass	ACCEPTABLE Fixtures that Shield the Light Source to Minimize Glare and Light Trespass - Facilitating Better Night Vision
 <p data-bbox="381 745 690 777">Unshielded or Poorly-shielded Floodlights</p>	 <p data-bbox="893 745 1039 777">Full Cutoff Fixtures</p>
 <p data-bbox="414 1060 657 1113">Unshielded Wallpacks &amp; Poorly-shielded Wall Mount Fixtures</p>	 <p data-bbox="795 1071 1144 1102">Fully-shielded Wallpack &amp; Wall Mount Fixtures</p>
 <p data-bbox="406 1386 665 1438">Drop-lens &amp; Sag-lens Fixtures with Exposed Bulb/Refractor Lens</p>	 <p data-bbox="885 1407 1047 1438">Fully-shielded Fixtures</p>
 <p data-bbox="349 1564 446 1617">Unshielded Street Light</p> <p data-bbox="349 1701 462 1753">Unshielded Security Light</p> <p data-bbox="560 1690 722 1743">Unshielded 'Period' Style Fixtures</p>	 <p data-bbox="803 1554 901 1606">Full Cutoff Street Light</p> <p data-bbox="795 1701 909 1753">Fully Shielded Security Light</p> <p data-bbox="1006 1701 1161 1753">Fully Shielded 'Period' Style Fixtures</p>
 <p data-bbox="373 1932 495 1984">Unshielded PAR Floodlights</p> <p data-bbox="560 1932 690 1984">Drop-lens Canopy Fixtures</p>	 <p data-bbox="844 1932 966 1984">Properly Aimed Floodlights</p> <p data-bbox="1006 1932 1136 1984">Flush Mounted Canopy Fixtures</p>

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **VISITORS/PRESENTATIONS**

### **REPORTS**

A. Staff Report 19-86, City Planner's Report

City Planner Abboud provided a summary of Staff Report 19-86. He provided comment on the following items:

- Public Hearing at the next meeting on the ordinance placing a moratorium on Profession Offices and Medical Clinics in Residential Office District
- Received the decision notice this afternoon that the City has prevailed on the appeal hearing for the Remand  
If nothing further comes about they will be able to start talking about creation of a medical district at the December meeting.
- They have prevailed on the Windjammer CUP appeal on all counts

Commissioner Rubalcava volunteered for the December 9, 2019 City Council meeting

Commissioner Highland requested clarification from the chair to speak on the City Manager's Report.

Chair Venuti responded that it was on the agenda under informational items and that comments or questions should be done at that time.

A brief discussion was entertained on the basis and reasoning to place a moratorium on applications for Medical Clinics.

City Planner Abboud provided clarification on the appeal process remaining for the Windjammer CUP 14-05.

## **PUBLIC HEARING(S)**

## **PLAT CONSIDERATION**

## **PENDING BUSINESS**

A. Staff Report 19-87, Sign Code

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

Deputy City Planner Engebretsen reviewed Staff Report 19-87 using visual components on the overhead monitors as samples of the proposed code changes. She noted some of the previous work done on the sign code in 2012 that applied to businesses on the Spit. She reviewed the three recommendations from staff and requested input from the Commission.

Large Businesses (buildings) on Corner Lots with multiple entrances – Example used was Kachemak Center

The Commission recommended that if additional free standing signage is permitted that there should be a specific distance between the signs.

Adding the staff recommendation of 75 sf was acceptable to the Commission

Corner Lots, Smaller Buildings, two stories

Staff recommended allowing 50% of existing to a maximum of 225sf that a building owner would be responsible for dividing among tenants.

Parking lot Entrance or exit signage with logo or colors

The Commission agreed that they would like further information on this concept. It was agreed that it would not be a widely used signage but could be implemented for businesses that may have multiple accesses referring to the Kachemak Center as an example.

Commissioner Highland offered comments on the controversy experienced during the previous sign code amendments and that every business owner wanted the biggest sign possible.

City Planner Abboud responded to Commissioner Davis' inquiry about Sign Design review and the recommendations made to applicants regarding signage design.

Staff will provide specifics for the commission to review at the next meeting.

#### B. Staff Report 19-88, Permitting

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

City Planner Abboud reviewed Staff Report 19-88 for the Commission. He requested the Commission to amend the draft ordinance to remove Lines 44-47 for the following reasons:

- Driveways are permitted by Public Works Department
- Entrances are self-explanatory
- Asbuilt survey shows the site plan and parking areas are quite easily figured
- Proof of compliance with applicable building, plumbing, electrical, mechanical, and other such codes are governed by the State and the planning staff is not trained to enforce this. A building inspector would be required as well as developing building codes. He is not sure who the legitimate authority is to provide this information.

- Additionally the State Fire Marshal would sign off on commercial projects and that information would be required to be submitted with the application.
- It would be another sheet a paper that is retained by the Planning Department but have no use to the department
- This ordinance has not been reviewed at this time.
- The Permit Application is not finalized

Chair Venuti recommended that lines 44-45 should be amended to add the word “commercial” to reflect the wording in lines 39-30 to make sense.

City Planner Abboud stated that the request to remove those requirements would still apply. He further advocated for their removal since their office cannot verify anything, they do not know the regulations, and he does not have the knowledge that commercial buildings are inspected. The applicant does not get a permit until they have a Fire Marshal approval.

Discussion ensued on asbuilt showing placement with a five foot discrepancy, enforcement steps and current policy, existing closeout process for current permits.

Commissioner Bentz commented that it appeared the language in lines 44-47 would not be beneficial for the planning department’s use and should amend the ordinance to reflect that change.

BENTZ/HIGHLAND MOVED TO AMEND ORDINANCE 19-XX TO REMOVE LINE 44-47 AND ALTER LINE 38, ANY ZONING PERMIT FOR A BUILDING OR STRUCTURE SHALL REQUIRE THE APPLICANT TO SUBMIT TO THE CITY PLANNER AN ASBUILT SURVEY COMPLETED BY A LICENSED SURVEYOR, OF THE LOCATION, FOUNDATION, DIMENSIONS, AND PROXIMITY TO ALL LOT LINES OF ALL BUILDINGS AND STRUCTURES COVERED BY THE PERMIT.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Highland noted that on the Zoning Permit Application, the page for the “Additional Approvals for All Projects” under Wetlands Permit second sentence, the contact phone number is missing.

Commissioner Bentz recommended checking the web address for the same since she believed it has changed.

Commissioner Bentz recommended inserting a statement something to the effect that a good site plan will assure that you are in compliance with the new asbuilt requirement.

Further discussion on developing a form to be submitted during Close out procedures, that the asbuilt will have all the information required, requesting the asbuilt come directly from the Surveyor and the authorized copies should come from the Surveyor.

### **NEW BUSINESS**

Memorandum from Jenny Carroll re: Wayfinding, Next Steps

Chair Venuti introduced the item by reading the title into the record.

Deputy City Planner Engebretsen requested a motion of support from the Commission to forward to City Council.

**BENTZ/BOS MOVED TO RECOMMEND THE PLANNING COMMISSION SUPPORTS THE INITIATIVE TO CREATE WAYFINDING AND STREETScape PLAN AND FORWARD TO CITY COUNCIL.**

Commissioner Bentz provided a recap of the joint worksession between members of the Economic Development Advisory Commission, Parks Art Recreation & Cultures Advisory Commission and the Planning Commission. She noted the following was discussed and reviewed:

- Work product on the initiative
- Draft ordinance and outline of work efforts
- Timeline
- Consultant to develop wayfinding and streetscape plan
- Possibility of Updated map of the city
- Interest in working together to achieve multiple goals such as marketing , non-motorized transportation

Further comments from the Commission on the goals of the plan, interest from business owners, not getting bogged down in the color palette and not addressing technical design, meshing with current plans and that it will be more of a technical planning document.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memo from the City Clerk, Meeting Schedule for 2020

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

City planner Abboud noted that the only item of note was that the first Wednesday in January was January 1<sup>st</sup> so the meeting is on the second which is a Thursday.

**HMTA Board Meeting  
September 11, 2019  
Homer Harbor Master's Office**

The meeting was called to order by President, Mark Zieset at 6:05 p.m.

Guests present: Bryan Hawkins, Harbor Master; Angela Hollis, USCG Detachment

Officers/Directors present: Mark Zieset, Kate Mitchell, Jen Hakala, Cinda Martin, Aaron Fleenor, Liam Hahn and Eric Engebretsen. Mike Stockburger and Brad Conley were absent/excused; a quorum was established.

Approve Agenda: **Motion by Aaron Fleenor** to approve the agenda as presented, 2<sup>nd</sup> and carried.

Approve Minutes of August 14, 2019 meeting: **Motion by Aaron Fleenor** to approve the minutes as written, 2<sup>nd</sup> and carried.

Visitor Comments: Bryan reported that the City has been working with Tote on a backup plan to utilize the Homer Harbor in the event that the Anchorage port is unavailable in a catastrophic event or other natural disasters impeding transportation. Fishing fleet is coming back and they have been managing transient slips.

Treasurer's Report: Jen Hakala presented the current Balance Sheet through September 7, 2019 including an AR Aging Report (copy attached for the record). Invoices have gone out and membership renewals are already coming in due to the ability to pay online with a credit card. Renewals have not gone out to those members in arrears from last year. Aaron reported that he has communicated with Adam Morris and he would like to continue with a basic membership. We have 1 more payment due for Fish Expo; Kalen Molodih has not yet requested his scholarship; banner renewal due for Homer Hockey of \$500. Reviewed a list of expenses that came directly out of membership dues. Jen will have the budget information available at the Annual Meeting. Jen signed up a few new members at the boat launch party yesterday which puts us over 100 members!

Committee Reports:

- Workforce Development –
  - FOLs – Mark reported that Gordon is willing to host them but is not willing to chase down presenters; Mark has a sign up sheet for the FOL dates and will manage list; Gordon is very interested in field trips
  - KPC Update – the Fall Course Schedule is out
- Scholarship – no report
- Advertising and Web/Social Media –
  - Next meeting scheduled for tomorrow, 9/12
  - Tide Book ads – over half of last year's advertisers have renewed
  - City money uses (balance of \$7,000 remaining), possibly put toward Fish Expo booth (\$2,700 final bill), spotlight FOL/KPC classes with YouTube Videos and blast on social media; Kate suggested covering magazine ads totaling \$2,750. Suggestion to make presentation to City Council and/or EDC; Mark will work on that.

Old Business:

- Pacific Marine Expo Updates – We currently have 3 booth spaces – HMTA, City, and Nomar with 3 - \$500 spots within HMTA. Northern Enterprises has confirmed a \$500 spot; two are left. Jen is now the primary contact with the storage unit.
- Dave Berry Homer Library Director info 907 435-3151; email: [dberry@ci.homer.ak.us](mailto:dberry@ci.homer.ak.us)
- Anchorage Boat Show – Eric reported that he has secured the 40' X 60' space (Raider Boats will have their own space this year). He is bringing two boats that will be slightly bigger than last year but will leave plenty of extra space for members. The Chamber will likely be there to support their next fundraiser.

New Business:

- By-Law Revisions – Cinda presented the Proposed Revisions to Articles II, Membership and III, Board of Directors as follows: (see attachment)

**Motion by Eric Engebretsen** to approve the proposed By-Law Revisions as presented, to be voted on at the upcoming Annual Meeting, 2<sup>nd</sup> and carried.

- Annual Meeting – Thursday, September 26<sup>th</sup> at 5pm at the USCG Marine Safety Detachment
  - Food – pot luck
  - Google analytics/Facebook update – Mark is working on the details
  - HMTA Ad Opportunities
  - Bay Weld Gold Belt Video
  - USCG presentation by Lt. Kahi Kaaua
  - Ballot – of current board members, Mark, Jen, Cinda, Eric, Brad, Aaron and Kate are willing to run for 2020; 9 seats available
  - Agenda Items – Elections and By-Law Revisions

Comments:

Angela reported that she likes to educate the public and industry rather than enforce. She has been focused on smoke detectors since the loss of life in Seward earlier this summer due to fire. She would also like to do a course geared toward personal craft safety.

Eric reported on the successful launch of the Gold Belt and some near misses that worked out miraculously.

Bryan reported that they are hoping to create more parking on the spit between Board Walk Fish and the Seafarer's Memorial; the issue is coming up at the Planning Committee level. They are also working with the Corps of Engineers on a couple of other areas.

Jen reported that they have finally hired 3 new sewers full time for winter!

Next Meeting: Thursday, October 17, 2019 at 6pm at the Homer Harbor Office (meeting nights will change for the next year to the 3<sup>rd</sup> Thursday of the month.)

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Cinda Martin, Secretary



# Homer Marine Trades Association Annual Meeting

## MINUTES

September 26, 2019

NOMAR Mercantile Building

Call to order: The Annual Meeting was called to order by President, Mark Zieset at 6:12 p.m.

Officers present: Mark Zieset, Aaron Fleenor, Jen Hakala, Cinda Martin, Brad Conley, Liam Hahn, and Kate Mitchell. Mike Stockburger and Eric Engebretsen were absent/excused; a quorum was established.

### Introduction of 2018/2019 Board of Directors:

President, Mark Zeiset – South Central Radar	Director, Eric Engebretsen – Bay Welding
VP, Aaron Fleenor – No. Enterprises Boat Yard	Director, Brad Conley – Coldwater Taxi & Freight
Treasurer, Jennifer Hakala, NOMAR	Director, Liam Hahn – Hahn Marine Electrical
Secretary, Cinda Martin – Wells Fargo	Director, Kate Mitchell – Hooligan Holdings, LLC
	Director, Mike Stockburger – Salty Cushions

Approve minutes of the Annual Meeting September 28, 2018: **Motion by Kate Mitchell** to approve the minutes of the 2018 Annual Meeting as written, 2<sup>nd</sup> and carried.

Year End Financial Report – presented by Treasurer, Jen Hakala. She reported that we currently have \$8,816 in the treasury due to early membership billing. She mentioned that the membership dues have been raised to \$150 and now include your website hot link and business logo; in addition, \$25 of every membership is earmarked for Workforce Development programs.

### Reports/Old Business:

- Advertising –
  - In print – Kate reported on the ads in print covered by membership fees including WorkBoat, Pacific Fishing, and Fisherman’s News
  - Cooperative Advertising – Kate reported that there are several opportunities for banner ads and a magazine ad in the RAVN Inflight Magazine; Fish Alaska has been discontinued
  - Radio presence – Liam and Mark reported on the radio presence in Anchorage/Valley; played ads for the audience
- Website/Social Media – Brad/Mark reported on our Google Analytics page that tracks activity on our website; it was clear to see the upticks in exposure to our website due to our increased FB and radio advertising efforts. Deb Rhoades reported that we have 1,100 likes on our Facebook page.
- Trade Shows –
  - Pacific Marine Fish Expo – Nov 21-23 – Mark reported that there is space available for member businesses to showcase their business and attend the show; banner ads are also available
  - Anchorage Boat Show – Feb 21-23 – space available to showcase business and banner ads available
- Workforce Development –
  - Scholarship – Cinda reported that we distributed \$2,645 in the last year to eligible students for a variety of Marine Technology Courses. We received \$1,000 from Homer Rotary and contributed \$1,700. This year we have \$3,000 available due to donations from Homer Rotary and Aleutian Harvester; any high school student or recent graduate can get 100% of their courses covered; 50% for those taking certification courses and 25% for other courses. In addition to the Marine Technology Course reimbursements, we also awarded \$1,000 to a HHS student to attend AVTEC this fall.
  - HHS FOLs – Mark reported on FOLs at the high school and the need for instructors; a sign up sheet is available here today
  - Marine Technology Series – Jesus Trejo reported on the Fall Marine Technology series and reported on the success of the AB and 41 on courses. He introduced Jill and Claudia.

- Announcements –
  - North Pacific Fisheries Management Council (NPFMC) meetings coming up in Homer next week; a schedule of events and meeting times is available; Pat McBride is speaking and there are harbor tours happening as well. Although HMTA can not take a stance on any issue, we do encourage our members to attend and relay their personal position. There are two slots for public input.
  - Board of Fish – Sarah Vance reported that there is a Board of Fish meeting coming up in late October where they will be bringing the venue vote back up to bring a future meeting to the Kenai. She encouraged everyone to put in their public comment

New Business:

- By Law Change – (see attached page for proposed changes). Cinda Martin presented the proposed By-Law revisions to the membership and explained that as we continue to grow, we wanted to clarify a few things. **Motion by Cinda Martin** to adopt the By-Law revisions as presented, 2<sup>nd</sup> and carried.
- Nominations for Directors – per ballot: Mark presented the ballot as follows and opened nominations from the floor:
  - Mark Zeiset – South Central Radar
  - Aaron Fleenor – Northern Enterprises Boat Yard
  - Jennifer Hakala, NOMAR
  - Cinda Martin – Wells Fargo
  - Eric Engebretsen – Bay Welding
  - Brad Conley – Coldwater Taxi & Freight
  - Liam Hahn – Hahn Marine Electrical
  - Kate Mitchell - Hooligan Holdings, LLC

**Motion by Jen Hakala** to nominate Matt Alward of Bulletproof Nets, 2<sup>nd</sup> and carried. The ballots were collected and counted. All directors as presented on the slate, including Matt Alward, were elected for the 2019/20 term.

- Plans for 2020 – Mark reported that we will be continuing our focus on our Workforce Development programs

Guest Speakers:

- Marine Safety Detachment Officer – Kahi Kaaua, Detachment Supervisor gave a brief overview of the mission and scope of their unit. He introduced the Interim CO of the Hickory; he announced the upcoming change in command with Jeannette Greene coming on as the new CO of the Hickory.
- Kate Mitchell presented a video on the upcoming “Sailing Back to the Bay” wooden boat sail leaving Homer July, 2020 sailing to Bristol Bay. She invited members to be a part of the celebration next summer.

Adjourn: There being no further business to come before the membership, the Annual Meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Cinda Martin, Secretary

By – Laws of Homer Marine Trades Assn.

2019 Proposed Revisions

#### Article II: Membership

Section 1. **Membership.** Membership in HMT is available to any active business of good and legal standing maintaining a continuous physical business presence in Greater Kachemak Bay Area. Greater Kachemak Bay Area is defined as area including Anchor Point, south to and including all of Kachemak Bay communities including, but not limited to, Nanwalek, Port Graham, Seldovia, Halibut Cove, and Homer, Alaska. Membership benefits include voting rights at annual and special meetings, primary opportunity in cooperative advertising, and listing on HMT website and brochures. Each Member business is entitled to one vote.

Section 3. **Industry Support Member.** For individuals and businesses within the Greater Kachemak Bay Area as defined who support the marine trades industry but have otherwise no need for advertising through the association. Industry Support Membership benefits include voting rights at annual and special meetings. Industry Support Membership fees are specifically earmarked to support HMTA scholarship and vocational training programs. Each Industry Support Member is entitled to one vote.

#### Article II: Meeting of Membership

Section 1. **Annual Meeting.** The annual meeting of HMT membership shall be held in the month of September, beginning with the year 2012, for the purpose of electing Directors, any By-Law revisions, and the transaction of such other business as may come before the membership. If the election of Directors or By-Law revisions shall not be held on the day designated herein or any annual meeting of the membership, or at any adjournment thereof, the Board of Directors shall cause the election of directors and/or any By-Law revision review to be held at a special meeting of the membership as soon thereafter as conveniently may be.

#### Article III: Board of Directors

Section 2. **Number, Tenure, and Qualifications.** The number of Directors of HMT shall be not more than 10 nor less than 3. Each Director shall hold office until the next annual meeting of membership and until successor shall have been elected and qualified as follows:- ~~Directors~~ ~~directors need must~~ be residents of the State of Alaska; be an owner or employee of a current Member business or Industry Support Member whose membership is in good standing. Associate Members are not eligible for board of director seats. Only one owner/employee from a Member business or Industry Support Member can serve on the board of directors at a time as each Member is allowed only 1 vote pursuant to Article II, Sections 1 and 3.-

**HMTA Board Meeting**  
**October 22, 2019**  
**Homer Harbor Master's Office**

The meeting was called to order by President, Mark Zieset at 6:10 p.m.

Guests present: Bryan Hawkins, Homer Harbor Master and Amber Fleenor A&A Boat Services

Officer/Directors present: Mark Zieset, Kate Mitchell, Jen Hakala, Cinda Martin, Aaron Fleenor, Eric Engebretsen and Matt Alward telephonically. Liam Hahn and Brad Conley were absent and excused.

Approve Agenda: **Motion by Jen Hakala** to approve the agenda as presented, 2<sup>nd</sup> and carried.

Approve Minutes of September 11, 2019 meeting: **Motion by Jen Hakala** to approve minutes of the last meeting as written, 2<sup>nd</sup> and carried.

Treasurer's report: Jen Hakala presented the current Balance Sheet through October 22, 2019 including a current AR Aging Report. About half the membership renewals are in and several payments have been received by Adam Morris. Kachemak Marine Haul Out membership has been deleted/written off. There are 9 new members which puts us over the 100 member mark. The reports are attached for the record. She is working on an expense report and budget for the new year and will finalize a proposed budget once she can meet with Matt and Cinda.

Committee Reports:

- Workforce Development –
  - FOL's – Mark has the list; there are 3 spots to fill for the fall series
  - Library – Mark reported that Dave Berry emailed him a list of marine industry related books and publications ordered
  - KPC update – Jesus Trejo's email: [jtrepo@alaska.edu](mailto:jtrepo@alaska.edu) Abel Seaman class is coming up this weekend, they have 5 signed up and would like more; flyers available
  - Maritime Education Consortium Workshop coming up Friday, 10/25; flyer sent out to the membership to voice their needs for skills training; Reid Brewer at KPC is very interested in providing courses to meet our needs
- Scholarship – Cinda reported that we have distributed 1 - \$250 stipend for the AB course so far this year; leaving a balance available of \$2,750
- Advertising/Web/Social Media –
  - Aaron reported that Deb has been posting regularly on FB
  - Invoicing to the City – Mark has the magazine quotes, he and Kate will go over the process and get the invoices sent in to the City for payment
  - Banner for Expo – Aaron will talk with Deb Rhoades about using one of her photos for some action shots of boat work to showcase on the banner
  - Updated Brochure – Mark contacted Print Works to update the brochure color and Kate is working on the final list; ordering 1250 this year

Old Business:

- Pacific Marine Expo – Jen is taking the lead; Cinda will get the schedule out closer to Nov 1<sup>st</sup> and will get badges ordered for attendees. The booth will be shared with NOMAR and Northern Enterprises, there is still one space available. Mark suggested getting Expo notifications out

early over the summer perhaps to entice members to participate at the show. The banner spots are all filled except for 1; NW Signs is giving us a little extra time to fill it; Aaron is working on a shot of Northern Enterprises for the main picture. They are looking for action shots of boat work in process to include on the banner in addition to the large main photo.

- Anchorage Boat Show – no new developments; we will have more spaces available for participants. The advertising committee will target past participants and new members and give them a phone call.

New Business:

- 2019/20 Officers – **Motion by Kate Mitchell** to accept the slate of officers as follows:
  - President – Mark Zieset
  - Vice President – Aaron Fleenor
  - Treasurer – Jen Hakala
  - Secretary – Cinda MartinSeconded and carried.

Comments:

- Bryan Hawkins inquired about what funds had been expended to date from the City's ED budget for HMTA advertising. He reported that he and Aaron have a meeting set up for Friday with Mark Brinster to discuss video footage for the dock expansion. Bryan has about \$1,000 left in the Port/Harbor advertising budget.
- Amber Fleenor reported that she spoke with Carrie at the Bay Club about possibly offering a group membership deal for our members.
- Eric reported that he has another shop under construction.
- Kate reported that the "Back to the Bay" will hold its first organizational meeting next week; she will report at future HMTA meetings.
- Cinda reported that she met with Reid Brewer, Jesus Trejo and Terry Cochran of UAA/KPC regarding supporting the marine industry through education. They expressed interest in participating in a trade show should we ever get one off the ground.

Next Meeting: Thursday, November 7<sup>th</sup> at 6pm (Fish Expo falls on the 21<sup>st</sup>) at the Harbor Office

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Cinda Martin  
Secretary





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Administration  
491 East Pioneer Avenue  
Homer, Alaska 99603  
(p) 907-235-8121 x2222  
(f) 907-235-3148

## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR  
DATE: OCTOBER 8, 2019  
SUBJECT: WAYFINDING STREETScape PLAN ORDINANCE

---

### Background:

At a joint worksession on October 16, 2019, the Park, Arts, Recreation and Culture Advisory Commission, Planning Commission, and EDC discussed the Wayfinding-Streetscape Plan draft Ordinance.

After review and discussion, each Commission agreed to place the Ordinance on their upcoming business meeting agendas for formal endorsement and to seek out Councilmember(s) to sponsor the Ordinance.

The Planning Commission formally endorsed the Ordinance at their October 16, 2019 meeting; PARC AC formally endorsed the Ordinance at their October 17, 2019 meeting. Their meeting minutes are attached for your reference.

Councilmembers Caroline Venuti and Heath Smith will be sponsoring the ordinance (see attached) and it will be introduced at City Council's November 25, 2019 meeting.

Commissioners can attend the Council's November 25<sup>th</sup> regular meeting at 6:00 p.m. to support the Ordinance.

### RECOMMENDATION:

Make a motion to support the initiative to create a Wayfinding-Streetscape Plan and forward to City Council.





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

Venuti/Smith

3  
4 **ORDINANCE 19-XX**  
5

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
8 AMENDING THE 2019 OPERATING BUDGET TO APPROPRIATE AN  
9 AMOUNT NOT TO EXCEED \$50,000 FROM THE HART FUND FOR  
10 THE PURPOSE OF DEVELOPING A WAYFINDING-STREETScape  
11 PLAN FOR THE CITY OF HOMER, AUTHORIZING THE CITY  
12 MANAGER TO PREPARE AN RFP FOR CONSULTANT SERVICES AND  
13 AUTHORIZING THE ESTABLISHMENT OF A WAYFINDING-  
14 STREETScape TASK FORCE TO WORK WITH THE CONSULTANT.  
15

16 WHEREAS, The Homer City Council established the Economic Development Advisory  
17 Commission (EDC) to advise City Council on ways to improve the local business climate; and  
18

19 WHEREAS, The EDC completed a Business Retention & Expansion (BR&E) Survey with  
20 the goal of identifying areas where the EDC can work to help improve the local business  
21 climate; and  
22

23 WHEREAS, Improved walkability, greenspace and initiatives that showcase Homer's  
24 beauty (particularly in the Pioneer Avenue/Central Business District) were the most frequently  
25 mentioned ideas for improving Homer's business climate and quality of life; and  
26

27 WHEREAS, While a range of factors are important to business success, knowledge of  
28 Homer's various commercial districts, ease of navigation, quality of the street environment  
29 and pedestrian experience are critical to attracting business tenants and customers and  
30 encouraging consumer engagement and business investment in Homer's commercial districts;  
31 and  
32

33 WHEREAS, The EDC has determined that a wayfinding-streetscape plan (a plan and  
34 design standards to guide City improvements and enhancements such as wayfinding signage,  
35 landscaping, benches, trash receptacles, pocket parks, etc.) will support BR&E business  
36 climate goals and be a catalyst for economic activity; and  
37

38 WHEREAS, Establishing a wayfinding-streetscape (WF-SS) system is consistent with  
39 goals in the City of Homer Comprehensive Plan and the Homer Spit Comprehensive Plan; and  
40

41 WHEREAS, A WF-SS plan builds upon citizen interest in Pioneer Avenue through the  
42 Pioneer Avenue Revitalization Task Force efforts to make a more attractive, vibrant Pioneer  
43 Avenue business district; and  
44

45 WHEREAS, The scope and objectives of the WF-SS plan have been proposed by the EDC  
46 and have been endorsed by the Homer Planning Commission, Park Arts, Recreation and  
47 Culture Advisory Commission and by community organizations and businesses; and  
48

49 WHEREAS, Best practices for WF-SS plan development utilize input from a broad-based  
50 local steering committee and the design and outreach expertise of a professional consultant  
51 to work with the public, the City and State agencies responsible for managing public right-of-  
52 ways.  
53

54 NOW THEREFORE, The City of Homer supports the Wayfinding-Streetscape Plan  
55 proposal and Ordains:  
56

57 Section 1. The FY2019 Operating budget is hereby amended by appropriating no more  
58 than \$50,000 from the HART Fund to secure the services of a professional consultant to  
59 facilitate the development of a WF-SS Plan through a competitive bidding process, as follows:  
60

Account No.	Description:	Amount:
xxx-xxxx	Professional Services	\$50,000

61  
62  
63

64 Section 2. City Council authorizes the City Manager to prepare a Request for Proposals  
65 to secure these consultant services.  
66

67 Section 3. City Council further authorizes formation of a WF-SS Task Force to work with  
68 the consultant as needed on the WF-SS Plan development.  
69

70 This is a budget amendment ordinance is temporary in nature, and shall not be codified.  
71

72 CITY OF HOMER  
73

74 \_\_\_\_\_  
75 KEN CASTNER, MAYOR  
76

77 ATTEST:  
78  
79

80 \_\_\_\_\_  
81 MELISSA JACOBSEN, MMC, CITY CLERK

- 82 YES:
- 83 NO:
- 84 ABSTAIN:
- 85 ABSENT:
- 86
- 87 First Reading:
- 88 Public Hearing:
- 89 Second Reading:
- 90 Effective Date:

91  
92

93 Reviewed and approved as to form:

94  
95  
96

97 \_\_\_\_\_

Katie Koester, City Manager

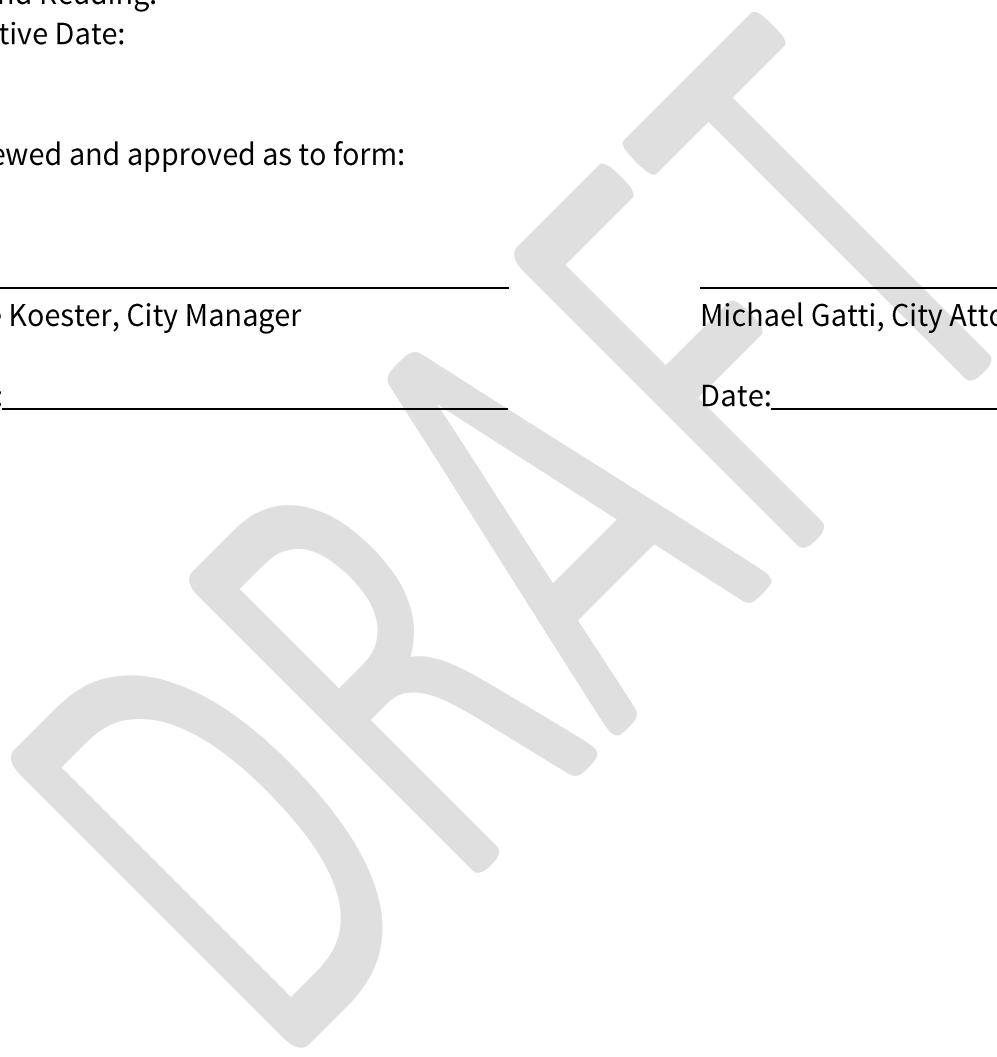
\_\_\_\_\_

Michael Gatti, City Attorney

98  
99

Date: \_\_\_\_\_

Date: \_\_\_\_\_





Further discussion on developing a form to be submitted during Close out procedures, that the asbuilt will have all the information required, requesting the asbuilt come directly from the Surveyor and the authorized copies should come from the Surveyor.

### **NEW BUSINESS**

Memorandum from Jenny Carroll re: Wayfinding, Next Steps

Chair Venuti introduced the item by reading the title into the record.

Deputy City Planner Engebretsen requested a motion of support from the Commission to forward to City Council.

**BENTZ/BOS MOVED TO RECOMMEND THE PLANNING COMMISSION SUPPORTS THE INITIATIVE TO CREATE WAYFINDING AND STREETScape PLAN AND FORWARD TO CITY COUNCIL.**

Commissioner Bentz provided a recap of the joint worksession between members of the Economic Development Advisory Commission, Parks Art Recreation & Cultures Advisory Commission and the Planning Commission. She noted the following was discussed and reviewed:

- Work product on the initiative
- Draft ordinance and outline of work efforts
- Timeline
- Consultant to develop wayfinding and streetscape plan
- Possibility of Updated map of the city
- Interest in working together to achieve multiple goals such as marketing , non-motorized transportation

Further comments from the Commission on the goals of the plan, interest from business owners, not getting bogged down in the color palette and not addressing technical design, meshing with current plans and that it will be more of a technical planning document.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memo from the City Clerk, Meeting Schedule for 2020

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

City planner Abboud noted that the only item of note was that the first Wednesday in January was January 1<sup>st</sup> so the meeting is on the second which is a Thursday.



F. Wayfinding, Next Steps

Chair Lewis introduced the item by reading of the title and requested a motion.

HARRALD/ARCHIBALD MOVED TO RECOMMEND TO CITY COUNCIL TO ADOPT ORDINANCE 19-XX TO FUND UP TO \$50,000 FROM THE HART FUND FOR THE PURPOSE OF DEVELOPING A WAYFINDING AND STREETScape PLAN.

Per questions from Commissioner Archibald, Deputy City Planner Engebretsen clarified that likely the funding for the plan would come from a split of road and trail funds, which will be up to City Council to decide. Further discussion ensued on the reasons in support of having a Wayfinding-Streetscape Plan and ensuring that PARCAC has a voice during the creation of the plan.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**INFORMATIONAL MATERIALS**

- A. PARC Commission Annual Calendar 2019
- B. PARC Commissioner Attendance at Council Meetings 2019
- C. PARC Strategic Plan

Chair Lewis acknowledged the informational materials provided.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Deputy City Planner Engebretsen thanked the commission.

Parks Maintenance Coordinator Steffy thanked the commission and apologized for feeling personally responsible for making it a long meeting.

Deputy City Clerk Tussey had no comment.

**COMMENTS OF THE CITY COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

Chair Lewis noted that he likes to keep meetings to the two-hour time limit.

**COMMENTS OF THE COMMISSION**







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Administration

491 East Pioneer Avenue  
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## Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR

DATE: NOVEMBER 6, 2019

SUBJECT: ORDINANCE TO REPEAL HCC 2.76 ECONOMIC DEVELOPMENT ADVISORY COMMISSION

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**BACKGROUND:** After discussing the draft ordinance to repeal HCC 2.76 at their October 8, 2019 EDC meeting, the EDC generally agreed that there is value in addressing economic development as a City, but that there are structural challenges to the EDC and some of the tasks outlined in the EDC bylaws are no longer needed. Commissioners expressed they were open to new ideas and changes in the way the City takes up economic development topics, and agreed to craft a statement to the Council accepting the change from a standing Commission.

Additionally, the Commission requested time to work with councilmembers to come up with restructuring recommendations. Councilmember Lord offered to postpone the ordinance for further consideration by the EDC. It will be reintroduced at the February 10, 2020 City Council meeting. Commissioners left the meeting agreeing to think about a restructure, and bring ideas to their November 10, 2019 EDC meeting for further discussion.

Since then, Chair Marks and Commissioner Arevalo met with Councilmembers Lord and Erickson for a brainstorming session; Chair Marks met with Councilmember Smith, and I have met with Chair Marks, City Manager Koester, and Councilmember Lord. The options listed in this memo are suggestions that were brought forward for the commission to consider.

**Staff is asking for the EDC to take action on the following:**

1. Agree on the primary goals (listed below) that the EDC would like to have incorporated into their statement to City Council; and
2. Decide on a restructuring idea to be recommended to Councilmember Lord for consideration in revising the draft ordinance.

**RECOMMENDATION: Make a motion recommending that the three following goals be considered when restructuring the City's economic development strategy:**

- Create an effective annual cycle for review and action on economic issues facing the City;
- Increase engagement and drive City of Homer issues into the KPEDD Borough-wide CEDS; and
- Utilize citizen time and City resources to the maximum potential for effective decision-making that moves forward economic development in the City.

**RECOMMENDATION: With the stated goals in mind, review the following restructuring ideas and make a motion recommending Councilmember Lord consider [the commission’s selected option] when revising draft Ordinance 19-xx.**

**1. Disband the EDC and amend City Council operating manual to include a time on City Council’s annual calendar when they consider Economic Development issues,** particularly during their strategic planning retreat. Council selects top issue(s) and decides the most effective manner to address or act on the issue, i.e. through any of the following: forming a Task Force, giving direction to Commission(s) or City Manager, introduction of resolution or ordinance. KPEDD would ask for City involvement in CEDS update process directly from City Council.

*Pros: Flexibility to decide the best mechanism for acting on the issue, requires less staff time/resources.*

*Cons: EDC does not remain in place.*

**2. Replace the EDC with an Economic Development Committee.** Purpose of the committee would be to gather community input on economic development issues in the City, report findings to City Council, and work with KPEDD to support the update of the Kenai Peninsula Borough CEDS. Meeting schedule could be set to quarterly; does not necessarily have to be monthly.

*Pros: Having an established committee will ensure recommendations to Council will be from a body that’s specifically focused on the City’s economic development; may require less staff time than a commission; provides mechanism for working with KPEDD on CEDS.*

*Cons: Still requires similar staff involvement (advertising, staffing, packet and meeting minutes, unless schedule reduced).*

**3. EDC remains as a standing advisory commission but without a designated staff person and possibly meets quarterly and/or as needed.** Clerk would still attend meetings and work with Chair to post meeting agendas and meeting minutes. Meeting schedule could be set to quarterly; does not necessarily have to be monthly. There would likely still be changes to the commission’s purpose outlined in City Code and bylaws to coincide with the agreed-to goals.

*Pros: EDC remains in place.*

*Cons: More responsibility on EDC Commissioners to complete the work normally done by a staff person.*

**4. Disband the EDC and establish an annual review/action-plan for Economic Development Priorities (EDP).** The annual review process would follow the model of the Capital Improvement Plan, which is:

i. Staff sets a schedule approved by Council to

a) circulate economic development priorities amongst Departments Commissions, Committees and Boards and other community stakeholders with a request to provide City Council with their top three economic projects/goals; any additional economic opportunities, needs, or concerns; and any suggestions for implementation; and

b) Schedule an Economic Development Worksession and put Economic Development priorities (EDP’s) on the City Council Regular Meeting agenda for public comment and for Council to set their top three EDP’s for the year. During this meeting, Council will also brainstorm action items to take up during the year. These may include appointing one or more issue-specific Task Forces, sending

requests for information and recommendations to commissions/board, drafting resolutions or ordinances directly from Council, and developing or revising/revisiting strategic partnerships.

- ii. **Every 3 years** the Mayor will appoint, and Council will confirm, a City representative to the Kenai Peninsula Economic Development District (KPEDD). This representative will attend KPEDD board meetings, and will report back to Council *at least quarterly*.
- iii. **Every 5 years**, the KPEDD City Representative will work with City Council, the Mayor, and the City Manager's office to strategically engage with KPEDD on their CEDS update in order to gather and promote inclusion of Homer-specific economic development information and needs.

**An Economic Development Priorities document** could be the Economic Vitality chapter of the Comprehensive Plan. Alternatively, Council could appoint a one-time, temporary Committee to create an Economic Development Priorities list from information detailed in the Economic Vitality chapter, the City's prior CEDS, and the current KPEDD CEDS for the initial Council review.

**Pros:** *Flexibility for Council to decide the best mechanism for acting on the issue, requires some staff time/resources; provides mechanism for working with KPEDD on CEDS; has several points at which public input is solicited.*

**Cons:** *EDC does not remain in place.*



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

3 Lord/Erickson  
4

5 **ORDINANCE 19-xx**  
6

7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
8 REPEALING HCC 2.76 ECONOMIC DEVELOPMENT ADVISORY  
9 COMMISSION, REQUIRING ECONOMIC FINDINGS TO  
10 ACCOMPANY RECOMMENDATIONS FROM CITY COMMISSIONS,  
11 ESTABLISHING AN OFFICIAL MAYORAL APPOINTMENT TO THE  
12 KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT BOARD  
13 OF DIRECTORS CITY OF HOMER SEAT AND ENCOURAGING  
14 APPOINTMENT OF TASK FORCES TO ADDRESS TIMELY  
15 COMMUNITY ISSUES.  
16

17 WHEREAS, the strength of Homer's economy, including the business community and  
18 quality of life, is an overarching consideration for all of the City's Commissions and the City  
19 Council; and,  
20

21 WHEREAS, City representatives participate with the Homer Marine Trades Association,  
22 the Homer Chamber of Commerce, and the Kenai Peninsula Economic Development District  
23 (KPEDD); and,  
24

25 WHEREAS, the City of Homer Comprehensive Economic Development Strategy (CEDs)  
26 overlaps in many ways with the Homer Comprehensive Plan, including within Chapter 7  
27 Economic Vitality; and,  
28

29 WHEREAS, on behalf of the Kenai Peninsula Borough, the KPEDD regularly produces  
30 and annually updates a CEDs inclusive of the entire Kenai Peninsula Borough; and,  
31

32 WHEREAS, the Kenai Peninsula Borough CEDs 2019 Update includes many of the  
33 tenants of the Homer CEDs (last updated in 2011) that may not be included in the Homer  
34 Comprehensive Plan; and,  
35

36 WHEREAS, the majority of the tasks within the Homer CEDs are targeting actions for the  
37 City Council, and when recommendations for City Council actions are needed they would be  
38 best drafted by specific-issue Task Forces created by Council and the Mayor; and,  
39

40 WHEREAS, the few tasks identified for the EDC in the Homer Comprehensive Plan are  
41 providing reviews and updates; and,

42 WHEREAS CEDS reviews and updates should be completed in partnership with the  
43 KPEDD, and Comprehensive Plan updates occur on a 5-10 year cycle and are not best suited  
44 for the time and expense of a standing City Commission; and,  
45

46 WHEREAS, City Commissions can recommend to City Council and Council can appoint  
47 Task Forces to address timely issues of concern to the community, including those related to  
48 economic development; and,  
49

50 WHEREAS, focusing limited City resources is critically important to ensure the efficient  
51 and productive response to concerns and answering questions; and,  
52

53 WHEREAS, maximizing citizen involvement to answer specific questions and provide  
54 recommendations through the Task Force model will enhance public engagement and provide  
55 for targeted efforts that are most viable for City action;  
56

57 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
58

59 Section 1. HCC 2.76 is repealed.  
60

61 Section 2. City Council shall consider creating Task Forces in accordance with the City  
62 Council Operating Manual (per Resolution 19-051) in proactive response to timely issues of  
63 concern to the community.  
64

65 Section 3. Recommendations from the Planning Commission, Port & Harbor Advisory  
66 Commission and the Park, Arts, Recreation and Culture Advisory Commission should include  
67 any relevant economic development nexus information for City Council review.  
68

69 Section 4. The Mayor shall appoint a member of the Homer Business Community to  
70 fill the City of Homer seat on the KPEDD Board of Directors who shall report to the City  
71 Council on a quarterly basis.  
72

73 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_ day of \_\_\_\_\_, 2019.  
74

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76 CITY OF HOMER  
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80 KEN CASTNER, MAYOR  
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82 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

Introduction:  
Public Hearing:  
Second Reading:  
Effective Date:

Ayes:  
Noes:  
Abstain:  
Absent:

Reviewed and approved as to form:

\_\_\_\_\_  
Mary K. Koester, City Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Gatti, Attorney

Date: \_\_\_\_\_







# City of Homer

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## Memorandum

TO: ADVISORY BODIES  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: OCTOBER 10, 2019  
SUBJECT: MEETING SCHEDULE FOR 2020

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Please review the draft resolution that establishes your meetings for 2020. If you have any changes please submit them by December 3<sup>rd</sup>.

City Council will be setting the 2020 meeting schedule for Council and Advisory Bodies with the adoption of the resolution no later than their December 9, 2019 meeting.

### Recommendation

Review the attached draft resolution; make a motion to approve the resolution either as-is or with amendments and recommend adoption by City Council.



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

City Clerk

3  
4 **RESOLUTION 19-0XX**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 ESTABLISHING THE 2020 REGULAR MEETING SCHEDULE FOR THE  
8 CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY  
9 COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART  
10 RECREATION AND CULTURE ADVISORY COMMISSION, PLANNING  
11 COMMISSION, AND PORT AND HARBOR ADVISORY COMMISSION.  
12

13 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council  
14 annually sets the schedule for regular and some special meetings, noting the dates, times and  
15 places of the City Council, Planning Commission, Advisory Commissions, and the Library  
16 Advisory Board meetings; and  
17

18 WHEREAS, The public is informed of such meetings through notices located at the City  
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public  
20 Library; and  
21

22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper  
23 of general circulation at least three days before the date of the meeting and that special  
24 meetings should be advertised in the same manner or may be broadcast by local radio at least  
25 twice a day for three consecutive days or two consecutive days before the day of the meeting  
26 plus the day of the meeting; and  
27

28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council  
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the  
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the  
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect  
32 any action or decision of a public body of the City; however, this sentence does not change the  
33 consequences of failing to give the minimum notice required under State Statute; that notice  
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons  
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for  
36 the Clerk to publish notice in a newspaper of general circulation in the City; and  
37

38 WHEREAS, This Resolution does not preclude additional meetings such as emergency  
39 meetings, special meetings, worksessions, and the like; and  
40

41 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the  
42 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

43  
 44 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2020 meeting  
 45 schedule is established for the City Council, Economic Development Advisory Commission,  
 46 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning  
 47 Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as  
 48 follows:

49  
 50 Holidays - City Offices closed:

January 1, New Year's Day, Wednesday	February 17, Presidents' Day, the third Monday	March 30, Seward's Day, last Monday	May 25, Memorial Day, last Monday	July 3**, Independence Day, Friday	September 7, Labor Day, first Monday
October 19**, Alaska Day, Monday	November 11, Veterans Day, Wednesday	November 26 Thanksgiving Day, Thursday	November 27, Friday, the day after Thanksgiving	December 25, Christmas, Friday	

51  
 52 \*\*If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the  
 53 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules  
 54 and Regulations.

55  
 56 CITY COUNCIL (CC)

January 13, 27	February 10, 24	March 9, 23	April 13, 27	May 11, 26*	June 8, 22
July 27**	August 10, 24	September 14, 28	October 6 Election	October 12, 26 Oath of Office October 12	Canvass Board October 9
November 3 Runoff Election	November 23**	December 14****	December 21**** if needed		

57  
 58 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.  
 59 prior to every Regular Meeting which are held the second and fourth Monday of each month at  
 60 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

61 AML Annual Conference Week is tentatively scheduled for November 18-22, 2019.

62 \*Tuesday meeting due to Memorial Day/Seward's Day.

63 \*\*There will be no First Regular Meeting in July or November.

64 \*\*\*The City Council traditionally reschedules regular meetings that fall on holidays or High  
 65 School Graduation days, for the following Tuesday.

66 \*\*\*\* The City Council traditionally cancels the last regular meeting in December and holds the  
67 first regular meeting and one to two Special Meetings as needed. Generally the second Special  
68 Meeting the third week of December, will not be held.

69

70 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 14	February 11	March 10	April 14	May 12	June 9
July 14	August 11	September 8	October 13	November 10	December 8

71

72 Economic Development Advisory Commission Regular Meetings are held on the second  
73 Tuesday of each month at 6:00 p.m.

74

75 LIBRARY ADVISORY BOARD (LAB)

February 4	March 3	April 7	May 5	August 4
September 1	October 6	November 3	December 1	

76

77 Library Advisory Board Regular Meetings are held on the first Tuesday of the following months:  
78 February, March, April, May, August, September, October, November, and December at 5:30  
79 p.m.

80

81 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

February 20	March 19	April 16	May 21	June 18
August 20	September 17	October 15	November 19	

82

83 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third  
84 Thursday of the following months: February, March, April, May, June, August, September,  
85 October, and November at 5:30 p.m.

86

87 PLANNING COMMISSION (PC)

January 2*, 15	February 5, 19	March 4, 18	April 1, 15	May 6, 20	June 3, 17
July 15**	August 5, 19	September 2, 16	October 7, 21	November 4**	December 2**

88

89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of  
90 each month at 6:30 p.m. \*The regular meeting scheduled the first Thursday since the first  
91 Wednesday is a Holiday \*\*There will be no First Regular Meeting in July or Second Regular  
92 Meetings in November and December.

93

94

95

96 PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 22	February 26	March 25	April 22	May 27	June 24
July 22	August 26	September 23	October 28	December 9	

97  
98 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of  
99 the following months: January, February, March, April, September, October, and December at  
100 5:00 p.m.; and May, June, July, and August at 6:00 p.m.

101  
102 PASSED AND ADOPTED by the Homer City Council this 9<sup>th</sup> day of December, 2019.

103  
104 CITY OF HOMER

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107  
108 \_\_\_\_\_  
109 KEN CASTNER, MAYOR

110 ATTEST:

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113 \_\_\_\_\_  
114 MELISSA JACOBSEN, MMC, CITY CLERK

115  
116 Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertizing of any  
117 additional meetings.



# City of Homer

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## Planning

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(p) 907-235-3106

(f) 907-235-3118

TO: Economic Development Advisory Commission  
FROM: Julie Engebretsen, Deputy City Planner  
DATE: November 6, 2019  
SUBJECT: 2020 Draft Land Allocation Plan

---

### **Requested Action:**

1. Review lands currently available for long term lease (Section A). Are there any recommended changes?
2. Review the vacant city lot on page D-3. Years ago Council had decided to sell this lot to pay down the library mortgage. Now, the library mortgage has been paid, and Council recently did not accept an offer on the land. Please make a recommendation to retain this lot for a public purpose until such time as Council determines another use.

### **Background**

Homer City Code Title 18.08 regulates city property leases. Each year, the City Council reviews and passes a resolution on which lands should be available for lease. Council will have a work session with the Port and Harbor and Economic Development Advisory Commissions, tentatively in January, to discuss any changes.

Most City leasing occurs on the Spit and at the airport terminal. The Port and Harbor Commission usually provides the most detailed comments about the Spit, as they typically are most familiar with area operations and long-term leases. The Port and Harbor and Economic Development Commissions provide comments by memorandum to the Council. The kinds of comments that code solicits include: which parcels should be available for lease, the lease rate, preferred length of the lease term, and any requirements, preferences or restrictions regarding use and or development.

### **Requested Actions:**

1. Recommend any changes to lands available for long term lease.
2. Recommendation retaining Lot D-3 for a public purpose until such time as Council determines another use.

### **Attachments:**

1. HCC 18.08.020
2. 2020 Draft Land Allocation Plan
3. Map, City lands on the Homer Spit





**18.08.020 Land allocation plan – Property available for lease.**

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- a. Unless dedicated or reserved to another purpose, all real property including tide, submerged or shore lands to which the City has a right, title and interest as owner or lessee, or to which the City may become entitled, may be leased as provided in this chapter. In the case of any conflict between this chapter and any local, State or Federal law governing the leasing of City tide and submerged lands, the law governing the leasing of City tide and submerged lands shall prevail.
- b. The City administration shall maintain a list of all City-owned properties authorized for lease by Council. This list shall be adopted annually and contain the information required under this chapter. The list may be called the land allocation plan and will be made available to the public at the City Clerk's office.
- c. Council shall adopt a land allocation plan that identifies:
1. City-owned property available for lease;
  2. The property description, lease rate, preferred length of the lease term for each available parcel; and
  3. Any requirements, preferences or restrictions regarding use and/or development.
- d. Council may identify property in the land allocation plan that is subject to competitive bidding. Property subject to competitive bidding in the land allocation plan need only identify the property description in the land allocation plan but all other terms required in subsection (c) of this section shall be identified in the request for proposal for such properties.
- e. Prior to the adoption of the land allocation plan, Council shall hold a work session. Commission members and City staff may provide recommendations to Council during the work session regarding City-owned property available for lease and the terms of such leases.
- f. The City shall provide public notice of the adoption of the land allocation plan and the City-owned real property available for lease no more than 60 days after its adoption.
- g. All uses and activities on City-owned real property available for lease are subject to all applicable local, State, and Federal laws and regulations.
- h. The Council may restrict specific City-owned properties to certain uses or classes of use that serve the City's best interest. [Ord. [18-16\(S\)\(A\)](#) § 1, 2018].





# City of Homer

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Office of the City Manager

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: October 9, 2019  
SUBJECT: October 14<sup>th</sup> City Manager Report

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### Attorney Transition

Last Council meeting, Homer City Council approved a contract with JDO Law to have Michael Gatti serve as the City Attorney. Mr. Gatti will be joining us at the October 14<sup>th</sup> meeting. He will stay an extra day and spend the 15<sup>th</sup> getting to know the City of Homer and the Department Heads his team will be working with. Please take a moment to welcome Mr. Gatti to the City of Homer team when you see him at Council; he brings with him a great deal of experience and expertise in local government.

On Thursday, September 19<sup>th</sup> I traveled to Anchorage for extensive transition meetings with JDO and BHB. Together, Ms. Wells and I briefed Mr. Gatti on open litigation and topics the Council has been working on. We talked about how contact with the City Attorney was managed by Homer to ensure that the direction received is from the body and that all members have the same information. According to the City Council Operating Manual, if members have questions of the attorney they should include all of Council, and requests for legal opinions should be approved by Council. I appreciate that these guidelines can make getting timely feedback difficult and welcome suggestions Council has on way to clarify the Operating Manual to make sure contact with the Attorney is prudent while preserving member's ability to garner legal advice as they develop policy.

### Page 2 of the Homer City Council Operating Manual

#### *Council Relation with City Attorney*

*"Contact with the Attorney by individual Councilmembers is expected to be judicious, always considering the fiscal impact. Specific information requested from the City Attorney by an individual must be in writing to the City Attorney and copied to each Councilmember. Legal opinions on sensitive, controversial, or potentially costly matters will be brought before the full Council for action and should be in written form whenever possible. "Legal Opinions" are defined as paper products and not intended to include advice/information provided verbally. Legal opinions will be given to all members at the same time it is given to the individual member.*

*When more than one solicited legal opinion exists on the same subject, the City Attorney's opinion overrides."*

## **Update on Providing Water to East Road Cottages**

Many members have asked for an update on the agreement approved by City Council on March 27, 2019 for Swell LLC's multi-unit affordable housing complex (East Road Cottages) to connect to City of Homer water. I have a signed contract with Swell and the connection fee of \$100,011 has been deposited in the HAWSP fund. As you recall, Swell briefly withdrew their agreement on July 17, 2019 after not being able to successfully obtain the permission of Kachemak City to provide extraterritorial water, a requirement of the contract and Alaska Statute. However, soon after the publication of the City Manager's report but before the July 22<sup>nd</sup> Council meeting, Kachemak City introduced and eventually passed Ordinance 19-04, allowing the City of Homer to provide water to certain parcels in Kachemak City.

City staff and the City Attorney have been working on putting together an application to the Regulatory Commission of Alaska (RCA) for a certificate of convenience to serve the property. The certificate of convenience is the only manner in which the RCA regulates City of Homer water utility; essentially we have to prove that we are able to service the property. Even though we have been actively working on the application since the passage of Ordinance 19-09(S), we have been waiting on state agencies to provide documentation for the application. We now have all the appropriate documentation and will be submitting an application by the beginning of next week. Once submitted, I will be able to get an estimate on how long it will take to process. Swell plans on breaking ground on the complex this winter when the ground is frozen.

## **Public Information Outreach on Ban on Single -use Disposable Shopping Bags**

The passage of Prop 1 in the recent General Election means that the single-use plastic bag ban will go into effect on January 1, 2020. An important step leading up to the ban is education. I have asked staff to begin working on an educational outreach plan to help make the transition as smooth as possible.

The outreach will consist of two components. One is to reach out to retailers about specifics of the ban, and to offer informative materials (posters or flyers to display and/or handouts) to deflect some of the "Why are you doing this?" conversations by the end of October and before the pre-holiday sales begin.

The other component is to educate consumers about how it is going to affect them and what they can do to be prepared for shopping excursions with the new ban in place. This will begin in November. We plan to post stories on our website, issue press releases, share Facebook/online newsletter posts in cooperation with the Chamber of Commerce, and create posters and handouts for stores that request them.

## **Confirm January 11, 2020 for Council Retreat**

With the passage of Memorandum 19-127 at the last Council meeting, I scheduled a four hour retreat for Saturday, January 11<sup>th</sup>. I will be working with Wise and Work facilitator Susie Admundson and Councilmembers Venuti and Lord on details of the retreat, including the structure and homework for members beforehand and report back through the manager's report.

## **City Manager to Attend ICMA Annual Conference**

I will be out of the office the week of October 21<sup>st</sup> attending the International City Manager Association Annual Conference. It is a packet deadline week, so I will be multitasking and available by phone and email. I will be back in the office Friday, October 25<sup>th</sup>. I am excited about the opportunity to learn from my colleagues and presenters at this massive gathering of City Manager's and government professionals. Thank you for affording me this professional development opportunity.

**Mission Statement**

Last year the City of Homer restructured the budget document to align with the Government Finance Officers Association standards. One glaring item missing was a mission statement for the City, a requirement to meet best practices in budgeting. While I was noodling around old budgets researching the history of HAWSP, I came across the mission statement below. Turns out it is in the City Manager Budget message from 2002 to 2011. I will be resurrecting this for the 2020-2021 budget, but wanted to call it out to Council as a great starting place when and if the body does decide to tackle a mission statement revision.

*“The City of Homer exists to provide quality services to all its citizens; to respond in the most appropriate, open and fiscally responsible manner possible to citizens’ needs and concerns; and to do so through the active participation of those citizens. These services include police, fire, emergency medical service, parks, cemeteries, animal control, street maintenance, water, wastewater collection and treatment, port and harbor, airport terminal, library, planning and general administration.”*

**Continuing Discussion on the Seawall**

As follow up to the September 23 worksession held on Seawall maintenance and planning, I have provided the attached two maps to help guide discussion on expanding the ODLA, and to show the rate of erosion occurring in the area. It is difficult to provide a middle ground analysis regarding the recommendations proposed by Coastal Engineer McPherson without first having a tentative dollar amount in mind. Currently, parcels within the ODLA pay 9.9625 mils towards the Seawall out of their total mil rate of 21.4625. In 2018, the 9.9625 mils generated close to \$29,000. This amount, in addition to the City’s annual contribution of \$10,000, was not enough to keep up with the ever increasing maintenance projects but luckily the account had savings to cover the difference. According to the Kenai Peninsula Borough, City Council can decide to raise the mil rate for ODLA parcels to a maximum of 30 without bonded debt. If implemented today, this would mean increasing the Seawall’s current portion of the ODLA mil rate by 8.5375. Based on the 2019 taxable value, the 18.5 mil rate portion could generate just about \$56,000 towards seawall bonded indebtedness, which would only finance less than half of the annual contribution needed to place armor rock at the toe of the Seawall. I have asked for legal input on the procedure for raising the mil rate above 30 mils to finance debt.

**Maximum Mil Rate  
without Bonded Debt**

**2019 Mil Rate**

Homer	4.5
Homer ODLA	9.9625
Borough	4.70
So. Hospital	1.18
SH TY18 & Prior Debt	1.12
<b>Total</b>	<b>21.4625</b>

Homer	4.5
Homer ODLA	18.5
Borough	4.70
So. Hospital	1.18
SHTY18 & Prior Debt	1.12
<b>Total</b>	<b>30</b>

## **Bringing Homer Highlights to Alaska Municipal League's (AML) "Alaska Block Party" in November**

AML is hosting its 3<sup>rd</sup> annual "Alaska Block Party" at the Annual Local Government Conference in Anchorage and Homer is invited! Participating municipalities will be given an 8' round table to decorate with fixtures that showcase their respective community. This is a unique "meet and greet" opportunity to learn more about Alaska while sharing with others what makes Homer so special. I would love Council's assistance in gathering up decorations or products that highlight our coastal town. So far my office has reached out to Bay Welding to see if they have a small model of the Seawolf, the 120 passenger catamaran that brought many local businesses together in order construct the largest vessel built in Homer. Please bring your contributions to Rachel in my office by November 14<sup>th</sup>.

Enc:

Kachemak City Ordinance 19-04

6 month quarterly report

Karen Hornaday Park traffic calming

Ocean Drive Loop Maps

CITY OF KACHEMAK  
KACHEMAK, ALASKA  
ORDINANCE 2019-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KACHEMAK, ALASKA, AND PURSUANT TO THE PROVISIONS OF AS 29.35.020 (b) TO ALLOW THE WATER UTILITY OF THE CITY OF HOMER, ALASKA AN EXTENSION OF SERVICE TO PARCELS LOCATED WITHIN THE BOUNDARIES OF KACHEMAK CITY.

WHEREAS, Kachemak City does not maintain a municipal water system; and

WHEREAS, The City of Homer constructed a water main in Kachemak City immediately adjacent to Kachemak City parcels abutting East End Road; and

WHEREAS, The City of Homer has provided service stub-outs that may provide water to lots that front the water line; and

WHEREAS, the City of Homer, having financed the cost of the water line, has ascribed a value that would require a plan of equitable reimbursement prior to allowing connections; and

WHEREAS, Kachemak City must also provide the City of Homer permission to operate its utility within the confines of Kachemak City; and

WHEREAS, Kachemak City already regulates the provision of public utility services including water service pursuant to Title 6 of the Kachemak City Code of Ordinances.

NOW THEREFORE, BE IT ORDAINED by the City of Kachemak:

Section 1. Classification. Section 2 of this ordinance upon adoption shall become a permanent part of the Kachemak City Code.

Section 2. Amendment of Chapter 6.02. Chapter 6.02 of the Kachemak City Code is hereby amended by adoption of a new section 6.02.04 to read as follows:

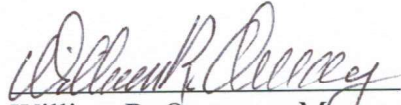
**6.02.04 Acceptance of Homer Power to Extend Water Utility Service to Parcels Located Within the Boundaries of Kachemak City.**

Pursuant to the provisions of AS 29.35.020 (b) and subject to Kachemak City Code 6.01.03 Nondiscrimination and 6.02 Water Rules and Regulation, Kachemak City approves the extension of water service by the City of Homer to parcels located within the boundaries of Kachemak City. Approving extension of water service does not authorize the City of Homer to extend zoning and planning power within Kachemak City.

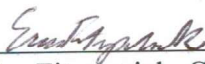
Section 3. Effective Date. This ordinance shall be effective upon adoption.

ADOPTED by the City Council of the City of Kachemak, Alaska this 30<sup>th</sup> day of August, 2019.

CITY OF KACHEMAK

  
William R. Overway, Mayor

ATTEST:

  
Erica Fitzpatrick, City Clerk

First Reading: 8-14-19

Public Hearing: 8-30-19

Second Reading: 8-30-19



Quarterly General Fund  
Expenditure Report  
For Quarter Ended June 30, 2019

	<b>Adopted FY19 Budget</b>	<b>Actual As of 6/30/19</b>	<b>Budget Remaining</b>	<b>% Budget Used</b>
<b><u>Revenues</u></b>				
Property Taxes	\$ 3,406,952	\$ 139,524	\$ (3,267,427)	4.10%
Sales and Use Taxes	5,408,322	2,100,540	(3,307,781)	38.84%
Permits and Licenses	34,963	21,274	(13,689)	60.85%
Fines and Forfeitures	24,865	7,670	(17,195)	30.85%
Use of Money	34,346	117,669	83,324	342.60%
Intergovernmental	569,700	247,033	(322,667)	43.36%
Charges for Services	610,305	149,023	(461,282)	24.42%
Other Revenues	-	40,038	40,038	100%
Airport	148,732	96,992	(51,741)	65.21%
Operating Transfers	2,012,178	1,406,585	(605,593)	69.90%
<b>Total Revenues</b>	<b>\$ 12,250,363</b>	<b>\$ 4,326,348</b>	<b>\$ (7,924,014)</b>	<b>35.32%</b>
<b><u>Expenditures &amp; Transfers</u></b>				
Administration	\$ 1,099,661	\$ 541,104	\$ 558,557	49.21%
Clerks	751,823	318,648	433,175	42.38%
Planning	374,333	181,164	193,169	48.40%
Library	932,402	423,925	508,477	45.47%
Finance	697,254	324,288	372,966	46.51%
Fire	1,059,435	495,601	563,834	46.78%
Police	3,259,226	1,601,421	1,657,804	49.14%
Public Works	2,779,148	1,249,580	1,529,568	44.96%
Airport	219,842	108,896	110,947	49.53%
City Hall, HERC	185,584	93,744	91,840	50.51%
Non-Departmental	94,000	94,000	-	100.00%
<b>Total Operating Expenditures</b>	<b>\$ 11,452,709</b>	<b>\$ 5,432,371</b>	<b>\$ 6,020,337</b>	<b>47.43%</b>
Transfer to Other Funds				
Leave Cash Out	\$ 85,232	\$ 85,232	\$ (0)	100%
Debt Repayment	-	-	-	-
Energy	10,703	10,703	-	100%
Adjusting Entries	-	-	-	0%
<b>Total Transfer to Other Funds</b>	<b>\$ 95,935</b>	<b>\$ 95,935</b>	<b>\$ (0)</b>	<b>100%</b>
<b>Total Transfer to Reserves</b>	<b>\$ 701,720</b>	<b>\$ 701,720</b>	<b>\$ (0)</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 12,250,363</b>	<b>\$ 6,230,026</b>	<b>\$ 6,020,336</b>	<b>50.86%</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (1,903,677)</b>		

Quarterly Water and Sewer Fund  
Expenditure Report  
For Quarter Ended June 30, 2019

	Adopted FY19 Budget	Actual As of 6/30/19	Budget Remaining	% Budget Used
<b>Revenues</b>				
Water Fund	\$ 2,116,651	\$ 1,180,455	\$ (936,196)	55.77%
Sewer Fund	1,722,014	820,259	(901,755)	47.63%
<b>Total Revenues</b>	<b>\$ 3,838,665</b>	<b>\$ 2,000,714</b>	<b>\$ (1,837,952)</b>	<b>52.12%</b>
<b>Expenditures &amp; Transfers</b>				
<u>Water</u>				
Administration	\$ 186,554	\$ 77,997	\$ 108,557	41.81%
Treatment Plant	634,642	307,822	326,821	48.50%
System Testing	27,400	10,504	16,896	38.33%
Pump Stations	97,019	41,171	55,848	42.44%
Distribution System	303,476	143,700	159,777	47.35%
Reservoir	29,047	3,525	25,522	12.13%
Meters	239,973	110,955	129,018	46.24%
Hydrants	189,233	86,968	102,264	45.96%
<u>Sewer</u>				
Administration	\$ 170,836	\$ 67,128	\$ 103,708	39.29%
Plant Operations	673,035	345,411	327,624	51.32%
System Testing	14,500	2,166	12,334	14.94%
Lift Stations	199,213	82,003	117,209	41.16%
Collection System	242,448	104,276	138,172	43.01%
<b>Total Operating Expenditures</b>	<b>\$ 3,007,375</b>	<b>\$ 1,383,625</b>	<b>\$ 1,623,750</b>	<b>46.01%</b>
Transfer to Other Funds				
Leave Cash Out	\$ 14,859	\$ 14,859	\$ -	100%
GF Admin Fees	517,046	517,046	-	100%
Debt Repayment	-	399	(399)	100%
Other	59,969	59,969	-	100.00%
<b>Total Transfer to Other Funds</b>	<b>\$ 591,874</b>	<b>\$ 592,273</b>	<b>\$ (399)</b>	<b>100.07%</b>
Transfers to Reserves				
Water	\$ 84,252	\$ 84,253	\$ -	100%
Sewer	155,164	155,164	-	100%
<b>Total Transfer to Reserves</b>	<b>\$ 239,416</b>	<b>\$ 239,417</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,838,665</b>	<b>\$ 2,215,315</b>	<b>\$ 1,623,351</b>	<b>57.71%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ (0)</b>	<b>\$ (214,601)</b>		

Quarterly Port and Harbor Fund  
Expenditure Report  
For Quarter Ended June 30, 2019

	Adopted FY19 Budget	Actual As of 6/30/19	Budget Remaining	% Budget Used
<b>Revenues</b>				
Administration	\$ 471,040	\$ 272,508	\$ (198,532)	57.85%
Harbor	2,958,349	824,190	(2,134,159)	27.86%
Pioneer Dock	363,326	137,273	(226,053)	37.78%
Fish Dock	553,500	223,138	(330,362)	40.31%
Deep Water Dock	262,500	105,138	(157,362)	40.05%
Outfall Line	4,800	4,800	-	100.00%
Fish Grinder	12,000	845	(11,155)	7.04%
Load and Launch Ramp	125,000	69,697	(55,303)	55.76%
<b>Total Revenues</b>	<b>\$ 4,750,515</b>	<b>\$ 1,637,589</b>	<b>\$ (3,112,926)</b>	<b>34.47%</b>
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 642,204	\$ 341,992	\$ 300,211	53.25%
Harbor	1,328,754	604,388	724,366	45.49%
Pioneer Dock	72,980	35,197	37,783	48.23%
Fish Dock	622,087	288,207	333,880	46.33%
Deep Water Dock	104,600	36,815	67,785	35.20%
Outfall Line	6,500	2,831	3,669	43.55%
Fish Grinder	25,475	4,703	20,772	18.46%
Harbor Maintenance	416,161	181,071	235,089	43.51%
Main Dock Maintenance	41,000	16,346	24,654	39.87%
Deep Water Dock Maintenance	51,500	17,838	33,662	34.64%
Load and Launch Ramp	86,699	34,893	51,806	40.25%
<b>Total Operating Expenditures</b>	<b>\$ 3,397,959</b>	<b>\$ 1,564,281</b>	<b>\$ 1,833,678</b>	<b>46.04%</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 29,241	\$ 29,241	\$ -	100%
Debt Service	-	-	-	0%
GF Admin Fees	592,576	592,576	-	100%
Other	420,454	420,454	-	100%
<b>Total Transfer to Other Funds</b>	<b>\$ 1,042,271</b>	<b>\$ 1,042,271</b>	<b>\$ -</b>	<b>100.00%</b>
<b>Transfers to Reserves</b>				
Administration	\$ -	\$ -	\$ -	-
Harbor	-	-	-	-
Pioneer Dock	271,984	-	-	0%
Fish Dock	-	-	-	0%
Deep Water Dock	-	-	-	-
Outfall Line	-	-	-	-
Fish Grinder	-	-	-	-
Load and Launch Ramp	38,301	-	-	0%
<b>Total Transfer to Reserves</b>	<b>\$ 310,285</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 4,750,515</b>	<b>\$ 2,606,552</b>	<b>\$ 1,833,678</b>	<b>54.87%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (968,963)</b>		

# CITY OF HOMER

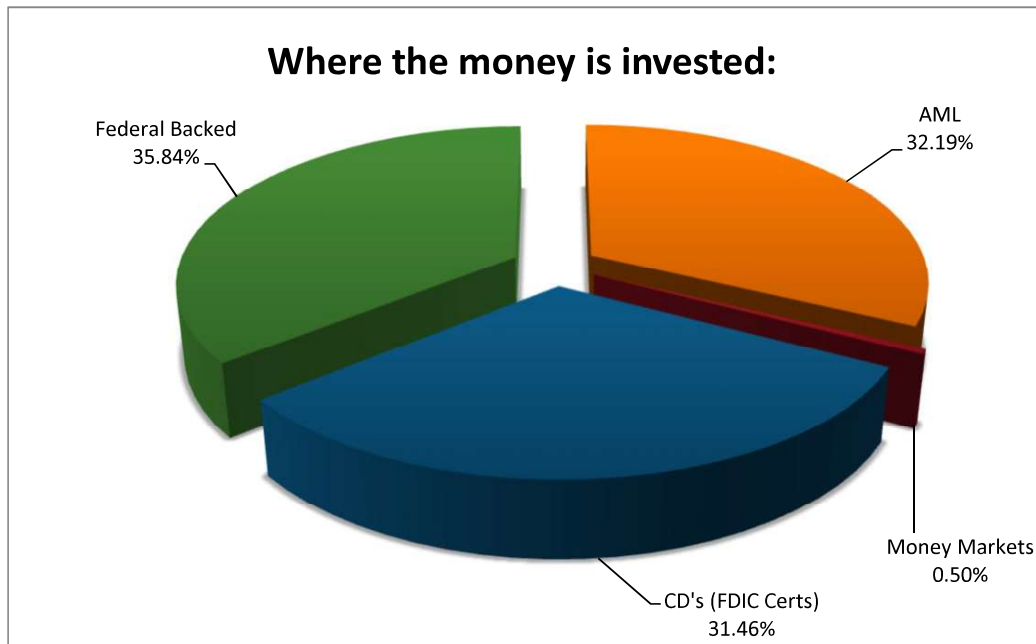
## Treasurer's Report

As of:

June 30, 2019

INVESTMENT BY INSTITUTION:	\$ Invested	% Of \$ Invested
Alaska Municipal League	\$ 7,699,195	32%
Pro-Equities	\$ 16,294,253	68%
<b>Total Cash and Investments</b>	<b>\$ 23,993,448</b>	<b>100%</b>

MATURITY OF INVESTMENTS:	Maturity Date	AMOUNT	% Of Investment by Maturity Date
1 to 30 Days	7/30/2019	\$ 7,894,799	35%
30 to 120 Days	10/28/2019	\$ 626,714	25%
120 to 180 Days	12/27/2019	\$ 1,170,216	7%
180 to 365 Days	6/29/2020	\$ 770,806	3%
Over 1 Year		\$ 13,530,912	29%
<b>TOTAL</b>		<b>\$ 23,993,448</b>	<b>100%</b>



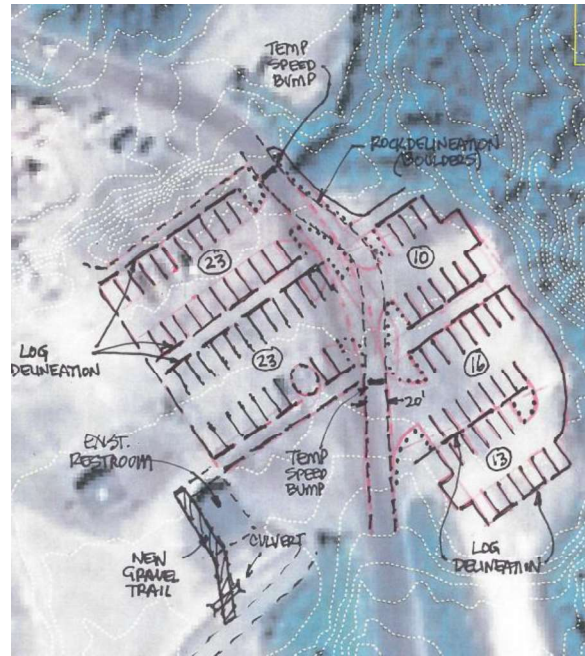
These investments are made in accordance with the City of Homer's investment policy pursuant to Ordinance 93-14, Chapter 3.10. The balances reported are unaudited.

## PROGRESS REPORT

### KAREN HORNADAY PARKING LOT ACCESS/SAFETY IMPROVEMENTS

This project (sponsored by Councilmember Tom Stroozas) is substantially complete. The park access road has been realigned to provide traffic calming and encourage slower vehicular speed through the parking area below the campground. Boulders have been placed to delineate this realignment and create medians that protect pedestrians crossing the access road. Logs have been placed to better delineate the parking areas and create protected corridors for pedestrians moving from the parking lot to the park.

Speed limit and crosswalk signs will be installed this week to further delineate the new traffic patterns. Speed bumps and speed bump signage have been ordered and will be installed next spring to finish the improvements approved by the Council in the 2019 capital budget.



**Original improvement plan**



**Looking north toward the campground**



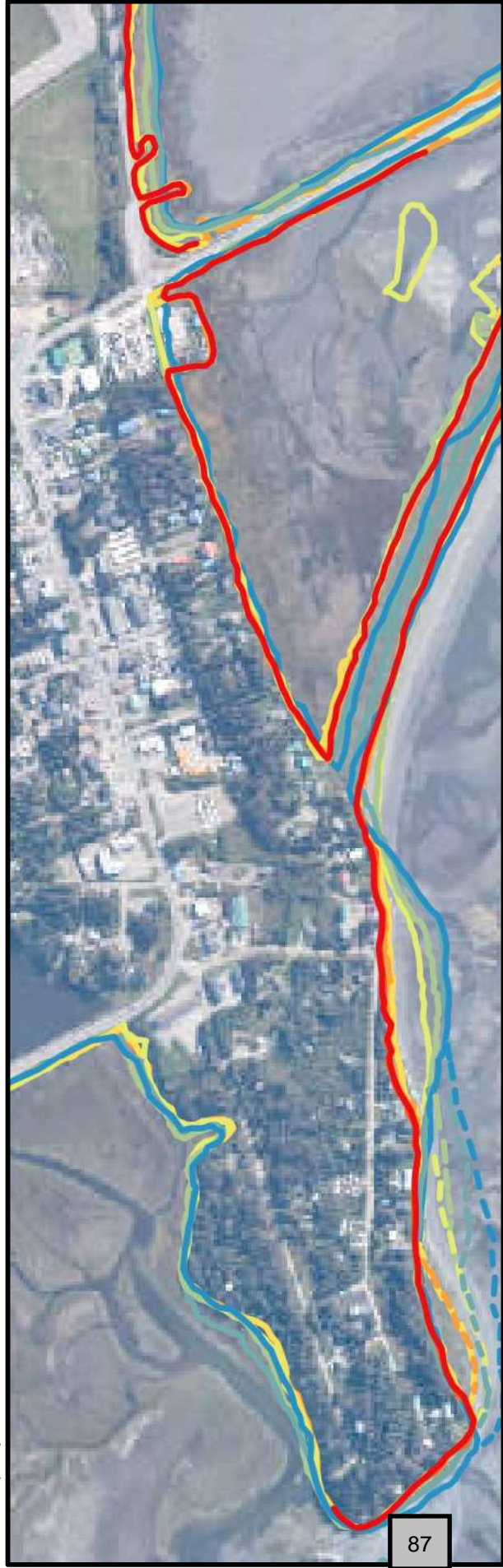
**Looking south down the new access road realignment**



**Typical protected pedestrian access corridor**

# Closeup of "Homer 2016 Coastal Erosion Map"

Printed 9/25/19



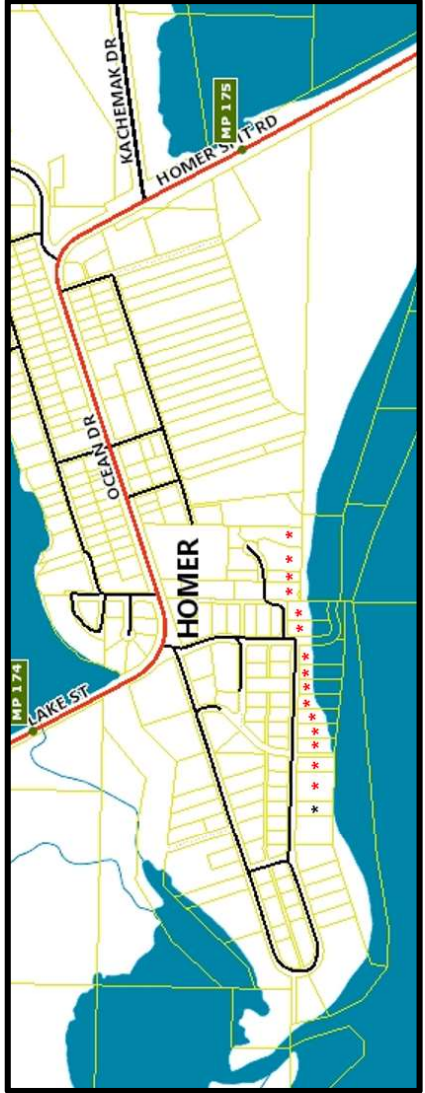
**Legend**

**Shorelines**

Year *	Color
1951	Blue
1961	Light Blue
1968	Green
1975	Yellow-Green
1996	Yellow
2003 --> Year Seawall construction completed	Orange
2008	Red-Orange
2012	Red

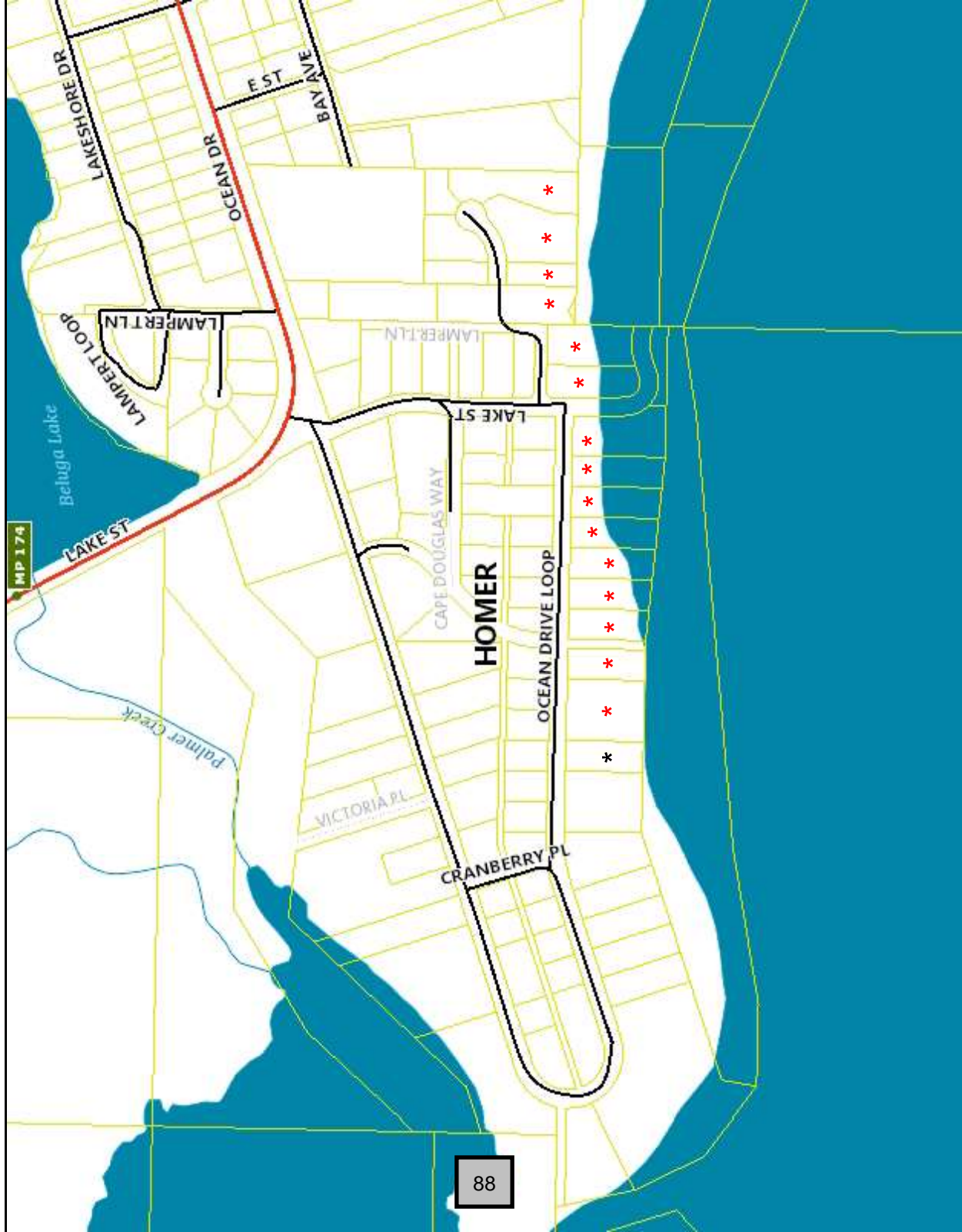
\* Actual measurements

For reference: "Ocean Drive Loop Service Area Parcels and Surrounding Parcels"





Ocean Drive Loop Service Area (ODLSA) Parcels and Surrounding Parcels



Legend

- 2019 Fires
- Mileposts
- City Limits
- Highways
- Major Roads
- Roads
- Town Medium Volume
- Town Low/Seasonal; Other
- Proposed
- Parcels
- \* ODLSA parcel
- \* Former ODLSA parcel



Notes

Printed 9/25/19

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

0.2 Miles

0.09

0

Coordinate System: NAD\_1983\_StatePlane\_Alaska\_4\_FIPS\_5004\_Feet





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: October 22, 2019  
SUBJECT: City Manager's Report

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### **Travel Report: International City Manager Association Conference**

I am writing this report in Nashville at the tail end of an engaging, whirlwind International City Manager Association conference. It has been an exhausting but satisfying week of networking, learning, and reflecting and I am excited to head back and implement everything I am learning. I would like to take the opportunity to share a few highlights with you so you understand the value of sending me to these professional development opportunities.

A theme of the conference was how to be your best self professionally, whether that means self-care, finding your purpose, or cultivating your passion. One speaker discussed micro-resilience strategies (small seconds, long breaks) to refocus your attention; for example, focusing on your pinky toe to bring you back to the present moment. During a breakout session with Keynote speaker Bonnie Saint John, we worked on how to hone in our sense of purpose to bring vision and energy into the work day. I have included her inspirational worksession exercise as I feel many of you will find interest in this material. It is my goal to incorporate a couple of these types of exercises with my leadership team as a way to go beyond the to-do lists and remember why we serve this great community. A keynote speaker from the tech industry spoke on how important it is to fail and learn from your failures – a concept that is hard for risk-adverse city managers to come to terms with.

I sought out opportunities to learn about improving communication with Council, which is a cornerstone of good government. I got great insight on strategic planning and visioning with Council and templates on onboarding new Councilmembers, and how to facilitate Council communication with departments. One theme that came up repeatedly was the importance of all Councilmembers having the same set of information. If one member asks a question, it is likely other members have the same curiosity so it is important to share the answers with everyone so all decision makers get the information they need to make good decisions. I will be working on incorporating these strategies and am excited about the timing with the upcoming Council retreat in January.

Equity and inclusion have been themes of ICMA conferences for some time and breakout sessions worked on ways to not only invite new voices to the table but make sure their voices are heard. Various speakers talked about how all of us possess diversity in multiple ways and how to cultivate diverse perspectives from the team you work with (City Council or staff) to be more effective.

Specific worksession topics I attended included managing chaos; how we are living in an era where technological advancement will change society to the scale of the industrial revolution and how that shapes the perspective of our constituents and the future of our communities; unlocking blockchain; helping your board get

off to a good start; avoiding career killers; how to be family friendly in the workplace; cultivating your purpose; creating value in government budgets by deeply analyzing operations and the front line; bringing the heart and mind together in your work; and non-cash employee benefits. Whew! If Councilmembers have questions on any of these topics, I welcome the opportunity to share and reflect on what I have learned.

Thank you again for this amazing opportunity be inspired and motivated.

### **Visit with Governor Dunleavy**

Mayor Castner, Port and Harbor Advisory Commission Chair Zimmerman, and I met with Governor Dunleavy on Thursday, October 17 when he was visiting Homer. We took our 15 minutes to update the Governor on the Large Vessel Harbor Expansion project and asked him to support the Department of Transportation partnering with the City as a non-federal sponsor in the General Investigation Study with the Army Corps-- a \$250,000 per year, 3 year commitment. The Corps has put a request to fund their share of the General Investigation study in their 2020 and 2021 work plan (which means we could get notice of funding as early as February 2020). The study requires a 50% nonfederal match (\$1.5m over 3 years). In the past, this project and associated costs have been shared by the state – a great and appropriate partner for a regional and statewide transportation project like the Large Vessel Harbor Expansion. The Governor was very receptive to the project and overall was engaged, inquiring about the City’s interest in public private partnerships. We responded that the City is open to partnerships and acknowledged their importance with a project of this scale, keeping in mind that the details matter.

### **Application to Amend Certificate of Public Convenience Regarding Swell LLC Submitted**

The application to the RCA for amending the City’s certificate of public convenience to also service the Swell LLC property water has been submitted. The application is available online here under Docket U-19-092 (you can also use the tracking number TR1905587):

<http://rca.alaska.gov/RCAWeb/Filings/FilingDetails.aspx?id=53ddb93c-783d-41b5-bd67-d4ae811c83dd>

The RCA provided the following information in regards to the application’s timeline:

“Commission’s determination of completeness: 11/8/19

Public Comment period closed: 11/14/19

Notice of intent to compete for service area due: 11/23/19

Competing Applications (if applicable) due: 1/22/19

Please note that these dates have not been finalized and are subject to change based on the publication date of the notice. If the application is found to be complete by 11/8/19, the Commission will issue its decision on the matter no later than 180 days from the date the complete application was filed (see AS 42.05.175(a)(2)). All other timelines regarding Commission actions/decisions will be detailed in subsequent Commission Orders within the docket. Although this proceeding will not likely require the entire statutory timeline permitted, Staff cannot share such details with the applicant while the docket is under deliberation.”

### **Erosion Control on the Homer Spit – Next step with the Army Corps**

The City of Homer has requested that the Army Corps of Engineers (ACOE), the Alaska Department of Transportation (DOT), and the City work in a cooperative effort to develop and implement a long term maintenance plan to mitigate and stabilize erosion conditions on the Homer Spit. In May of 2019, Homer City staff, the AK DOT’s Chief of Planning, the Soldotna M&O Superintendent, USACE Operations Branch Chief and staff from Civil Works, Environmental Resources, Hyd

from Alaska Legislative offices all met for a joint worksession to discuss the recent and long term erosion on the Homer Spit. Past research work on Homer Spit erosion was reviewed, and short term items such as survey analysis, grain size analysis, and use of dredged materials were discussed. Long term options in the areas of protection and beach nourishment were also explored and each member of the group discussed their possible authorities and limitations within the scope of these ideas to develop a cohesive long term approach. During this discussion, the Army Corps of Engineers offered that a Sediment Management Plan for the Homer Spit could be prepared under the Planning Assistance to States Authority, which would allow them to cost share 50% of the study and plan's development. A completed comprehensive plan will not only assist with long term management of erosion on the Spit from a planning standpoint, but also provides supporting documentation to validate the need. The members present at the worksession felt this would assist them with acquisition of funds and materials for future maintenance efforts from their agencies.

### **Moratorium on Clearing in ROW**

With the passage of Resolution 19-073(S) at the last Council meeting (placing a moratorium on right-of-way clearing and maintenance for City of Homer Public Works Department), I wanted to take the opportunity to clarify work the City will and will not be doing in case there are any complaints or confusion when members of the Council or public see Public Works equipment in the field. Public works will continue to complete ditch clearing where tree cutting is not required, issue permits to allow property owners/ contractors/ utilities to clear rights-of-way when necessary to complete their projects, perform locates for utilities doing work in the right of way (as required by state law), and clear trees in city parks consistent with the parks master plan and for safety. Public works will suspend tree cutting in any easement, alley or right of way. Any tree cutting during the moratorium period required to respond to public requests for safety reasons including sight distance, falling hazards, or access to fire hydrants will need to be approved on a case by case basis by City Council. In the meantime, staff is working with Mayor Castner to fulfill his request in the accompanying Memorandum to "obtain an opinion from the City Attorney regarding the prevailing Alaska law of the liability of municipal trespass and/or disregard of covenant protection."

### **HAWSP Review**

The Finance Department has been in conversations with Altman & Rogers, the firm Council has hired to consult on the HAWSP fund and governmental accounting. The department will provide the firm with a basic overview of what we are specifically looking for and determining what documents the firm will need to accomplish the task. The next step is to figure out how to schedule one on one meetings with Council members. I think it would be best to schedule these meetings in person given the detailed and complicated subject matter (even though that means an extra trip to Homer, which is \$300 per trip in their proposal). The worksession is scheduled for November 25<sup>th</sup>, and Finance suggests holding individual meetings at least 2 weeks prior so the firm has time to respond to any specific questions that come up, which would be the week of November 11th. I will work with Council on a day that week that works for the majority of members. I would also like feedback on if the Mayor and Council would like to schedule an extended worksession on the 25<sup>th</sup> to go over the topic.

### **Update on Implementing the Bag Ban**

Since reporting last month about our plans to reach out to Homer businesses and residents about the upcoming single use plastic bag ban, we have developed a direct mailing and a City website article with FAQs and downloadable informational outreach materials (a flyer, tent card and social media posts). I have attached the informational outreach materials to this report. Staff will also personally visit stores to inform them of the regulation change, offer outreach materials, and field questions/concerns. Working proactively with retailers will help make the transition smooth so that businesses and City shoppers aren't caught off guard about the new carryout bag regulations. As part of the effort to make implementation after January 1 smooth as well, I will be bringing you an ordinance next month clarifying details for implementation of the single use plastic bag ban.

Enc:

Exercise: Tap into the Power of Purpose by Bonnie St. John

Plastic bag graphic/ hand out to stores

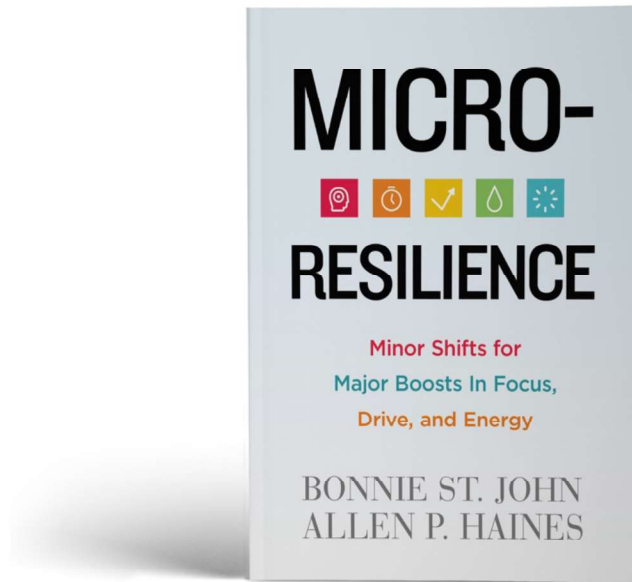
Letter of Interest in Planning Assistance to States Grant to Army Corps

Cook Inlet RCAC report

Two Letters of Support for Kachemak Bay State Park Grants

Letter from Chief Kirko to Governor Dunleavy

State of Alaska Homer Commercial Passenger Vessel Tax Report: Information Request



## **Exercises: Tap into the Power of Purpose**

## **Values Detective – Renew Your Spirit**

***In 1926 a young Englishwoman, Joanna Field, began to feel that she was not living a truly authentic life, that she did not know what made her truly happy. To remedy this she kept a secret journal in order to discover what specifically triggered the feeling of delight in her daily life. The journal was published in 1934. It was written, she confided, in the spirit of a detective who searches through the minutiae of the mundane in hope of finding clues.***



***She discovered that she delighted in red shoes, good food, sudden bursts of laughter, reading in French, answering letters, loitering in a crowd at the fair, and a new idea when it is first grasped.***

***-- from Sarah Ban Breathnach, Simple Abundance***

### **Exercise:**

Our values and priorities are not always what we list on a survey...they are what we do and how we live. Let's investigate!

- Pick a partner at your table.
- Choose who will be the detective first. Make sure the detective has the questions below while their partner gets ready with a blank piece of paper and some colored pens.
- Move your chairs further from other people if you need more space.

The detective begins by asking a question. Make sure the partner being questioned doesn't just put down answers, but also reflects on what their answer says about their values. When a value is revealed, the partner writes it on the blank paper. It doesn't have to be a list—use the page as a collage space to express your feelings. Make some values bigger or brighter than others. When we reach the time limit, I will ask you to switch places. Have fun uncovering your passions, joys, and beliefs!

## Detective's List of Questions:

- What kinds of things irritate you that others do wrong?  
What does that mean about what you believe is important?
- Where does your discretionary time go?

Parties, social life, children, family, volunteering, faith-based activities, shopping, decorating, reading, walking, nature, travel, exercise, hobbies, education, relaxing, TV, etc.

- Pick the top 2-3 items.  
What does that mean about your values?

- Where does your discretionary money go?  
See list above - pick 2-3.
- Whom do you admire at work? Elsewhere?
- What are the things you do in your job where the time flies by—you would probably do these things for no pay!
- What are the things that drain your energy at work?
- What do people say you are good at? Do you agree?
- What do you find yourself teaching to others?
- When you choose someone to mentor, what characteristics do you look for?
- Think of a child you care about—your own or someone else's—what are the most important values to teach that child?
- What are the most important qualities in a leader? Why?

**Detective:** *Feel free to add some of your own questions. Go to the heart of the person that you are interviewing. What is unique and special about their values?*

## **Life Goals – Renew Your Spirit**

- Make a list of fifteen to twenty things you would like to have, do, or be in the life of your dreams—a life that is rich in meaning and satisfying to you on every level. It's fun and exciting to boldly write down a description of your ideal life.
- Circle the most important thing on the list, the one you would most like to have, do, or be if the others weren't possible.
- Choose the second-most-important thing in the same way. If you could only make one more thing on the list a reality, which one would it be?
- Continue on in this way until you have your top five. What bubbles to the top may pleasantly surprise you.



## **Tagline - Renew Your Spirit**

- Take inventory of the things you have done well, enjoyed doing, and were asked by others to do more of in the past. These experiences could arise from the jobs you've held, your volunteer activities, and even the role you play among family and friends.
- Ask yourself the following three questions:
  - What did you especially love to do when you were a child, before the world told you what you should and shouldn't like?
  - Write about two of your most challenging life experiences. How have they shaped you?
  - What do you enjoy in life that helps you sing your song?
- Draft a purpose statement based on your personal inventory and your answers to the three questions above. Your first attempt may come out full of jargon, platitudes, and convolution. Don't worry: this is just the clay you shape into something more useful and beautiful. Reduce the complexity and use simple words as you do so.
- Choose words that have meaning for you, not necessarily for the people who will hear them. Personalize the language in ways that add inspiration, humor, and personality.
- Check in with others who know you well in various contexts. Your statement should be something that people recognize as you.
- Don't be afraid to change your tagline if it doesn't feel right. As you grow, you will want to reevaluate it from time to time. And you may just want to change it whenever you feel the need to be reinvigorated.

## **Touchstone - Renew Your Spirit**

Creating a personal touchstone—a concrete, visual embodiment of your purpose in life and your most important values—gives depth and meaning to your personal and professional activities. It serves to remind you to get back on track when superficial annoyances threaten to distract you from your ultimate goals and values. It also helps you keep the things that inspire you front and center every day.

- Brainstorm—by yourself or with a group—a list of tangible representations of the abstract feelings and ideas that fuel your purpose
- Choose a specific symbol that can instantly move, touch, and inspire you
- Find ways to use your touchstone to keep you focused:
  - a) Use it as your avatar on social media
  - b) Use it as the wallpaper or screen saver on your computer or phone
  - c) Put it on your bathroom mirror, in your car, or in other places where you look every day
- Discuss the touchstone with people at work to bring them back to a sense of purpose

## **Flow – Renew Your Spirit**

To boost your energy, consider redesigning some of the things you repeatedly do. Flow can be defined as the state in which you are at one with your work—time seems to fly by and you are completely lost in your task. Keep a log of your energy levels while performing specific tasks that you do repeatedly during the course of a single week or month.

- Where your energy is dropping, can you redesign the activity so that it gets you closer to a state of flow?
- Add rituals to onerous tasks like: new music, accepting help, or doing them in a visually pleasing location.

**PLEASE  
BRING  
YOUR  
OWN  
BAG**



# Homer's Single Use Plastic Bag Ban Goes Into Effect January 1, 2020



## What is going to change?

Starting January 1, businesses in the City of Homer, including but not limited to

- grocery stores
- general retail stores
- pharmacies
- restaurants and
- vendors at fairs and markets

will no longer be able to provide customers with single use plastic bags to carry their purchases.

## What is a single-use plastic disposable shopping bag?

A bag made of plastic, less than 2.5 mils thick which is neither intended nor suitable for continuous reuse.

## Are there penalties for violations?

The City will work with business owners and the public to achieve voluntary compliance; however, any business that violates the new rules after January 1, 2020 is subject to a fine.

## Can stores give out paper bags, and can they charge for them?

Yes, stores may choose to offer paper bags instead of plastic. The choice to offer a different type of bag or charge customers for bags is up to individual sellers.

## Tip for remembering your reusable bags:

Put your reusable bags back in your car, your handbag or on a shelf near the door after you unpack them so you won't forget them.

In the 2019 General Election, Homer voters approved Prop 1, which prohibits single use plastic shopping bags.

## Homer joins 14 other Alaskan communities

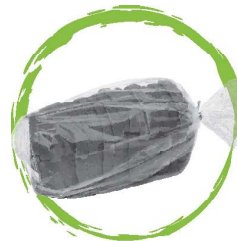


who have already enacted bans aimed at reducing plastic bag litter, which is harmful to the environment, poses a danger to wildlife, is a burden on the landfill and often clogs storm water drains.

## Are ALL plastic bags prohibited?

No. Several types of plastic bags are still allowed:

**1** Bags used to contain dampness or leaks from items such as frozen foods, meat, or fish, flowers or potted plants.



**2** Bags provided by pharmacists to contain prescription drugs.

**4** Bags used to protect prepared foods or bakery goods.

**5** Newspaper bags, laundry, or dry cleaning bags.

**3** Bags used inside stores to package bulk items like fruit, nuts, grains, vegetables, candy, or nails, screws, nuts and bolts.



**6** Garbage bags sold in packages and other similar bags for collection of pet or yard waste.



Facebook / Instagram

**PLEASE  
BRING  
YOUR  
OWN  
BAG**

HOMER'S SINGLE USE PLASTIC BAG BAN

BEGINS JANUARY 1, 2020

JANUARY 1, 2020

FOR MORE INFO VISIT

WWW.CITYOFHOMER-AK.GOV

**PLEASE BRING YOUR OWN BAG**

HOMER'S SINGLE USE PLASTIC BAG BAN

BEGINS JANUARY 1, 2020

FOR MORE INFO VISIT  
WWW.CITYOFHOMER-AK.GOV

**12 Minutes**  
The average time that a plastic bag is used.

**9%**  
Amount of plastic that is properly recycled.

**200+ Years**  
Number of years for plastic to degrade into microplastics.

**PLEASE BRING YOUR OWN BAG**

HOMER'S SINGLE USE PLASTIC BAG BAN

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**PLEASE BRING YOUR OWN BAG**

**Homer's Single Use Plastic Bag Ban Goes Into Effect January 1, 2020**

**What is going to change?**  
Starting January 1, businesses in the City of Homer will no longer be able to provide thin, single use plastic bags to their customers.

**Why the change?**  
In the 2019 General Election, Homer voters approved Prop 1, which prohibits single use plastic shopping bags.

**Homer joins 14 other Alaskan communities** who have already enacted bans to reduce the number of plastic bags, which are harmful to the environment, pose a danger to wildlife, are a burden on the landfill and often clog storm water drains.

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## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Port and Harbor

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(f) 907-235-3152

October 23, 2019

Alaska District, U.S. Army Corps of Engineers  
ATTN: CEPOA-PM-C  
P.O. Box 6898  
Joint Base Elmendorf-Richardson, AK 99506-0898

To Whom It May Concern:

This is in reference to the U. S. Army Corps of Engineers' Planning Assistance to States Program. We understand that the provisions of Section 22 of the Water Resources Development Act of 1974, as amended, provides authority for the Corps to assist in the development, use, and conservation of water and related resources.

The City of Homer requests planning assistance from the Corps - Alaska District to provide data collection, planning, and study services, and to provide recommendations related to the Homer Spit Erosion Mitigation and Management Plan.

This effort would be in support of the State's Hazard Mitigation Plan as listed below:

OPTION 2 (Erosion Hazard):

**Goal 5.9.3 Goals, Objectives, and Actions for Erosion:**

**Goal 1:** Identify erosion prone areas

**Objective 1.1:** Identify erosion prone areas in communities and their erosion rates, including long and short term, maximum and the causes. Incorporate this information into hazard mitigation planning.

**Action 1.1.1:** Support and fund local community erosion studies and incorporate them into their hazard mitigation planning.

**Lead:** DNR/DGGS, DCCED, and USACE

**Support:** NRCS, DHS&EM

The City of Homer's interest in a long term erosion management plan for the Homer Spit is directly tied to protecting the Homer Spit's role in marine commerce, transportation, and the support of the vessels and businesses that provide both. The Homer Spit is a valuable land asset to both the community and the State as a transportation hub. We feel this interest to protect the Spit and mitigate erosion hazards parallels the State's Hazard Mitigation Plan's goal of identifying erosion prone areas in communities and incorporating this information into hazard mitigation planning.

We would like to discuss the availability of information, required schedule, and level of effort required to negotiate a cost-sharing agreement to initiate a Section 22 study. We understand a rough cost estimate for such a study is \$ 100,000. Our staff would work with the Corps to develop the detailed scope, schedule, and

budget for the study. The budget developed would be the basis for entering into an agreement between the City of Homer and the Corps. The study would be cost shared at 50/50; the non-Federal share of a \$100,000 study would be \$50,000. We further understand the non-Federal share can be provided in cash and/or work-In-kind (WIK) services as long as the WIK services occur after the agreement is signed.

Please contact me at your earliest convenience to arrange a further discussion of this request.

Best,

Bryan Hawkins  
Homer Harbormaster/Port Director



## Directors Update

From Carla Stanley

Representing the City of Homer

Cook Inlet Regional Citizens Advisory Council



The Cook Inlet Regional Citizens Advisory Council (CIRCAC) meets three times a year—in Kenai in April, Anchorage in November/December and, on a rotating basis, Kodiak, Homer or Seldovia in September. We were looking forward to holding this year's September 6th meeting in Seldovia. Regrettably, the community is facing a severe water shortage. We moved our meeting to Homer so as not to tax their already stressed supply. We wish the community the best as it contends with this emergency and will see our friends in Seldovia next September.

In Homer, we received a warm welcome from Mayor Ken Castner, also a former Chair of CIRCAC's PROPS Committee. On the agenda were presentations from Hilcorp Alaska, the U.S. Coast Guard, and Nuka Research. Hilcorp chose to submit their report in writing. Also joining us were Denise Koch, the Director of the Division of Spill Prevention and Response for the Alaska Department of Environmental Conservation (ADEC), and members of the public.

Denise Koch informed us of the status of ADEC's review of C-Plan regulations. This review will entail a public scoping process beginning in the fall, and CIRCAC is participating in this review. Regarding personnel, ADEC has hired Crystal Smith as the new State On-Scene Coordinator to replace Geoff Merrell.

During the public comment portion of our meeting, Bob Shavelson, Advocacy Director for Cook Inletkeeper and Environmental Representative for Prince William Sound RCAC, and Jim Herbert, who serves on Prince William Sound RCAC's Oil Spill Prevention and Response committee, focused their comments on Hilcorp's seismic testing and acquisition of BP assets. Mr. Shavelson questioned Hilcorp's conclusions that seismic testing was not harmful to wildlife; noting the science and knowledge of seismic impacts are limited but growing. Mr. Herbert stated that Hilcorp's acquisition of BP assets raises many questions for Prince William Sound and the Trans-Alaska Pipeline.

## U.S. Coast Guard Alaska Operations

Captain Sean MacKenzie, Commander Sector Anchorage; Captain Patrick Hilbert, District 17 Chief of Prevention (photo below right); and Lt. Edward "Kahi" Kaaua, Supervisor of the Homer Marine Safety Detachment provided a broad but detailed overview of the U.S. Coast Guard's operations in Alaska, including mission, search and rescue, current and future assets, and jurisdictional responsibilities. Congress has approved six USCG national security cutters to increase America's presence in the Polar region, the Bering Sea and the Arctic to 365 days a year. Captain MacKenzie, while speaking about CIRCAC's work and progress within Cook Inlet commended the Cook Inlet Harbor Safety Committee for taking ownership of the Ice Guidelines formerly managed by the USCG. All the Directors appreciated their presentations.



## Nuka Research, Pipeline Project Update

Tim Robertson of Nuka Research reported steady progress with the Cook Inlet Pipeline Study, having completed Phases 1 and 2 (regulatory framework and a validated inventory). Phase 3— Panel of Experts review and recommendations—is ongoing. Under the charter, the Expert Panel is to recommend measures to reduce risks of failures that could threaten structural integrity. The Panel has met once in person and multiple times by teleconference. They have developed 230 scenarios associated with the potential loss of integrity and are scoring them by likelihood and consequences—environmental, social, and economic impacts. The Panel will review their differences and then meet September 31/October 1 in Anchorage to develop recommendations. We expect a report to be forthcoming by year's end.

With a grant to CIRCAC from the Pipeline Hazardous Materials Safety Administration (PHMSA), Nuka developed a [website](#) with background information on Cook Inlet pipelines, and conducted a survey, public webinar, and public meeting. Questions from the participants pertained to emergency response, information/data, infrastructure, Inspection/Maintenance, Other/General. Nuka's presentation is posted on CIRCAC's web page, [here](#).

## Reports from the Executive Committee and Executive Director

President John Williams reported the organization's finances are sound. The auditor Lambe, Tuter, and Associates found no financial discrepancies during this year's audit.

Executive Director Mike Munger confirmed that the U.S. Coast Guard recertified CIRCAC without qualification for the 28th consecutive year. He spoke in detail about the history of the pipeline assessment, which is nearing completion and noted that Hilcorp was very transparent in sharing pipeline information. Mr. Munger met with Alaska's Congressional Delegation regarding legislation to extend the Oil Spill Liability Trust Fund. We are working very closely with PWSRCAC to garner support throughout Congress to get this bill passed. Mr. Munger also spoke in detail regarding the Chapter 11 Bankruptcy filing by Furie Operating Alaska LLC, one of CIRCAC's funding companies. AVTEC will begin administering the new \$2500 joint CIRCAC/Marathon scholarship immediately.

Hilcorp asked Mr. Munger to point out that Hilcorp has set up a hotline number for subsistence users to share information on seismic activity. He said the company is working diligently to decommission Drift River Oil Terminal and that the facility's pipes and storage containers are now oil-free. The oil in the ground is a long-term ADEC remediation clean-up project. CIRCAC was instrumental in advancing the subsea pipeline and Drift River Oil Terminal removal.



## Status of Programs and Projects

Detailed Staff reports are [online](#). Here are some highlights:

### Environmental Monitoring Committee (Sue Saupe, Director of Science and Research)

Ms. Saupe is providing training in the Cook Inlet Response Tool and ShoreZone for ADEC and Marathon this month. She is also in discussion with coastal educators about classroom training. NOAA Coastal and Oceans Resources Center is developing a "Human Impressions" exhibit modeled after the Coastal Impressions ShoreZone Exhibits. There are new reports of range extensions for *Macrocystis kelp* on the other side of Cook Inlet caused by warming temperatures. These beds are very dense and could retain oil during a spill, which could hamper clean-up efforts. The kelp is an essential habitat for forage fish and otters in heavy weather. CIRCAC continues its support of [marine snow research](#) which continued this summer with the addition of sampling on Albatross and Portlock banks off of Kodiak.

Staff worked with contractors and the Protocol Committee to submit reviews for several permits, including the National Marine Fisheries Service (NMFS) Marine Mammal Take Permit for Hilcorp activities over the next five years, as well as the seismic work which will begin in a few days. Staff still has concerns that were not resolved by the NMFS. Chief among them, the permit should contain, but does not, a requirement for additional passive acoustic monitoring in Cook Inlet. The permit also proposes, without discussion, a quarter-mile causeway in Chinitna Bay. CIRCAC's technical review found a shocking lack of information on which to base these decisions. CIRCAC's comments are at [www.circac.org/wp-content/uploads/Taking-of-marine-mammals.pdf](http://www.circac.org/wp-content/uploads/Taking-of-marine-mammals.pdf)

CIRCAC is also not satisfied with the APDES General Oil and Gas Permit for Cook Inlet and the Individual Permit for the Osprey Platform which we believe are oversimplified and contain misinformation. The permits would also increase the sources and total contaminant loadings to Cook Inlet. We are awaiting comments to our concerns from ADEC.

### PROPS Committee (Steve "Vinnie" Catalano, Director of Operations)

The Harbor Safety Committee workgroup's annual review of the Harbor Safety Plan is complete. The Ice Monitoring System of Cameras is improved with the installation of two new cameras—one on A Platform and one on Granite Point Platform. Another new camera is in the works for the Tyonek Platform. We are testing the GRID program during a drill on October 26 with Marathon. Mr. Catalano is working with Logistics and the Public Outreach Director in the Joint Information Center. Staff is developing new Geographic Response Strategies for stream crossings along the truck route used by tank trucks carrying crude oil from the BlueCrest Cosmopolitan Facility.

## Administration (Jerry Rombach, Director of Administration)

Board seats with expiring terms in 2020 are Environmental, Alaska Native, Kodiak Island Borough and Kenai Peninsula Borough. The elections process will begin in mid-November. Special interest groups are elected and the Borough seats are appointed.

## Upcoming Meetings and Conferences

September 19, 2019 – Western States Harbor Safety Committee, Long Beach, CA

November 13, 2019 - [Pacific States/BC Task Force](#), Bellingham, WA

November 14, 2019 - [Salish Sea Shared Waters Forum](#), Bellingham, WA

November 21-23 - [Pacific Marine Expo](#), Seattle, WA

December 5 and 6, 2019 – CIRCAC Board of Directors Meeting, Anchorage

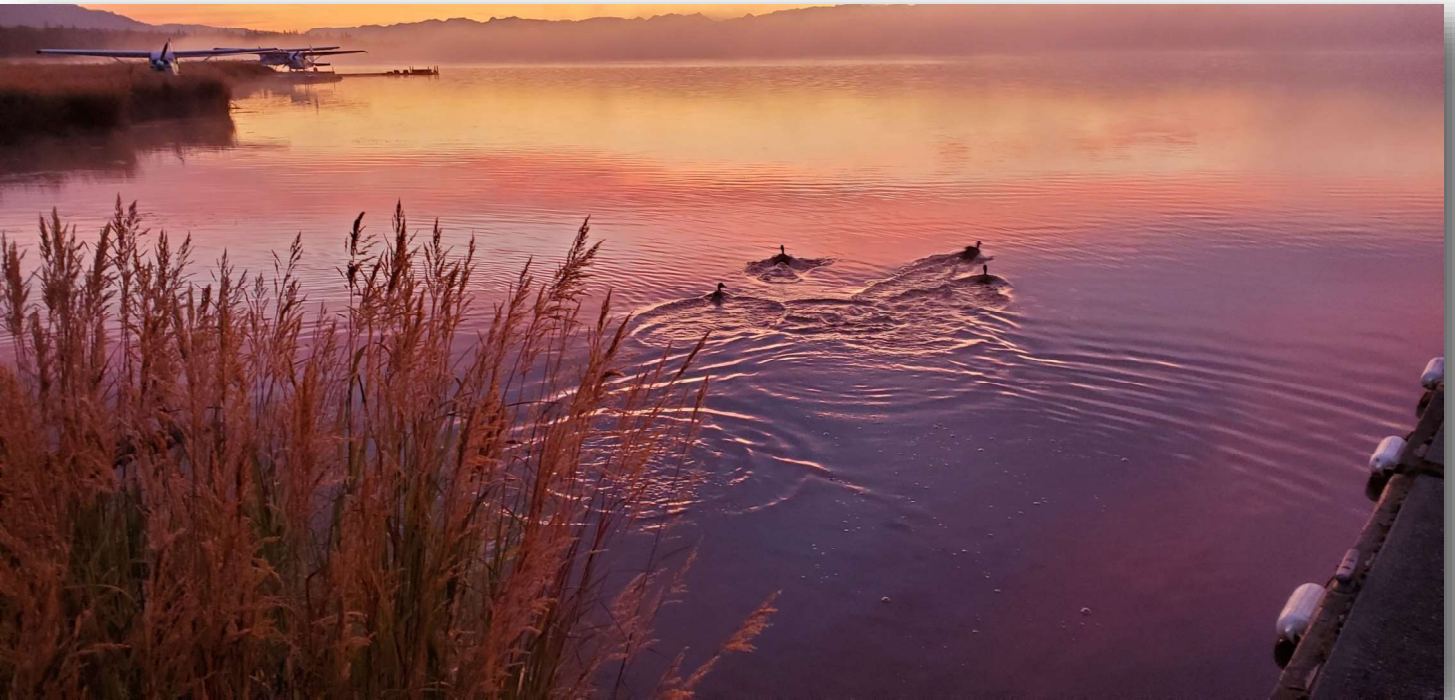


Photo by Cindy Sanguinetti



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

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(p) 907-235-8121 x2222

(f) 907-235-3148

Eric Clarke  
Alaska State Parks  
95 Sterling Hwy Ste. 2  
Homer AK 99603

October 23, 2019

Mr. Clark,

The City of Homer is in support of Kachemak Bay State Park's efforts to receive grant funding for improvements along the existing Saddle Trail alignment from the trailhead to the junction of Glacier Lake Trail.

The improvements proposed include reshaping the trail's tread surface, backslope, critical edge and the slope below the tread to ensure proper water drainage with minimal amount of erosion along slopes. With Kachemak Bay being a critical habitat area, any efforts to enhance trail safety while minimizing our footprint in the Park will be of great benefit to the environment and Homer residents and visitors alike.

Best,

Katie Koester  
City Manager



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(f) 907-235-3148

Eric Clarke  
Alaska State Parks  
95 Sterling Hwy Ste. 2  
Homer AK 99603

October 23, 2019

Mr. Clark,

The City of Homer is in support of Kachemak Bay State Park's efforts to receive grant funding for the restoration of neglected trails in the Grewingk Valley and China Poot Lake areas while opening up the other portion of the Lagoon Trail between Halibut creek and Halibut Cove Lagoon.

The trail restoration work will be completed on a portion of the Emerald Lake Trail from Humpy Creek to Emerald Lake via the tram and Grewingk Lake, Blue Ice Trail, Alpine Ridge Trail, the southern end of the Lagoon Trail, Moose Valley Trail from the junction of China Poot Lake Trail to the campsite at Mile 3, and Wosnesenski River trail from China Poot Lake to the river.

According to the 2018 Kachemak Bay State Park and Kachemak Bay State Wilderness Park Management Plan, "in the first 10 months of 2017, more than 270,000 people are estimated to have visited the park" with 81% of park visitors coming during June, July, of August. The primary reason people visited the park was to enjoy the scenery, the second to hike an established trail. It is imperative trails within Kachemak Bay State Park are well maintained and in good "walking" order, especially with such a high demand for trail use occurring in just a few short months each year.

Best,

Katie Koester  
City Manager



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Volunteer Fire Department

604 East Pioneer Ave  
Homer, Alaska 99603

[fire@cityofhomer-ak.gov](mailto:fire@cityofhomer-ak.gov)

(p) 907-235-3155

(f) 907-235-3157

Office of the Governor  
P.O. Box 110001  
Juneau, AK 99811-0001

October 23, 2019

Governor Dunleavy:

The Local Emergency Planning Committee (LEPC) is a local committee based in various boroughs and areas throughout the state. Originally formed based on Community Right to Know legislation regarding hazardous materials, these LEPCs have expanded to address all-hazard preparedness, preparing our communities, and mitigating risks for various hazards experienced by the State.

The emergency management and preparedness community within the State recognizes the difficult fiscal situation that we have been experiencing statewide. The recent vetoes to the state budget included removal of state funding for the LEPC through the Department of Military & Veterans Affairs in the amount of \$300,000. This funding is then distributed to local committees to direct based on the local needs. In many smaller communities, the LEPC may be the only source of preparedness/emergency management projects. The removal of this funding affects all communities, urban and rural, and the preparedness activities that are enabled by the local funds.

As a percentage of the state budget, that \$300,000 amount is a very small percentage of the total but has a great impact on the local jurisdictions that take advantage of this funding to build preparedness and resilience in communities across the state. Public safety and emergency response is an essential function of government, and the funding loss of the LEPC is negatively affecting communities statewide.

Please consider restoring this funding for the current fiscal year and future budget cycles. This investment pays back dividends many times over to our state that has more than its share of hazards demonstrated by wildfires, droughts, and other emergencies this past summer in Southcentral and across Alaska.

Respectfully,

Chief Mark Kirko



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

*Department of Commerce, Community,  
and Economic Development*

*DIVISION OF COMMUNITY AND REGIONAL AFFAIRS*

550 West Seventh Avenue, Suite 1640  
Anchorage, AK 99501  
Main: 907.269.4501/ 907.269.4581  
Programs fax: 907.269.4539

October 21, 2019

Katie Koester, City Manager  
City of Homer  
491 E. Pioneer Avenue  
Homer, AK 99603

Dear Ms. Koester:

The Alaska Department of Commerce, Community, and Economic Development (DCCED) is responsible for preparing a triennial report to the governor, legislature, and public related to the Commercial Passenger Vessel Excise Tax (CPV). Specifically- AS 43.52.260 requires DCCED to prepare a report that

"Addresses the projected needs of communities to safely and efficiently host passengers that pay taxes under AS 43.52.200 - 43.52.295; and summarizes the extent to which appropriations of the proceeds of the tax have been used to defray the cost of meeting the needs described in (1) of this section."

I am writing to ensure you are familiar with the reporting requirement and let you know that the Division of Community and Regional Affairs (DCRA) is collecting data for the next report due in January 2019. DCRA staff will contact each port community during the next few weeks and we request your assistance in gathering the necessary information from the City of Homer 1) the decision-making process for selecting projects funded by CPV tax revenue; 2) projected capital projects and service needs and priorities; and 3) CPV tax revenue expenditures and estimated expenditures through 12/31/2019.

If you have any questions or comments, please feel free to contact Emma Hatcher directly at 907-465-4733, or by email at [emma.hatcher@alaska.gov](mailto:emma.hatcher@alaska.gov). We look forward to your participation and feedback as DCRA works to meet reporting requirements outlined in AS 43.52.260.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sandra Moller".

Sandra Moller  
Director

cc: Finance Director  
Bryan Hawkins, Harbormaster

## Rachel Friedlander

---

**From:** Hatcher, Emma Z (CED) <emma.hatcher@alaska.gov>  
**Sent:** Tuesday, October 22, 2019 1:06 PM  
**To:** Department City Manager  
**Cc:** Department Port and Harbor  
**Subject:** Homer Commercial Passenger Vessel Tax Report: Information Request  
**Attachments:** Notice of CPV Report to Legislature - Homer 10.21.2019.pdf; DRAFT Homer Profile 10 21 2019.docx

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Katie,

Attached is a letter from Sandra Moller, Director of the Division of Community & Regional Affairs, requesting your assistance with a report on the Commercial Passenger Vessel Excise Tax (CPV) due to the legislature on January 1, 2020. I will be your contact for the report and am available to answer any questions you might have.

In the 2020 report, we will be updating information you provided for the prior CPV report to the legislature (released January 2017). For your convenience, I have included links to those documents below and have attached a draft profile for your community that includes the most recent revenue sharing distributions and cruise passenger numbers. You may edit & return the attached profile directly or provide responses to the prompts in the checklist below.

If you choose to edit the profile directly, the checklist below provides a useful guide for editing the profile directly. For ease of review, please pay particular attention to the information highlighted in yellow. Highlights done in blue indicate information for which we are waiting on the non-city-based authoritative source to provide.

Commercial Passenger Vessel Excise Tax: Community needs, Priorities, Shared Revenue, and Expenditures (Fiscal Years 2007-2016)

<https://www.commerce.alaska.gov/web/Portals/6/pub/TourismResearch/00%20FULL%20CPV%20RPT%2016%202017.pdf?ver=2017-03-23-160339-903>

A Performance Audit of the Department Of Commerce, Community, and Economic Development and Department Of Revenue Commercial Passenger Vessel (CPV) Tax Program

<http://legaudit.akleg.gov/docs/audits/special/dor/30083rpt-2016.pdf>

Please let me know if you have any questions. Thank you very much for your time!

### INFORMATION CHECKLIST: **DUE DATE: November 15, 2019**

- PROFILE
  - Provide highlights from 2017, 2018, 2019 cruise ship seasons or news for the 2020 cruise ship season (major changes in passenger volume, port calls, etc.)
- PROJECTED NEEDS OF COMMUNITY
  - This section should describe the process your city/borough/municipality employs to make decisions regarding expending CPV tax revenue (e.g. planning commission, assembly, public outreach/comment, etc.). Review text and edit text if the method for determining how CPV revenues are spent has changed.



- Update the list of priority projects for current and future CPV expenditures. What are your community's needs to host safely and efficiently host cruise ship passengers?
- LEGISLATIVE GRANTS
  - List legislative grants appropriated to your government entity (if any) during the last legislative session (spring 2019)
- SHARED CPV REVENUE EXPENDITURES
  - Add a description and expenditure amount for CPV expenditures during FY2019 and project expenditures during FY2020. Categories include Port Facilities, Harbor Infrastructure, and Other CPV Services. Only include expenditures from state CPV revenues. Does not include grants or local taxes on cruise ship passengers.
- RELATED INFORMATION
  - Please identify reference documents that provide additional background (research, plans, budget appropriations) to the info in your community's profile. Attach a copy to your response.
- CONTACT
  - Provide a contact for the information in this report.
- PHOTOS
  - Please send project photos you'd like to share that we can use in the report.

Sincerely,  
Emma

Emma Z. Hatcher  
GIS Analyst II  
Division of Community and Regional Affairs  
Dept of Commerce, Community & Economic Development  
907-465-4733 | [emma.hatcher@alaska.gov](mailto:emma.hatcher@alaska.gov)

[DCRA Data Portal](#)



**CITY OF HOMER**

First Class City

2018 Population: 5,443

FY2010 to FY2019 CPV Excise Tax Revenue: \$ [redacted]



**PROFILE**

The City of Homer, located within the Kenai Peninsula Borough, has more than 5,000 residents. Commercial fishing has been the traditional mainstay of the Homer economy; however, the city also has a growing arts community and tourism is becoming increasingly important. Homer is also a gateway to destinations such as Kachemak Bay State Park and Lake Clark National Park and Preserve.

In past years, Homer primarily received small and medium-sized cruise ships, but regular visits from Holland America Line vessels between 2008 and 2012 and during 2015 and 2016 boosted annual passenger numbers to near or more than 10,000 visitors during those years. Throughout the past 10 years, Homer has hosted [redacted] ship calls and nearly [redacted] passengers.

Homer Cruise Ship Visitors 2010 to 2019		
Calendar Year	Ship Calls	Passengers
2010	9	12,828
2011	14	14,990
2012	7	8,833
2013	1	254
2014	5	5,662
2015	10	11,399
2016	9	10,071
2017		
2018		
2019		
<b>Total</b>		

Source: Cruise Line Agencies of Alaska.

**PROJECTED NEEDS OF COMMUNITY**

To plan for the community’s cruise vessel and passenger needs, the harbor master, city manager, and public works director identify priority projects and propose them to the Ports and Harbor Commission. The commission sends approved projects to the city council to be vetted through the public process.

Priority Projects for CPV Revenue	
Category	Description
Other CPV Services	Cruise ship passenger staging amenities (benches and signage at drop off points)
Port Facilities	Cruise ship staging area/restroom
Port Facilities	Restroom and cruise ship passenger staging area on the Homer Spit at Ramp 2

Source: City of Homer.

**CPV REVENUE DISTRIBUTION**

When eligible ports of call, such as Homer, are cities located in a borough, the city and the borough each receive \$2.50 of every \$5 passenger fee shared with the port community. To date, the City of Homer’s share of CPV Excise Tax revenue is \$ [redacted].

CPV Revenue Distribution FY2010 to FY2019		
Fiscal Year	City Share	Passengers <sup>1</sup>
2010	\$3,725	1,490
2011	\$31,788	12,715
2012	-	-
2013	\$21,710	8,684
2014 <sup>1</sup>	\$33,542	13,417
2015	\$13,925	5,570
2016	\$27,055	10,822
2017		
2018		
2019		
<b>Total</b>		

Source: Alaska Department of Revenue, Tax Division.

<sup>1</sup> In January 2016, Homer received shared revenue due in FY2012 in January 2014.

The Kenai Peninsula Borough assembly passed an ordinance making the borough’s share of the CPV Excise Tax available to Homer and Seward through a grant process. The ordinance stipulates that the funds must be used for port and harbor improvements that benefit cruise ship passengers for purposes that comply with AS 43.52.200-298, SB 256, and HB 310. Homer and Seward city managers submit letters to the Kenai Peninsula Borough mayor to request funding. The grant request must specify how the

project meets the expenditure requirements established in state law. Homer has received an additional \$134,643 in grants from the Kenai Peninsula Borough that was the borough's share of CPV revenue during the same time period.

**LEGISLATIVE GRANTS**

In addition to sharing in CPV revenue, the City of Homer has received one legislative grant from the Commercial Vessel Passenger Tax Account for cruise ship dock infrastructure.

CPV-Related Legislative Grants		
Fiscal Year	Project	Amount
2012	Cruise ship dock and passenger facility improvements	\$6,000,000
<b>Total</b>		

Sources: Alaska Division of Community and Regional Affairs and Alaska State Legislature, Division of Legislative Audit, Audit 04-30083-16.

**CPV REVENUE EXPENDITURES**

Homer used its share of CPV revenue for harbor restrooms and a passenger staging area. Since 2014, the City of Homer has let the state CPV revenue accumulate to apply to larger capital improvement projects. Plans include a restroom and cruise ship

passenger staging area on the Homer Spit at Ramp 2 from which many shore-side excursions launch.

CPV Revenue Expenditures FY2007 to FY2019		
Category	Description	Expenditures
Harbor Infrastructure	Cruise ship passenger staging area	\$31,000
Other CPV Services	Guard house restrooms	\$30,000
Port Facilities	Ramp 3	\$35,000
<b>Total</b>		<b>\$96,000</b>

Sources: City of Homer and Alaska State Legislature, Division of Legislative Audit, Audit 04-30083-16

**RELATED INFORMATION**

- City of Homer. 2011. *Homer Spit Comprehensive Plan*. (<http://www.cityofhomer-ak.gov/planning/spit-comprehensive-plan-2011>)
- City of Homer. 2011. *Proposed Layout for Staging at Ramp 2 Including New Restrooms*.

**CONTACT**

Katie Koester  
 City Manager  
 City of Homer  
 907-235-8121  
[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)



## Economic Development Advisory Commission 2019 Meeting Calendar

MEETING	AGENDA DEADLINE	ANNUAL TOPICS/EVENTS
<b>JANUARY</b> 6:00 p.m. Tuesday, January 8	5:00 p.m. Wednesday, January 2	Land Allocation Plan Review
<b>FEBRUARY</b> 6:00 p.m. Tuesday, February 12	5:00 p.m. Wednesday, February 6	
<b>MARCH</b> 6:00 p.m. Tuesday, March 12	5:00 p.m. Wednesday, March 6	Appointment Renewals Due
<b>APRIL</b> 6:00 p.m. Tuesday, April 9	5:00 p.m. Wednesday, April 3	Terms Expire April 1 <sup>st</sup> Election of Chair & Vice Chair Review of Strategic Plan/Goals
<b>MAY</b> 6:00 p.m. Tuesday, May 14	5:00 p.m. Wednesday, May 8	
<b>JUNE</b> 6:00 p.m. Tuesday, June 11	5:00 p.m. Wednesday, June 5	City Budget Review/Develop Requests
<b>JULY</b>	No Meeting	
<b>AUGUST</b> 6:00 p.m. Tuesday, August 13	5:00 p.m. Wednesday, August 7	Capital Improvement Plan Review
<b>SEPTEMBER</b> 6:00 p.m. Tuesday, September 10	5:00 p.m. Wednesday, September 4	
<b>OCTOBER</b> 6:00 p.m. Tuesday, October 8	5:00 p.m. Wednesday, October 2	
<b>NOVEMBER</b> 6:00 p.m. Tuesday, November 12	5:00 p.m. Wednesday, November 6	Upcoming Year Schedule Review
<b>DECEMBER</b>	No Meeting	



**2019 HOMER CITY COUNCIL MEETINGS  
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council’s regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission’s opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	_____
February 11, 25	_____
March 11, 26*	_____
April 8, 22	_____
May 13, 28*	_____
June 10, 24	_____
July 22**	_____
August 12, 26	_____
September 9, 23	_____
October 14, 28	_____
November 25**	_____
December 9, 16****	_____

City Council’s Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

\*Tuesday meeting due to Memorial Day/Seward’s Day.

\*\* There will be no first regular meeting in July or November.

\*\*\*Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

\*\*\*\*Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting during the third week of December will not be held.