

Session 16-13, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Stead at 6:30 p.m. on September 7, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS ABRAHAMSON, BOS, BRADLEY, HIGHLAND, STEAD, STROOZAS, VENUTI

STAFF: CITY PLANNER ABOUD  
DEPUTY CITY CLERK JACOBSEN

### **Approval of Agenda**

STROOZAS/VENUTI MOVED TO MODIFY THE AGENDA TO INCLUDE A PRESENTATION ON THE NEW PUBLIC SAFETY BUILDING PROPOSAL.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Chair Stead asked for a motion to approve the agenda as amended.

STROOZAS/HIGHLAND SO MOVED

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **Public Comment**

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

### **Reconsideration**

#### **Adoption of Consent Agenda**

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

A. Approval of Minutes of August 3, 2016

Chair Stead called for a motion to adopt the consent agenda.

VENUTI/HIGHLAND SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **Presentations**

#### A. Ken Castner – Public Safety Building Update

Ken Castner, Chair of the Public Safety Building Review Committee, explained that the project was originally envisioned as a new public safety building that cost up to \$30 million. It has since been truncated and become a renovation of the exiting fire station, which is underway now, and a renovation of the HERC building to provide about 65% of the space needs for the police station. An annex will be added for the remaining space. He gave an overview of the history of the current police station. He thinks it's to the credit of people who work there that they don't complain about the conditions they have to work under. It's his job to talk about the need to replace the building they are in now and to give assurance the approach they are taking is the most economic and putting every square foot to good use and reduced to a bare minimum.

Mr. Castner continued that the Council passed an ordinance to bond up to \$12 million and the current estimate is somewhere around \$10 million. His hope is the bond proposition passes and council will have an opportunity to get new designs and achieve better cost estimates. He hopes the community finds it within them to do this because the need is not going to change and the committee has worked hard to do what we can with what we have, and to also look out to the future. He explained the repayment method of the bond with an extended seasonal sales tax.

There was brief discussion regarding the building size and policing needs for the department itself as well as for the community.

### **Reports**

#### A. Staff Report PL 16-48, City Planner's Report

City Planner Abboud reviewed his staff report in the packet.

There was no discussion.

### **Public Hearings**

Testimony limited to 3 minutes per speaker. The Commission conducts Public Hearings by hearing a staff report, presentation by the applicant, hearing public testimony and then acting on the Public Hearing items. The Commission may question the public. Once the public hearing is closed the Commission cannot hear additional comments on the topic. The applicant is not held to the 3 minute time limit.

VENUTI/BOS MOVED TO POSTPONE PUBLIC HEARINGS ON CUP 16-04, 16-05, AND 16-06 TO SEPTEMBER 14<sup>TH</sup>.

There was brief discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- A. Staff Report PL 16-46, CUP 16-04, HVFD Equipment Storage Facility-4060 Heath St.
- B. Staff Report PL 16-40, CUP 16-05, Amending CUP 15-04, at 5185 Slavin Drive
- C. Staff Report PL 16-41, CUP 16-06, Homer Medical Clinic Expansion

### **Plat Consideration**

### **Pending Business**

- A. Staff Report 16-47, Homer Accelerated Water Sewer Program (HAWSP)

City Planner Abboud reviewed the suggestions that the debt service ratio be calculated at budget time and applied at the beginning of each year.

Regarding the application fee and the moratorium it was suggested the city maintain a list as improvement projects are requested and if the moratorium is lifted then collect the application fee. Another suggestion was to implement a que fee; say \$100 to be on the list and \$900 when the project comes up.

The commission also discussed whether projects are done on a first come first serve basis or are evaluated based on a set of criteria to determine the merits of the project. A drawback of first come first served is that one large and costly project in the que could delay the moratorium being lifted for a longer period of time. Queuing up smaller less costly projects could keep a larger project from moving to the top of the list. Most agreed on the importance of the project being able to contribute to paying the cost of the system, or the most users per linear foot and promote. People who are waiting for their project to move to the top of the list won't appreciate being passed over. There is also the legality of selecting on project over another. They touched on pros and cons to both methods but did not reach a consensus on which method they would recommend.

They talked about annual financing reviews and when to calculate ratios. A quarterly review and reporting schedule to the City Manager and City Council would be a good time for the calculation to be made known, so they are aware.

ABRAHAMSON/HIGHLAND MOVED THAT THE COMMISSION RECOMMENDATS THAT THE FINANCE DEPARTMENT REPORT QUARTERLY TO THE CITY COUNCIL AND CITY MANAGER AND INCLUDE THE HAWSP DEBT SERVICE RATIO CALCULATION IN THAT QUARTERLY REPORT.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

HIGHLAND/STROOZAS MOVED THAT WE INCREASE THE SAD APPLICATION FEE TO \$1000.

Question was raised if the fee is refundable.

VENUTI/STROOZAS MOVED TO AMEND THAT THE FEE IS NON REFUNDABLE.

There was discussion that the \$1000 fee be applied toward cost of the project.

Deputy City Clerk Jacobsen commented her understanding is the application fee is an administrative fee to process a property owner's application for an improvement district.

Commissioner Abrahamson commented the program provides for overhead like facilities and administration and questions if it might be double dipping if the project goes forward. City Planner Abboud said he could follow up and see how the application fee is applied and the commission discussed how the administrative fees could be accounted for.

Deputy City Clerk Jacobsen gave a brief overview of the what the City Clerk's office does including working with the applicant for the proposed district, working with public works to get a map of the boundaries, also preparing and mailing petitions to property owners via certified mail and scheduling and advertising public meetings and public hearings before the assessment district is approved.

VOTE: (Amendment) NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

There was no further discussion on the main motion as amended.

VOTE: (Main motion as amended): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **New Business**

#### **A. Staff Report PL 16-51, Ordinance from the Cannabis Advisory Commission**

City Planner Abboud reviewed the staff report. He commented that when doing a review for zoning compliance, he doesn't foresee anything that would impede meeting the 15 day timeline for review. If an application triggers a conditional use permit, it will be address in the appropriate timeframe for a CUP. He touched on the state's timeline and pointed out they have 60 days, and he hopes they will move the applications along.

There was brief discussion that the city would get half of the application fee that the state collects.

Chair Stead asked for a motion to schedule a public hearing on the draft ordinance at the September 21<sup>st</sup> meeting.

HIGHLAND/BRADLY SO MOVED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- B. Staff Report PL 16-52, Recommendation for the number of commissioners on the Borough Planning Commission

City Planner Abboud commented the Commission had a good discussion about this at their worksession. It's implied there is a population formula that will determine who serves on the Borough Planning Commission; it's vague and can't be determined for certain who will serve.

Commissioner Venuti, Homer's representative on the Borough Planning Commission, commented the Borough has been out of compliance on this for nine years and it will be put off until 2020. His concern is eliminating any input from Seldovia or Anchor Point and while this group could oppose this proposal by the Borough Mayor, he thinks it's the councils place to make the recommendation to the borough.

HIGHLAND/BOS MOVED TO RECOMMEND TO CITY COUNCIL ON STAFF REPORT PL 16-52 THAT THE COMMISSION OPPOSES THE MAYOR'S SUBSTITUTE ORDINANCE 2016-25.

There was brief discussion that all of the cities should be specifically represented and that "at-large geographic region members" is vague.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **Informational Materials**

- A. City Manager's Report dates August 17, 2016

### **Comments of the Audience**

### **Comments of Staff**

There were no staff comments.

**Comments of the Commission**

Commissioner Stroozas said he will be absent for the 14<sup>th</sup> special meeting, will miss the worksession on the 21<sup>st</sup>, and will attend the regular meeting but may be arriving just past 6:30. He will be emceeding the Halibut Derby Award Ceremony that begins at 5:30.

Commissioner Venuti said seems like they got a lot done in a short meeting, it was interesting.

Commissioner Bos agreed it was a good meeting. He will not be at the meeting on the 14<sup>th</sup>.

Commissioner Abrahamson said she will be here on the 14<sup>th</sup> and absent on the 21<sup>st</sup>. She will be attending a coastal zone management conference with FEMA and NOAA and hopes to bring some interesting items back from that. She added the Kachemak Bay Research Reserve is hosting a workshop to explore community resilience in the face of climate challenges on October 4<sup>th</sup> and 5<sup>th</sup>. If anyone wants to attend they can contact her.

Commissioner Bradley said she will be here on the 14<sup>th</sup> and absent on the 21<sup>st</sup> for the Museum's Alaska and Historic Society Conference in Juneau. As museums are dedicated to telling the stories of our communities by the voices in our communities, she is glad they followed through on not supporting the Borough's ordinance. She feels all of our communities have equal voices that that need to be heard by the community members.

Commissioner Highland commented that she hopes people have been to the museum to see the Dean Family's exhibit, it's amazing. She added that she will have to recuse herself on the public hearing for the medical clinic on at the meeting on the 14<sup>th</sup>. She serves on the the Service Area Board and they have been discussing it regularly.

Chair Stead thought it was a fabulous meeting. There were a lot of thoughtful comments and he appreciates that.

**Adjourn**

There being no further business to come before the Commission, the meeting adjourned at 7:58 p.m. There is a Special Meeting scheduled for September 14, 2016. The next regular meeting is scheduled for September 21, 2016 at 6:30 p.m. A worksession will be held at 5:30 p.m. Meetings will be held in the City Hall Cowles Council Chambers.

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MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

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