

REGULAR MEETING AGENDA

1. Call to Order

2. Approval of Agenda

3. Public Comment

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

4. Reconsiderations

5. 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.

A. Approval of minutes of January 18, 2017 **p. 1**

B. Decisions and Findings for CUP 2017-01 to build 7 single-family rental cabins at 2080 Shannon Lane **p. 7**

C. Staff Report PL 17-09, Hickerson Memorial Cemetery Expansion **p. 13**

6. Presentations

7. Reports

A. Staff Report PL 17-10, City Planner's Report **p. 21**

8. 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.

9. Plat Consideration

10. Pending Business

A. Staff Report PL 17-11, Revision of HAWSP Manual **p. 23**

B. Staff Report PL 17-12, Revision of HART Fund Manual **p. 29**

11. New Business

12. Informational Materials

A. City Manager's Report for January 23, 2017 City Council Meeting **p. 37**

13. Comments of the Audience

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

14. Comments of Staff

15. Comments of the Commission

16. Adjournment

The next regular meeting is scheduled for February 15, 2017. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

Session 17-02, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Stead at 6:30 p.m. on January 18, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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

ABSENT: ABRAHAMSON, ARNOLD

STAFF: CITY PLANNER ABBOUD
DEPUTY CITY CLERK JACOBSEN

Approval of Agenda

Chair Stead asked for a motion to approve the agenda.

BRADLEY/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).

None

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 January 4, 2017

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

BRADLEY/HIGHLAND SO MOVED

Commissioner Highland noted that the motion at the bottom of page seven needs to be changed from could to should.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Presentations

Reports

- A. Staff Report PL 17-07, City Planner's Report

City Planner Abboud reviewed his staff report in the packet.

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.

- A. Staff Report PL 17-08 Conditional Use Permit 2017-01 to build seven single-family rental cabins at 2080 Shannon Lane.

Commissioner Bradley advised that she will inherit the property at 4824 Shannon Court and maintains her legal physical address there. The property borders the subject property.

Ms. Bradley was recused and left the room.

Commissioner Highland advised that she is President of the Kachemak Bay Equestrian Association and KBEA owns property adjacent to the property being considered for the conditional use permit. She said she does not benefit financially but that she may be biased in making decisions regarding this proposal.

Chair Stead ruled that she be excused from participating. There was no objection from the remaining Commission.

Ms. Highland left the room.

City Planner Abboud reviewed the staff report.

Bill Hand, applicant, gave overview of the project. He thinks it will improve property value and bring better housing to Homer. He noted work he did building homes in a subdivision on Aprill Place. Mr. Hand said when he did his ACOE plan he got a 40 foot culvert to allow for a wider driveway entrance to a 21 foot driveway. He can add a cul-de-sac at the end if needed for emergency vehicles.

Chair Stead opened the public hearing.

Michael Coffing, city resident and neighboring property owner, commented in opposition of the CUP citing concerns with increased traffic, impact to unpaved Shannon Lane, reduction in property value, more noise, and increased transients. He added that fewer units farther back on the property could be a compromise.

Lauren Painter, city resident and neighboring property owner stated she opposes the CUP citing concerns with potential increase in flooding, the area proposed for development is marshy, decrease in property value with transients and month to month renters, low income housing, size and number of cabins, noise, traffic, light pollution, and increase of druggies in the area.

Suzi Pullen, city resident and neighboring property owner, said she is opposed to the CUP citing concerns of drainage, increased traffic, too many homes on the lot, decrease in property value, and increasing transients in the area. She commented about issues with other rentals in the neighborhood and break in attempts at her home and others.

Ms. Pullen read a note from a neighbor in the area Aaron Hansen, who cited concerns with drainage.

Leslie Lord-Coffing, city resident and property owner in the area, commented in opposition to the CUP citing concerns with drainage impacts to their property and quality of the road, increased traffic and too many cabins in the neighborhood. If it were a couple of homes, it might be more acceptable.

Elizabeth Pullen, city resident and neighboring property owner, commented in opposition to the CUP citing concerns with the number of cabins, water runoff and flooding, increased traffic, and transients.

There were no further comments and Chair Stead closed the public hearing.

Mr. Hand returned to the table to rebut and answer questions from the Commission. He explained these will be long term rentals, not daily or vacation rentals. He does not plan to build handicap units, the cabins will be built on pilings and will have steps. He has worked with ACOE for a wetlands delineation and is installing a 36 inch culvert to handle the water flow and can add a swale if needed. Disturbance of vegetation will be minimal, as the trees will help buffer this project. He has tried to keep a 30-foot setback because of the drainage and buffer the neighboring property owners. He reference the aerial photo to further explain his plans for drainage and that he could possibly move the cabins back a little farther even though it would increase his cost to extend the driveway. Mr. Hand said the units will have unfinished crawlspaces with vapor barriers and insulation and no concrete.

Mr. Hand addressed the concerns about noise explaining that he does not allow dogs and vets his renters well, he isn't a slum lord. He plans to keep it as natural as possible. He noted that the Commission approved a housing plan similar to his proposal about a mile down on East End Road that was nicely done.

Regarding snow removal, Mr. Hand thinks there will be plenty of room to push the snow, there is at least 40 feet between cabins. Regarding reducing the number of cabins, Mr. Hand feels that he has followed the city ordinances and complies with this proposal.

BOS/VENUTI MOVED TO APPROVE STAFF REPORT PL 17-08 AND CUP 17-01 AT 2080 SHANNON LANE WITH FINDINGS 1 THROUGH 11 AND CONDITIONS 1 AND 2.

VENUTI/BOS MOVED TO AMEND AND ADD A REQUIREMENT THE PROJECT BE MOVED BACK 50 FEET TO THE NORTH.

There were comments in support of the amendment in that it will be help address some concerns of the neighbors.

VOTE: (amendment): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Commissioner Venuti commented that the drainage issue in the area exists and doesn't think adding the culvert will change anything. He doesn't see a reason to deny this in relation to city code.

Chair Stead agreed the drainage issue is there and the goal is not to increase it with impervious area. He likes that the cabins are on pilings to keep them off the ground and reduce soil disturbance. He noted the reference to drainage on page 24 of the packet and there isn't any evidence this will exacerbate the drainage issue; and he encouraged moving the snow to the east side as much as possible and alleviate any additional water flow down onto the west side.

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

Motion carried.

Chair Stead thanked everyone for testifying.

Commissioners Bradley and Highland returned to the table.

Plat Consideration

Pending Business

New Business

Informational Materials

A. City Manager's Report dated January 9, 2017

Comments of the Audience

None

Comments of Staff

None

Comments of the Commission

Commissioner Highland questioned three commissioners being allowed to pass a CUP. Deputy City Clerk Jacobsen referred them to HCC 21.93.300(F) that outlines the criteria. Ms. Highland commented she still wants to talk about aesthetics and finding a solution when there are projects done around the city by public works, for example, that the finished job doesn't disrupt or look worse when they get done. She will be absent February 1st.

City Planner Abboud commented that there isn't anything in title 21 design manual, but if she were to draft something that succinctly stated her intention, the planning commission could talk about it and if there is concurrence, forward it to the appropriate entity.

Commissioner Bradley commented the Pratt Museum annual meeting is coming up February 7th and they have a fascinating speaker lined up to speak on Icelandic Fisherwomen.

Commissioner Bos said he would like to see the Commission could come up with some sort of criteria that would get them better drawings. He thinks a better set of conceptual drawings would give a lot better vantage.

Commissioner Venuti said that is a good point, but you should see some of the drawings he gets. It was an interesting meeting, he understands the neighbors' concerns, but they have to follow the code.

Chair Stead agreed that he doesn't like turning people away disappointed but it happens on occasion. It is important they follow the rules. He thinks they did a good job in bringing out all the issues associated with the lot.

Adjourn

There being no further business to come before the Commission, the meeting adjourned at 7:50 p.m. The next regular meeting is scheduled for February 1, 2017 at 6:30 p.m. in the City Hall Cowles Council Chambers. A worksession will be held at 5:30 p.m.

MELISSA JACOBSEN, MMC, DEPUTY CITY CLERK

Approved: _____



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HOMER ADVISORY PLANNING COMMISSION

Approved CUP 2017-01 at the Meeting of January 18, 2017

RE: Conditional Use Permit (CUP) 2017-01
Address: 2080 Shannon Lane

Legal Description: T 6S R 13W SEC 16 Seward MERIDIAN HM 0820047 SCENIC VIEW SUB NO 6 LOT F10-A

DECISION

Introduction

Bill Hand (the “Applicant”) applied to the Homer Advisory Planning Commission (the “Commission”) for a Conditional Use Permit (CUP) under Homer City Code HCC 21.12.030(m) which allows more than one building containing a permitted principle use on a lot in the Rural Residential District.

The applicant proposes seven single-family rental dwelling units (cabins) on a 1.65 acre lot with access onto Shannon Lane. The proposed cabins will be served by public water and sewer as well as natural gas.

A public hearing was held for the application before the Commission on January 18, 2017 as required by Homer City Code 21.94. Notice of the public hearing was published in the local newspaper and sent to 37 property owners of 35 parcels as shown on the Kenai Peninsula Borough tax assessor rolls.

At the January 18, 2017 meeting of the Commission, two commissioners did not participate due to conflicts of interest, while the remaining three commissioners voted to approve the request. The Commission approved CUP 2017-01 with unanimous consent.

Evidence Presented

City Planner, Rick Abboud, reviewed the staff report. The applicant, Bill Hand, gave an overview of the project and stated he thinks it will bring better housing to Homer and improve property values. He referenced his previous developments of single-family homes in the Aprill Place Subdivision in the City’s Urban Residential District. Mr. Hand noted that his Army Corps of

Engineers wetlands permit includes a 40 foot culvert to allow for a wide driveway entrance of 21 feet and that he can add a cul-de-sac if necessary for emergency vehicle access.

There were 5 speakers during the public hearing who all testified in opposition to the proposal. The reasons for opposition included: increased traffic, potential for flooding and impact to natural drainage, increased density, reduction of property values, increased noise, increased transients, potential increase of crime, light pollution, and degradation of Shannon Lane.

The applicant responded to concerns over drainage by noting that he is building on pilings, working with the Army Corps of Engineers to provide an adequate culvert, and is willing to add a swale. Additionally, a 30 foot setback that retains natural vegetation will buffer the visual impact and impact to drainage. He offered that he could potentially move the cabins further back (north) on the lot, although that would increase his costs.

After some discussion, the Commission moved to amend the application by adding a requirement for the project to be moved back 50 feet to the north.

Findings of Fact

After careful review of the record and consideration of testimony presented at the hearing, the Commission determines Condition Use Permit 2017-01, to build seven single-family rental dwelling units (cabins) on a lot, satisfies the review criteria set out in HCC 21.71.030 and is hereby approved.

The criteria for granting a Conditional Use Permit is set forth in HCC 21.71.030 and 21.71.040.

a. The applicable code authorizes each proposed use and structure by conditional use permit in that zoning district.

Finding 1: More than one single family dwelling on a lot is authorized by Conditional Use Permit.

Finding 2: This 71,279 square foot lot, served by water and sewer, may have up to 7 dwelling units based on dimensional requirements of code.

b. The proposed use(s) and structure(s) are compatible with the purpose of the zoning district in which the lot is located.

Finding 3: The proposal is compatible with the purpose of the district by meeting density requirements and providing residential development in the City.

c. The value of the adjoining property will not be negatively affected greater than that anticipated from other permitted or conditionally permitted uses in this district.

Finding 4: The value of adjoining property will not be negatively affected greater than multi-family dwellings or a conditionally permitted assisted living home.

d. The proposal is compatible with existing uses of surrounding land.

Finding 5: The proposed cabins are a similar use to the other single family homes found in the adjacent and surrounding area.

e. Public services and facilities are or will be, prior to occupancy, adequate to serve the proposed use and structure.

Finding 6: Existing public water and sewer, natural gas, and fire services are adequate to serve the proposed development.

f. Considering harmony in scale, bulk, coverage and density, generation of traffic, the nature and intensity of the proposed use, and other relevant effects, the proposal will not cause undue harmful effect upon desirable neighborhood character.

Finding 7: Considering harmony in scale, bulk, coverage and density, generation of traffic, the nature and intensity of the proposed use, and other relevant effects, the proposal will not cause undue harmful effect upon desirable neighborhood character.

g. The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole.

Finding 8: The proposal will not be unduly detrimental to the health, safety or welfare of the surrounding area and the city as a whole when all applicable standards are met, as required by city code.

h. The proposal does or will comply with the applicable regulations and conditions specified in this title for such use.

Finding 9: The proposal will comply with all applicable regulations and conditions when the permitting process is complete as provided in the CUP and permitting process.

i. The proposal is not contrary to the applicable land use goals and objectives of the Comprehensive Plan.

Finding 10: The proposal aligns with Goal 1 and Objectives A and B of Chapter 4 of the Comprehensive Plan. No evidence has been found that it is contrary to the applicable land use goals and objects of the Comprehensive Plan.

j. The proposal will comply with all applicable provisions of the Community Design Manual.

Condition 1: Outdoor lighting must be downward directional and must not produce light trespass or glare per the Community Design Manual (CDM) and HCC 21.59.030.

Finding 11: Condition 1 will assure that the proposal complies with level one lighting standards and the Community Design Manual.

In approving a conditional use, the Commission may impose such conditions on the use as may be deemed necessary to ensure the proposal does and will continue to satisfy the applicable review criteria. Such conditions may include, but are not limited to, one or more of the following:

- 1. Special yards and spaces.**
- 2. Fences, walls and screening.**
- 3. Surfacing of vehicular ways and parking areas.**
- 4. Street and road dedications and improvements (or bonds).**
- 5. Control of points of vehicular ingress and egress.**
- 6. Special restrictions on signs.**
- 7. Landscaping.**
- 8. Maintenance of the grounds, buildings, or structures.**
- 9. Control of noise, vibration, odors, lighting or other similar nuisances.**
- 10. Limitation of time for certain activities.**
- 11. A time period within which the proposed use shall be developed and commence operation.**
- 12. A limit on total duration of use or on the term of the permit, or both.**
- 13. More stringent dimensional requirements, such as lot area or dimensions, setbacks, and building height limitations. Dimensional requirements may be made more lenient by conditional use permit only when such relaxation is authorized by other provisions of the zoning code. Dimensional requirements may not be altered by conditional use permit when and to the extent other provisions of the zoning code expressly prohibit such alterations by conditional use permit.**
- 14. Other conditions necessary to protect the interests of the community and surrounding area, or to protect the health, safety, or welfare of persons residing or working in the vicinity of the subject lot.**

Condition 1: Outdoor lighting must be downward directional and must not produce light trespass or glare per the Community Design Manual (CDM) and HCC 21.59.030.

Condition 2: Dumpster must be screened on 3 sides.

Condition 3: All seven cabins and the driveway are to be moved 50 ft. further north than depicted on the applicant's site plan.

Conclusion: Based on the foregoing findings of fact and law, Conditional Use Permit 2017-01 is hereby approved, with Findings 1-11 and Conditions 1, 2 and 3.

Date Chair, Don Stead

Date City Planner, Rick Abboud

NOTICE OF APPEAL RIGHTS

Pursuant to Homer City Code, Chapter 21.93.060, any person with standing that is affected by this decision may appeal this decision to the Homer Board of Adjustment within thirty (30) days of the date of distribution indicated below. Any decision not appealed within that time shall be final. A notice of appeal shall be in writing, shall contain all the information required by Homer City Code, Section 21.93.080, and shall be filed with the Homer City Clerk, 491 East Pioneer Avenue, Homer, Alaska 99603-7645.

CERTIFICATION OF DISTRIBUTION

I certify that a copy of this Decision was mailed to the below listed recipients on _____, 2017. A copy was also delivered to the City of Homer Planning Department and Homer City Clerk on the same date.

Date Travis Brown, Planning Technician

Bill Hand
3840 Aprill Place
Homer, AK 99603

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

Holly C. Wells
Birch, Horton, Bittner & Cherot
1127 West 7th Ave
Anchorage, AK 99501

Michael Coffing and Leslie Lord-Coffing
2041 Shannon Lane
Homer, AK 99603

Lauren Painter
4781 Shannon Ct.
Homer, AK 99603

Suzi and Elizabeth Pullen
4836 Shannon Lane
Homer, AK 99603

Aron Hanson
4828 Rochelle Road
Homer, AK 99603



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Staff Report PL 17-09

TO: Homer Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: February 1, 2017
SUBJECT: Hickerson Memorial Cemetery Expansion Memo

Introduction

Attached is a memo from the Public Works Director, regarding the revised Phase 1 plan for the cemetery. As you may recall, the Commission made recommendations to Council in May of 2016 regarding the expansion project. Public Works has incorporated these recommendations in the revised plan. Public Works mailed out a letter to area neighborhood property owners (attached), inviting comment at this meeting.

Requested action:

1. Listen to property owner comments
2. Recommend any changes to Public Works

Highlights:

- 96 gravesites
- 60 cremains sites (for cremated remains)
- Room for memorial trees and benches (to be purchased by private parties if desired)
- Future phase 2 would include a walking path with memorial wall and columbarium construction (3-5 year time frame)
- Cemetery polices are under review by the City Clerk's office

Attachments

1. Letter to property owners
2. Public Works Memo dated January 19, 2017
3. Phase 1 drawing
4. Phase 2 drawing



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Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907-235-3170

(f) 907-235-3145

January 20, 2017

RE: Hickerson Memorial Cemetery Improvements

Property Owner:

The Homer Advisory Planning Commission will be reviewing the revised Hickerson Memorial Cemetery Improvement plan at their next meeting on February 1. The meeting starts at 6:30 PM at the City Hall Council Chambers, 491 E. Pioneer Avenue.

Many of the comments received at public meetings late last year have been incorporated into the new plan. The Commission is being asked to comment on and approve the revised plan to allow for final design to proceed in preparation for completion of improvements this spring.

Attached is the revised conceptual plan and memo that the Commission will be reviewing. This information (and additional information about the project) is available at the City web-site: <http://www.cityofhomer-ak.gov/planning/hickerson-memorial-cemetery-expansion-project>

Sincerely;

CITY OF HOMER

Carey Meyer

Public Works Director/City Engineer



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Public Works

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publicworks@cityofhomer-ak.gov

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Memorandum

TO: Rick Abboud - Planning Director
FROM: Carey Meyer - Public Works Director *CSM*
DATE: January 19, 2017
SUBJECT: **Hickerson Memorial Cemetery Expansion**

Public Works has revised the plan for the above referenced project, incorporating Planning Department recommendations and public comments received during meetings held late last year.

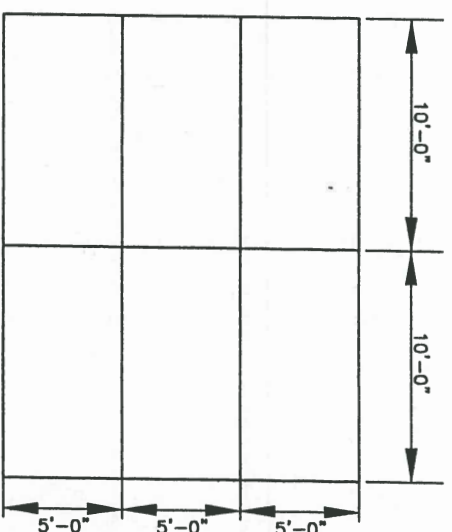
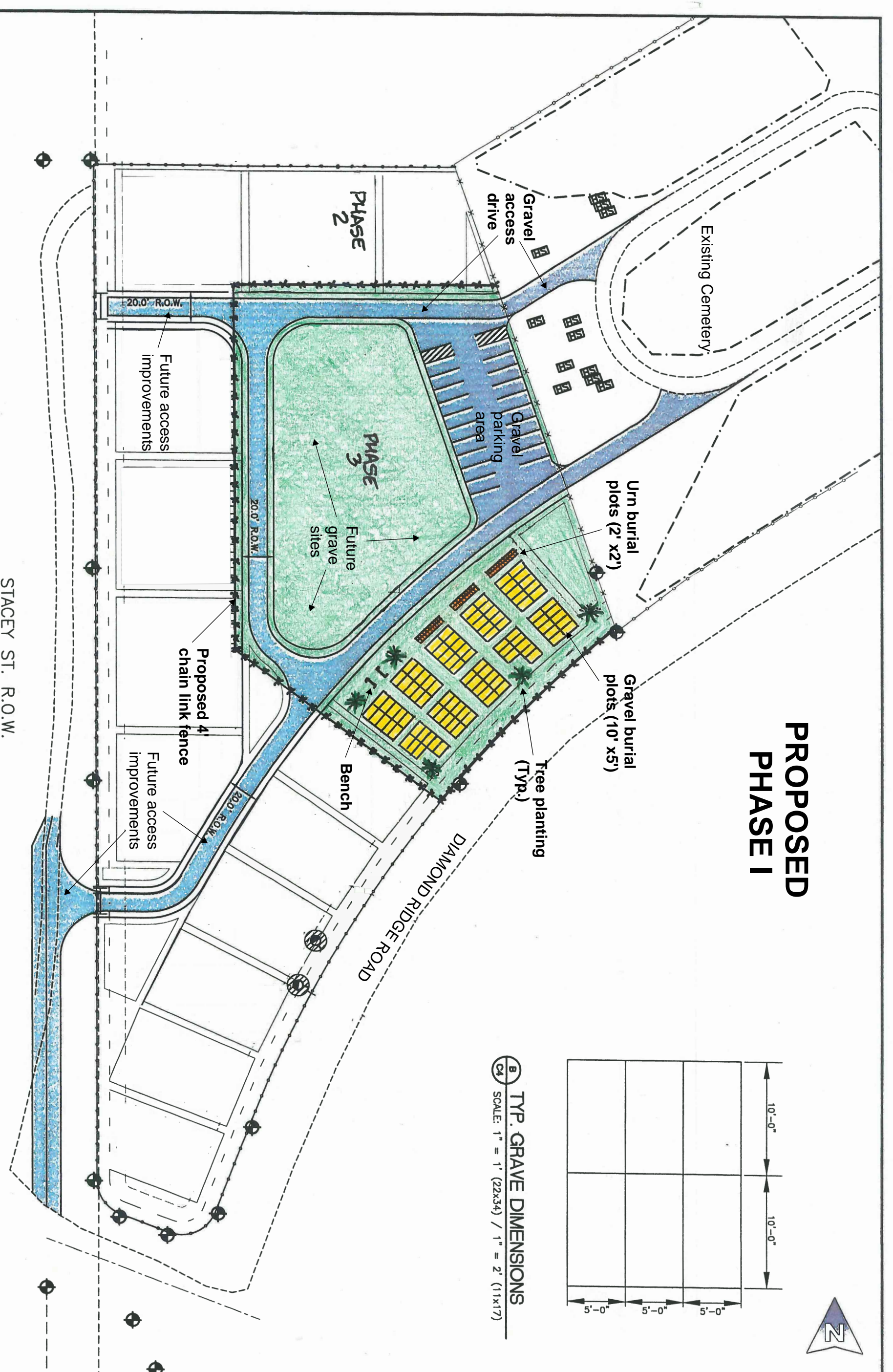
The plan incorporated the following revisions:

- 1) Reduced the number of platted burial plots for Phase 1.
- 2) Changed some 10' x5' grave burial plots to 2' x2' urn burial plots.
- 3) Grave plots sections are configured in a 2 plot by 5 plot configuration.
- 4) As currently designed, there are 106 - 10' x5' grave plots and 60 - 2' x2' urn plots.
- 5) Burial plot sections configured to allow for tree plantings.
- 6) Plan provides for future columbarium with ADA accessible walking path.
- 7) Plan provides for future memorial plaque wall with ADA accessible walking path.
- 8) Plan provides for future maintenance equipment storage shed.
- 9) Plan provides for snow storage areas.

Proposed final design and construction schedule:

Homer Advisory Planning Commission Project Approval	February 1, 2017
Preliminary Plat Approval (HAPC))	February 15, 2017
Construction Bid Documents Complete	March 30, 2017
Preliminary Plat Approval (KPB Platting Commission)	April 20, 2017
Construction Begins	April 28, 2017
Construction Complete	May 21, 2017
Final Plat Approval (KPB Planning Commission)	May 22, 2017
New Burial Plots Available	May 23, 2017

PROPOSED PHASE I



B TYP. GRAVE DIMENSIONS
SCALE: 1" = 1' (22x34) / 1" = 2' (11x17)



A GRAVE SITE PLAN
SCALE: 1" = 30' (22x34) / 1" = 60' (11x17)

STACEY ST. R.O.W.

DIAMOND RIDGE ROAD

PROJECT NO. 1275
DRAWN BY: MZD/CAM
CHECKED BY: WJN
DATE: 03/19/13
SCALES: NOTED
HORZ.: NOTED
VERT.: NOTED
SHEET: C4
4 OF 9

HICKERSON MEMORIAL CEMETERY
CITY OF HOMER
HOMER, ALASKA
GRAVE SITE PLAN

NO.	REVISION	DATE



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TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: February 1, 2017
SUBJECT: City Planner's Report PL 17-10

City Council - Meeting of 1/23/17

Memorandum 17-017 Temporary shelter for homeless people during cold weather months.
Referred to the Planning Commission.

Resolution 17-010 Adds fees for technical review of communication tower applications. The applicant is charged the actual cost of a study, plus a 10% administrative fee. The City is responsible for hiring and managing the study. **Passed.**

Ordinance 17-04 Adds "Auto Equipment Sales, Rentals, Service, Repair and Storage" to the list of permitted uses in the Marine Industrial District. **Referred to Planning Commission.**

Ordinance 17-05 Appropriates \$970,870 from the HART fund for Greatland Street Improvements, connecting Greatland Street west to Pioneer Ave. at the Bartlett Street intersection. **Referred to the Planning Commission.**

Ordinances 17-07 and 17-07(s) These ordinances permit the City Manager to designate a hearing officer to decide certain administrative appeals under Homer City Code and to decide appeals of the Planning Commission decisions instead of the Board of Adjustment. **Referred to the Planning Commission.**

City Council Meeting of 2/13/17 – As of today now there is nothing planning related on the agenda.

The Cannabis Advisory Commission meets 1/26/17. Chair Clark wishes to revisit the prohibition distances from churches and schools.

Here is the current schedule for Commissioners to present to the council.

February 13, 2017: Tom

February 27, 2017:

March 13, 2017:

March 27, 2017:



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Staff Report PL 17-11

TO: Homer Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: February 1, 2017
SUBJECT: Revision of HAWSP Manual

Requested Actions:

1. Review and recommend adoption of the HAWSP Policy Manual to the City Council.
2. Recommend Council consider items 1 and 2 below
3. Revisit the HAWSP fund and policy manual when more information is available from the Finance Department.

Introduction

The previous recommendations that the Commission made to council are waiting for an opportunity at a work session. We decided to proceed with a technical revision of manual and to clarify a few items that were not addressed earlier.

Staff has revised the HAWSP Manual in the same manner as the HART Manual. Codified and out of date items have been removed. The remaining document is pretty short!

There are many larger policy questions about this fund. It's likely going to take some time before our short-staffed Finance Department will be able to provide enough information on these questions. Therefore, the revised policy manual is provided here, and is ready to proceed to Council.

Recommendations to Council:

1. Ask for legal review on double fronted properties and benefitted properties. Revise code if recommended.
2. Codify conservation easement exemptions (same as HART recommendation)

Attachments

1. Revised HASWP Manual, Jan 17, 2017

H. A. W. S. P. POLICY MANUAL

(Homer Accelerated Water and Sewer Program)

TABLE OF CONTENTS

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- III. Qualifying Criteria**
- IV. Financing/Assessments**
- V. Special Provisions**
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I. PURPOSE

The purpose of the program is to provide a funding mechanism for improvements to the city's water and sanitary sewer systems. The intent of the program is to improve the health and welfare of the citizens of Homer by connecting residences **and businesses** to municipal water and sewer, thereby increasing the number of users on the system, increasing property values and improving the quality of life. The HAWSP program funding is provided by a voter approved dedicated sales tax, and assessments levied on benefited properties.

II. DEFINITIONS

- A. Debt Ratio. The debt service coverage ratio is a measure of the ability of the HART fund revenues to pay the annual debt expenses. HART revenues are generated by sales tax, and collection of assessment principle and interest payments due from benefitted properties. HART debts include general fund overhead costs, debt principle, and interest payments. The ratio is calculated as:

Debt Service Ratio = net income/debt and expense payments

- B. Homer Water and Sewer Master Plan - an adopted plan of the City that provides guidance on future improvements and expansions to the municipal water and wastewater facilities.

III. QUALIFYING CRITERIA

To be eligible for HAWSP funds, properties and projects must meet the qualifying criteria below:

A. Qualifying criteria for existing properties:

1. Original subdivision was prior to June 28, 1999 (research me/Revise – maybe state may not be used by private developers to pay for required improvements.)
2. Original subdivision was prior to annexation into the City.

B. Project Criteria. The following criteria may be considered for using HAWSP funds:

1. Homer Water and Sewer Master Plan inclusion or forwards a goal of that plan
2. Health and Safety
3. Correct deficiencies of existing systems
4. System wide basis versus local needs
5. Complete utility loop
6. Encourage economic development
7. Correct problems
8. Reduce maintenance costs
9. Property owner contribution through SAD process
10. Other factors deemed appropriate by the City Council

IV. FINANCING/ASSESSMENTS

1. Pursuant to Ordinance 99-14(S)(A) the program may utilize the sales tax revenue of the $\frac{3}{4}$ of 1% sales tax and shall be used for water and sewer system improvements.
2. The utility improvements will be financed on a combined pay as you go basis as well as possible sale of revenue or assessment bonds, future bond sales or even the need for a General Obligation Bond if so deemed necessary by the Homer City Council and as recommended by staff.
3. Interest, if any, generated from the program will remain with the program funds.
4. The City will attempt to obtain long term financing for up to twenty years for the private share of funding.
5. Abutting property owners will share the cost of water and sewer construction by paying the cost sharing specified in the fee schedule as adopted in the year the project or special assessment district was initiated.
6. The City will pay all costs for any additional improvements required when deemed necessary by the City.
7. Additional easements required will be paid by this program, at no additional cost to abutting property owners.

8. Expenditures under the HAWSP program are subject to the availability of funds, after maintaining a debt-service coverage ratio of 1.25 or above.

V. SPECIAL PROVISIONS

1. The criteria, debt service ratio and the fund balance for the HAWSP shall be reviewed annually by the Homer City Council.
2. Non existing water and sewer improvement districts shall be encouraged whenever possible.
3. No parcel shall be double assessed nor shall be included in two like assessment districts.
4. Whenever and wherever practical road improvements shall be done in conjunction with the water and/or sewer project, but not before.
5. When practical, the intent of the program is to ~~preclude the destruction of existing water and/or sewer services and, where practical, to~~ eliminate spaghetti lines.
6. Certain Lands that will not be Developed due to Conservation Easements or Owned by Organizations that Conserve Land for Public Purpose and/or Habitat Protection from the Homer Accelerated Roads Program and the Homer Accelerated Water and Sewer Program Assessment District Assessments on a Case by Case Basis and that Each Program Shall be Amended to Include this Exemption under Special Provisions.

VI. HISTORY

Resolution 99-53, Resolution 01-21, Resolution 03-80, Resolution 05-50(A), April 25, 2005
Resolution 16-041(S-2)(A), May 9, 2016

Ordinance 99-14(S)(A), Ordinance 02-48, December 10, 2002, Ordinance 12-15, April 10, 2012
Ordinance 16-20



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Staff Report PL 17-12

TO: Homer Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: February 1, 2017
SUBJECT: Revision of HART Fund Manual

Requested Actions:

1. Make a final review of the manual and the staff questions below, and make a recommendation to Council for adoption.
2. Make any other recommendation to Council (could include code amendments, other issues outside the written manual).

Sidewalks

At the last meeting, the Commission reviewed the manual and addressed questions from staff. In my review of the minutes, I conclude that my report was not clear on the sidewalk recommendations.

The proposed sidewalk section still allows for property owner participation: this is the existing policy and it's not changing. What changes is the city will ONLY build a sidewalk if that sidewalk is mapped in the Homer Non-Motorized Transportation and Trail Plan (see language). So if there is a request for a sidewalk in another location, the city is not going to build it with HART funds (unless Council wants to).

1A. If the Commission finds this too restrictive, please comment to staff.

"E. Sidewalks. To use HART funds, projects must be mapped as either sidewalks, paved shoulders or separated pathways, or directly serve the special populations discussed in sections 3.1 and 3.2 of the HNMTTP. Effort will be made to find grants or non-city funding sources to match city construction funds, whenever possible."

1B: Sidewalk funding: Does the Commission want to recommend a dollar amount that benefitted properties would pay? Is it worth the effort? The Commission discussed that property owners should contribute to sidewalks. This raises a conundrum. Let's say the City caps the property owner cost of a sidewalk at \$1,500. If there is a SAD and the property owners vote against it due to cost, does that mean we won't build a sidewalk? Recall we're only

building them in the places prioritized in the HNMTTP, near schools, downtown, etc. These sidewalks are paid for by the larger community through sales tax, and the sidewalk routes benefit the larger community to some degree. Additionally, the SAD process is very time consuming and somewhat costly for the City. I think the cost sharing should be decided on an individual project basis. Commission thoughts? Is there a dollar amount you think the city should assess when a sidewalk is constructed?

2. Additional Policy Considerations; comments to the City Council

- a.** Debt Service Ratio. Consider eliminating this provision for HART. Currently, all HART projects are paid for by the fund balance – the City is not borrowing money for these projects. Additionally, this program ends in 10 years, unless extended by the voters. So it doesn't make sense to go in to debt for a project when the City has a fund balance to pay cash, and the repayment mechanism is going to expire. There should not be any debt service!

2a Recommendation: Eliminate the 1.25 debt service ratio in HART.

- b.** If the HART fund goes back to the voters (to contribute to the general fund), consider revising the purpose of the program and better define when HART funds are used for capital projects (big maintenance projects). Also, consider eliminating the sunset provision.

2b Recommendation: Consider better defining HART to include major capital projects, and eliminating the sunset provision.

3. Recommended code changes

- a.** Staff recommends codifying the exemptions for conservation parcels. Are the parcels still part of the district, but the city pays the full assessment? Or does the rest of the SAD pay more because there is a conservation parcel (reduces the number of properties paying for the improvement)?

3a: Recommend codifying conservation easement exemptions and project payment mechanism

- b. 3b:** Request legal review of 17.04.180(a) – is it still valid and current regulation? (Pertains to lots with double frontage).

Attachments

1. Revised HART Policy Manual

H.A.R.T. POLICY MANUAL

(HOMER ACCELERATED ROADS AND TRAILS PROGRAM)

TABLE OF CONTENTS

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

I. PURPOSE

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

II. DEFINITIONS

- A. Sidewalk- the term “sidewalk” means a pedestrian facility associated with a road and generally within a street right of way
- B. Trail – a pedestrian facility detached from a road, or not within a street right of way
- C. ~~Debt Ratio. The debt service coverage ratio is a measure of the ability of the HART fund revenues to pay the annual debt expenses. HART revenues are generated by sales tax, and collection of assessment principle and interest payments due from benefitted properties. HART debts include general fund overhead costs, debt principle, and interest payments. The ratio is calculated as:~~

~~—————Debt Service Ratio = net income/debt and expense payments~~

- D. Fund Balance - is the unreserved fund balance that is not allocated to pay the city portion of a project
- E. HAPC – Homer Advisory Planning Commission
- F. Homer Non-Motorized Transportation and Trail Plan (HNMTTP) – a document that is an adopted part of the City of Homer Comprehensive Plan
- G. 2005 Homer Area Transportation Plan (Transportation Plan) – a document that is an adopted part of the City of Homer Comprehensive Plan

III. ROAD QUALIFYING AND PROJECT CRITERIA

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

- A. Qualifying Criteria for Existing Roads. HART fund may be used on existing roads that meet one or more of the following criteria:
 - 1. Road has been accepted for city maintenance.
 - 2. Right of way was dedicated prior to March 14, 1987 (Ord. 87-6(s)).
 - 3. Right of way was dedicated prior to being annexed into the City.

- B. Qualifying Criteria for New Roads. HART funds may be used for new roads when one or both of the following criteria are met:
 - 1. The City owns the property wherein the road is to be constructed.
 - 2. The construction project benefits the entire City.

- C. Project Criteria. The following criteria may be considered for using HART funds:
 - 1. Project is listed in the 2005 Homer Transportation Plan or furthers a stated goal of that plan.
 - 2. HART funds may be used in accordance with Title 11.04.05, to pay to the developer the cost difference between the required street and the proposed street.
 - 3. Improves life, safety and traffic flow
 - 4. Corrects deficiencies of existing systems
 - 5. Completes traffic circulation pattern
 - 6. Encourages economic development
 - 7. Corrects drainage problems
 - 8. Reduces maintenance costs
 - 9. Other factors deemed appropriate by the City Council

- D. Use of HART funding for major repairs. HART funds may be used for major eligible road and drainage repairs that are beyond the scope of routine maintenance. The use of the SAD process and property owner participation is preferred. However there may be situations in which a section of road may be repaired to a reasonable level of service without the expense of a complete rebuild.

- E. Sidewalks. To use HART funds, projects must be mapped as either sidewalks, paved shoulders or separated pathways, or directly serve the special populations discussed in sections 3.1 and 3.2 of the HNMTTP. Effort will be made to find grants or non-city funding sources to match city construction funds, whenever possible.

IV. TRAILS QUALIFYING AND PROJECT SELECTION CRITERIA

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

- A. New local non-motorized trails shall be prioritized according to the following:
 - 1. Project is listed in the HNMTTP or furthers a stated goal of that plan
 - 2. Solves a safety concern
 - 3. Creates connectivity to existing trail(s), completes pattern or provides access to a point of interest
 - 4. Protects an established trail
 - 5. Creates or improves a trailhead
 - 6. Has significant scenic or aesthetic value
 - 7. Existence or potential for contributing funds or volunteer efforts
 - 8. Property owner participation

- B. Trail Project Selection Criteria. The Homer Advisory Planning Commission and Parks Art, Recreation and Culture Advisory Commission will review the trail priority list during the bi-annual review of the HART. The list will be presented in a memorandum from staff, and will contain a mix of large and small projects. Generally it will include up to five trail projects that staff has reviewed and found ready for preliminary work. Trails on this list are planned for construction in the near term (one to three year timeframe). Staff will actively work to prepare those projects for construction.

- C. Volunteer Projects. Citizens may work with the City Administration to use HART funds to construct public trails.

- D. Developer Cost Sharing. When a developer builds a trail as part of a new subdivision, HART funds may be used to reimburse up to 25% of trail construction costs.

V. FINANCING and ASSESSMENTS

This program is funded by a dedicated sales tax of up to three quarters of one percent (¾%), and the collection of assessment payments due from completed projects. The tax will be collected for up to twenty years expiring December 31, 2027, as approved by voters. Roads are allocated 90% of the annual revenue, and trails are allocated 10%. Expenditures under the HART program are subject to the availability of funds, after maintaining a debt-service coverage ratio of 1.25 or greater.

1. Sidewalks shall be paid for out of road funds, and trails shall be paid for out of trail funds.
2. HART funds may be used to leverage outside funds for New Local Roads and Trails.
3. New local trails may be constructed using 100% program funds.
4. The City will attempt to obtain long term financing for up to ten years for the private share of funding.
5. When additional right-of-way is required, acquisition costs will be paid by this program, at no additional cost to abutting property owners.
6. Interest, if any, generated from the program will remain with the program funds.
7. This program includes paving driveway aprons on contracts funded by HART.
8. Abutting property owners will share the cost of upgrading a street by paying the cost sharing specified in the fee schedule as adopted in the year the project or special assessment district was initiated.
9. Lots having a frontage on two parallel streets, or flag lots having a frontage on two perpendicular streets, are exempt from a double front footage assessment unless actually accessing the lot from both streets either prior to or after reconstruction and/or paving Deferred Assessment Agreement Required pursuant to HCC 17.04.180.
10. The City will pay all costs for any additional improvements required when deemed necessary by the City.
11. Other improvements requested by the benefited property owners will be paid by those same property owners.
12. City share can apply to related utilities, sidewalks, street lighting, drainage, paving and/or reconstruction of roads identified on the road maintenance map.

VI. UTILITIES

1. Prior to street reconstruction, necessary related non-existing water and sewer improvements shall be encouraged whenever possible.
2. Water and Sewer utility extensions necessary to extend the utilities short distances beyond a construction area will be paid for by the program.
3. Water and sewer utility relocations directly caused by reconstruction will be paid for by HART funds.
4. Water and sewer utility upgrades necessary for future capacity that are done concurrently with reconstruction and/or paving will be paid for by the utility fund.
5. The City shall recover from the property owner the cost of construction of City-provided sewer and water service connections by including the cost of construction of such connections in the service connection fee established under HCC Chapter 14.13. Costs will be recouped from benefiting property owners through deferred assessments. The Finance Department will maintain a listing of these deferred sewer and/or water service connection fees.

7. Whenever practical streetlights shall be included in the construction of new local roads and shall be paid by HART funds. Property owners participating in a road reconstruction and/or paving Special Assessment District may request streetlights. If the project is deemed feasible, the property owners shall be assessed for the installation of the streetlights on an equal share per parcel methodology. Property owner approval of the street light assessment shall follow the process in HCC 17.04. Once constructed, the City will absorb the utility billing for the street light(s).

VII. SPECIAL PROVISIONS

1. The Homer Advisory Planning Commission shall review the criteria for the H.A.R.T. program bi-annually, with recommendations reported to the Homer City Council.
2. The City Council shall review the HART fund on an annual basis during the third quarter.
3. Pedestrian amenities shall be included in all new road projects unless exempted by the City Council.
4. On a case by case basis, the City Council may exempt lands from assessment if the land will not be developed due to a conservation easement, or if the land is owned by a conservation organization, which holds the land for public purpose or for habitat protection. (Resolution 05-50(A))
5. Funds may be used to finance projects where property owners pay 100% of the costs. Subject to City Council approval.

VIII. HISTORY

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

Resolution 87-61(S), Resolution 88-47, Resolution 88-77(A), Resolution 91-48, Resolution 91-68, Resolution 94-50, Resolution 95-97, Resolution 96-73, Resolution 03-116, 08/25/03), Resolution 04-41(A), Resolution 05-50(A), Resolution 05-70, 06/13/05, Resolution 07-82, Resolution 16-041(S-2)(A), May 9, 2016



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Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 18, 2017
SUBJECT: City Manager's Report – January 23, 2017

Industry Forum Travel Report

I, along with other City staff, a representative of the EDC and Mayor Zak, attended the 2017 Industry Outlook Forum on the 11th in Kenai. It was an informative update on the industries that make the Peninsula economy tick including oil and gas, tourism, health care and commercial fishing. Presentations can be found at the Kenai Peninsula Economic Development District website <https://kpedd.org/>

Seawall Report

The attached letter was sent to property owners along the Ocean Drive Seawall updating them on the maintenance procedures and finances of the seawall. As you recall, the City Council established a separate mill rate (special service area) for the purpose of funding maintenance to the seawall. The City also contributes \$10,000 a year to a seawall reserve account. It is my intention to update property owners annually with a maintenance and finance report. It is evident when researching the history of the Seawall that the property owners would benefit from a homeowner's association. This would give them more control over maintenance of the wall and how their tax dollars are spent, a unified voice when communicating with government entities and the ability to insure the infrastructure. I have also attached an impactful picture of the Seawall during a storm that highlights the power of the ocean.

Assistant Fire Chief Update

The hiring climate proved difficult the first round in our search for an Assistant Fire Chief. The City of Homer and KESA both had jobs posted (KESA, for a Deputy Chief) during the same recruitment period. The City re-posted the Assistant Chief position after an unsuccessful search for the right candidate, and KESA fell into the same position. Our original posting was from September 29 – November 13, with 13 candidates applying for the position. The top two candidates were invited to attend in-person interviews scheduled for January. However, one candidate decided against leaving his current job, and the other was offered another position.

The position was re-advertised, and does not close until February 7. The hiring committee will meet on February 9 to go over applications, following up with essay questions for the most qualified applicants and Skype interviews. Face to face interviews, a meet and greet with the

volunteers, and an instructional component will take place in a two-day process scheduled for mid to late March.

Electronic Monitoring at Homer Jail

The Alaska Department of Corrections is working with the City to install electronic monitoring capabilities at the Homer Jail. The main purpose of electronic monitoring is to reduce the number of people in our jails. Studies have shown that non-violent offenders do better in electronic monitoring programs. They are less likely to have employment related problems and are not any more likely to reoffend. Electronic monitoring will initially be offered to 1st time DUI's. The program may be extended in the future to include other pre-trial cases involving non-violent, first time offenders. Electronic monitoring is court ordered home confinement. The State will provide the required equipment and training. HPD will be able to attach ankle devices to the subjects and then monitor their location via GPS signals. The system will alarm if the subject leaves a defined area resulting in an officer responding to investigate and a possible arrest. The City will be helping the State by reducing the amount of utilized bed space, which lowers costs. At this point we do not have a timeline for implementation, but are in contact with the DOC.

Hickerson Cemetery Update

Public Works is incorporating comments on this project received during Planning Commission public meetings. The final plan will be presented to the Planning Commission in February. Below is the schedule for completion of the project:

Homer Advisory Planning Commission Project Approval	February 1, 2017
Preliminary Plat Approval (Homer Advisory Planning Commission)	February 15, 2017
Construction Bid Documents Complete	March 30, 2017
Preliminary Plat Approval (KPB Platting Commission)	April 20, 2017
Construction Begins	April 28, 2017
Construction Complete	May 21, 2017
Final Plat Approval (KPB Planning Commission)	May 22, 2017
New Burial Plots Available	May 23, 2017

Barge Mooring Facility

Good news: the State recently approved the City's request to transfer capital project funds originally allocated to the Sheet Pile Loading Dock to the Barge Mooring Facility. Council authorized this reallocation request as part of the 2017-2022 CIP update. The City will utilize the remaining Sheet Pile Loading Dock design funds to reach final design of the Barge Mooring Facility, a port project that will improve service to the same fleet that would have benefitted from the Sheet Pile Loading Dock had it proved feasible. We look forward to moving ahead with the Barge Mooring Facility which will provide safe moorage in the harbor's tidal zone and a haul out ramp to access an uplands repair facility, an associated project prioritized in the 2017-2022 CIP for a Legislative request. The Barge Mooring Facility and Haul Out Repair Facility will offer improved services to large vessel owners and will attract additional business to the community.

Legislative Worksessions

The 30th Alaska State Legislature gaveled in on January 17th marking the beginning of a fast paced legislative session with many weighty issues facing the State. The Homer City Council has decided to take a more personal and proactive role in interacting with Juneau. Many members of the Council expressed an interest in closely following Juneau when I asked about it at the November 21, 2016 meeting. The best way I can come up with for all members to participate and provide timely input to the legislature would be to form a weekly standing worksession that can easily be cancelled when things are slow in Juneau. A standing worksession would be open to the public and advertised as "Issues before the Alaska Legislature including:"

- Revenue Sharing
- PERS/TRS and the Unfunded Liability
- Fiscal Policy
- Revenue measures new taxes (sales tax, income tax, etc.)
- State of Alaska Operating Budget
- Transportation
- Public Safety

Items can be added to the list as appropriate. Members would update each other on the issues they have been following, delegate tasks such as testifying before the legislature and decide on which issues need to come before City Council at a regular meeting for a position statement of the City. A worksession would be a transparent way to quickly confer and organize next steps. I propose meeting at 4 pm on Tuesday so items can be added to the next council agenda if needed. Using the conference room and encouraging telephonic participation by members will help keep things moving quickly, allow for the group to reach a quorum, and hopefully not interfere too much with your busy schedules. I propose the first meeting February 7 at 4 pm. This meeting will be used to plan for the trip to Juneau on the 21st.

Customer Feedback Postcard

At the direction of Mayor Zak, staff has come up with the attached customer feedback postcard that will be available at the front desk of city facilities. The purpose of the postcard is to encourage suggestions and ideas on how we can improve customer service – and hopefully positive feedback when we get things right! A similar online form will be available. Comments provided will be summarized and provided in the Manager's report on a periodic basis.

Employee Anniversaries (January)

I would like to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer.

Richard Gibson,	Public Works	17	Years
Jo Johnson,	Clerks	13	Years
Teresa Sundmark,	Library	10	Years
Amy Gordon,	Library	10	Years

Tomasz Sulczynski,	IT	9	Years
Larry Baxter,	Police	8	Years
Andrea Browning	Admin	5	Years
Paul McBride	Public Works	5	Years

Enc:

Letter to property owners along Ocean Drive Seawall, maintenance report, and image of Seawall during a storm

Customer feedback postcard



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January 6, 2017

Ocean Drive Loop Special Service District (SSD) Status Report/Update

Dear Property Owners,

I am writing to provide you with an update on seawall maintenance and finances.

Funding for maintenance

The City tracks 2 accounts dedicated to seawall maintenance: 1) the seawall reserve account which is general fund (city) money including a transfer of \$60,000 in 2012 and \$10,000 annually and 2) the Ocean Drive Loop Special Assessment which is where your 9.962541 mill rate is deposited. To date, the City has only charged maintenance to the general fund seawall reserve account; however Ordinance 12-03 authorizes the Ocean Drive Special Assessment account to credit the general fund seawall reserve account for repairs to the seawall. Based on linear feet the property owners are responsible for 82% of the wall and the City is responsible for 18%. This is consistent with how the special assessment district to construct the wall was established. Under this formula, the city seawall reserve account is eligible to be reimbursed \$58,175 for 82% of maintenance performed since 2012.

Seawall Reserve Account (City) – 5 year history

	2012	2013	2014	2015	2016	Total
General Fund transfer	\$70,000	\$10,000	\$10,000	\$10,000	\$10,000	\$110,000
Maintenance expenditures	(\$38,292)	\$0	\$0	(\$2,933)	(\$30,328)	(\$71,553)

Ocean Drive Loop Special Assessment (Property Owners) – 5 year history

	2012	2013	2014	2015	2016	Total
Mill Rate Transfer	\$19,167	\$22,078	\$35,176	\$24,802	\$24,759	\$125,982

Procedure for Maintenance

The City facilitates maintenance, though most of the seawall is on private land and the seawall is not a public improvement. Alternatively, a homeowner's association could coordinate maintenance and repairs. The attached maintenance summary provides an overview of maintenance activities to date.

The most effective oversight is for land owners to call when they witness the need for a repair (235-3170). Thank you to those who have called to alert the City to maintenance needs. These observations are invaluable. Due to the unpredictability and the immediate need to do repair; the City hires local contractors to do the repairs.

Fortunately, there has not been a catastrophic failure since 2008. As the wall gets older the maintenance needs will likely increase. A text book maintenance formula is typically 2-3% of the project value. The original cost of the seawall was 1.014 million, however replacement cost is estimated at 3 million.

Insurance and replacement

The City cannot insure the seawall and there are no funds available for replacement. The seawall coverage was deleted in 2010 after the Alaska Municipal League Joint Insurance Association realized that the seawall was not publicly owned. Purchasing insurance as a group, as in a Homeowner's Association, maybe available through commercial independent insurance brokers.

Homeowner's Association (HOA)

A legal entity such as a non-profit Homeowner's Association (HOA) is needed to organize the property owners in the SSD. A HOA would show its independence from the City while providing a united voice. This would streamline the process when the City needs quick concurrence from a majority of the property owners for decisions related to maintenance and future mill rates etc. An organized HOA can leverage funds from grants and the legislature for repairs and upgrades. In 2010 articles of incorporation and bylaws were drafted for a nonprofit organization, I encourage you to resume that conversation.

It is reasonable for you to expect an accounting of maintenance of the seawall and how your special assessment dollars are used. It is my intention to provide property owners with an annual update on the status of the repairs and finances surrounding the seawall. I hope you find this report useful.

Sincerely,



Katie Koester
City Manager
907-235-8121

Att: Maintenance Overview

Ocean Drive Loop Seawall Maintenance Activities Overview

December 2016

Prepared by Homer Public Works Department

Background: The Seawall was constructed in 2002. For the first 5 years it was the Contractor's responsibility to maintain and repair the wall. Since 2008, Public Works has facilitated the maintenance initially using funds provided by the Council – more recently using monies from the Special Service District.

All maintenance work is completed by East Road Services (Troy Jones) under the direction and supervision of the City Engineer (Carey Meyer). Property owners provide valuable eyes on the wall and call Public Works if repairs are needed.

For the most part (after significant upgrades/repairs completed by the Contractor), the wall has performed reasonably well. Most repairs are completed along the eastern half of the wall (where storm wave forces are greatest), but repairs have been necessary over much of the wall length. Most damage is seen in the bottom third of the wall, little damage has been seen in the upper third of the wall.

The key to prolonging the life of the wall is protecting the fiberglass sheet pile from wave/sand abrasion and making sure that the tie rods/concrete blocks buried behind the wall remain buried. The timber face protects the sheet pile from wave action. When this wood face is damaged or erosion at the toe of the wall exposes the sheet pile, the wall is in jeopardy. Of equal concern, the sheet pile is held in place by the tie rod system; erosion of material behind the wall exposing the anchored blocks would lead to catastrophic failure.



Sand/gravel build up protects toe of wall from erosion

Examples of Damage and Maintenance Activities To Date:



Typical maintenance issue - erosion at toe of wall



Timber face damage - repaired in 2016



Repair made to panel section



Lower wall repair - 2011





Tell Us What You Think

The City of Homer welcomes your feedback.

Suggestion?

Let us know your idea on how we can improve the service we provide.

Compliment?

Everyone likes to know when they've done a good job. We'll share your comment with the right people.

Concern?

You may wish to tell us to look at something to help avoid a problem.

Today's Date ____ / ____ / ____ Direct My Comment To _____
(Department)

Let us follow up with you

Name: _____ Contact Info: _____

The City of Homer



appreciates
your feedback.

You may mail this card
to City Hall or
hand deliver your
comment card

Please
place your
stamp
here.

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