

## 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 October 3, 2018 **p. 1**

**B.** Approval of minutes of October 17, 2018 **p. 7**

**C.** Decisions and Findings for Staff Report 18-68, CUP 18-12, for more than one building containing a permitted principal use at 3725 West Hill Road. **p. 15**

**D.** Memorandum for 2019 HAPC Meeting Schedule **p. 21**

**6. Visitors**

**A.** Mayor, Ken Castner – Commission Goals for 2019

**7. Reports**

**A.** Staff Report 18-71, City Planner's Report **p. 27**

**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**

**11. New Business**

**12. Informational Materials**

**A.** City Manager's Report for the October 22, 2018 Homer City Council meeting **p. 31**

**B.** Kenai Peninsula Borough Plat Committee Notice of Decisions

- Forest Glen Subdivision 2018 Replat Preliminary Plat **p. 47**

- Forest Glen Subdivision 2019 Preliminary Plat **p. 57**

**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 Wednesday, December 5, 2018. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.



Session 18-15, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Venuti at 6:30 p.m. on October 3, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS BANKS, BENTZ, VENUTI, HIGHLAND, SMITH, BERNARD, BOS

STAFF: CITY PLANNER ABBOUD  
DEPUTY CITY CLERK KRAUSE

#### APPROVAL OF THE AGENDA

Chair Venuti called for a motion to approve the agenda.

HIGHLAND/BENTZ - SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### PUBLIC COMMENT

#### RECONSIDERATION

#### ADOPTION OF CONSENT AGENDA

A. Approval of minutes of September 19, 2018

Deputy City Clerk Krause explained that the minutes will be available for approval at the October **17, 2018 commission meeting due to time constraints in the City Clerk's Office and time sensitive responsibilities** that took precedence the minutes were not available to include in the packet.

#### PRESENTATIONS

#### REPORTS

A. Staff Report 18-63, **City Planner's Report**

City Planner Abboud provided a summary of his report included in the packet. He requested volunteers to attend upcoming City Council meetings.

Commissioner Highland volunteered for the November 12<sup>th</sup> meeting and Commissioner Smith volunteered for the October 8th

PUBLIC HEARINGS

A. Staff Report 18-64, Ordinance 18-41, an Ordinance of the City Council of Homer, Alaska, Amending HCC 21.61.040(b) to codify the City Council's role as the local regulatory authority under AS 17.38 and authorizing Council to decide whether to protest marijuana establishment applications filed with the State of Alaska for sites within the City of Homer

City Planner Abboud provided his report to the commission. He noted that his review reflects the requirements for zoning purposes. This action will allow Council to hear other comments regarding proposed licenses within the city.

Chair Venuti opened the Public Hearing seeing no one come forward to comment he closed the Public Hearing.

Commissioners asked questions on how many licenses there were in the city limits, the types of licenses this would cover, what the change would really mean since these go before City Council at this time.

Staff explained that it makes it a formal process where Council can offer recommendations to the Marijuana Board if there are any issues such as unpaid taxes, or increased incidents that required Homer Police attention.

BOS/HIGHLAND MOVE TO ADOPT STAFF REPORT 18-64, ORDINANCE 18-41, AN ORDINANCE AMENDING HCC 21.61.040(b) to CODIFY THE CITY COUNCIL'S ROLE AS THE LOCAL REGULATORY AUTHORITY UNDER AS 17.38 AND AUTHORIZING COUNCIL TO DECIDE WHETHER TO PROTEST MARIJUANA ESTABLISHMENT APPLICATIONS FILED WITH THE STATE OF ALASKA FOR SITES WITHIN THE CITY OF HOMER

Commissioner Banks offered comments on item e. with comparison to granting felons voting rights and did not feel that it should be included.

Staff reminded the Commission that the City is not the authority to make a final decision and Council will be just submitting recommendations. The Marijuana Control Board will consider the recommendations submitted by Council and can either approve or not.

City Planner Abboud provided clarification on recommendations from the Commission to the City Council would be considered.

VOTE. NON-OBJECTION. UANIMOUS CONSENT.

Motion approved.



PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 18-60, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District

Discussion by the Commission on the basis for the proposed change, the difficulty in establishing a blanket policy, defining specific streets, review of the Transportation Plan which is coming to the end of its shelf life ensued.

Further discussion on the issues that need to be developed and that if they can get the experts to review the roads and determine the amenities.

The Commission discussed the merits of the proposed changes to the setbacks in the Central Business District and commented on the following:

- Reduction in litigation may not be affected
- Case by case evaluation may not be the best approach
- Commercial Areas versus Residential Areas
- Reduction of CUP

BENTZ/BERNARD - MOVE THAT THE COMMISSION REVISITS THE SETBACK ISSUES ON THE NUMBER OF CONDITIONAL USE PERMITS ISSUED WHEN THEY REVIEW THE TRANSPORTATION PLAN

Discussion on the commercial traffic that uses Pioneer Avenue and that they would be unable to access another route.

VOTE. NON-OBJECTION UNANIMOUS CONSENT.

Motion carried.

BENTZ/BOS - MOVED TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING.

There was a brief discussion on moving to Public Hearing.

BANKS/BENTZ MOVE TO AMEND THE MOTION TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING AFTER REVIEW/UPDATING OF THE TRANSPORTATION PLAN.

There was a brief discussion on the benefit to wait until after updating the Transportation Plan and possible professional input on the issue.

VOTE. (Amendment)NO. BOS, SMITH, HIGHLAND, VENUTI

VOTE. (Amendment) YES. BENTZ, BANKS, BERNARD

Motion failed.

SMITH/BOS MOVE TO REQUEST EXTENTION OF TIME TO HOLD A PUBLIC HEARING ON JANUARY 16 2019

Discussion on the basis of delaying the action to allow enough response time.

VOTE. (Amendment).YES. SMITH, BOS.

NO. HIGHLAND, BENTZ, VENUTI, BANKS, BERNARD

Motion failed.

Chair Venuti called for the vote on the Main motion on the floor.

VOTE. YES. HIGHLAND, VENUTI, BOS, SMITH

NO. BENTZ, BANKS, BERNARD.

Motion carried.

NEW BUSINESS

A. Staff Report 18-66, Green Infrastructure (GI)

Discussion ensued on the following:

- what it would take
- the costs involved to build
- what approaches can be implemented to address green infrastructure
- lessen the impacts to neighboring properties
- recommendations to invite professionals to comment
- explanation on how the Planning Department can implement these strategies
- review of the reading materials will lead the Commission in the direction that is required
- Commission can be better informed before speaking to Council on the issues
- Examples of how does the water flow in Homer
- Need to determine how to improve percentage of drainage
- Not trying to reinvent the wheel referring to page 50 of the materials that City Planner provided
- Staff recommendation was that the Commission learn more.
- Encourage builders who come into the Planning Dept to use the green infrastructure in their development

Chair Venuti recommended the commission to review the Stormwater plan and city code where there are rules currently applicable in Section 21.75 of city code.

Further discussion by the Commission touched on the following suggestions:

- implementing GI with a big project and changes such as the transportation plan
- Joint worksession with City Council and the City Engineer
- Cook Inletkeeper and Soil and Water Conservation
- Available grants to facilitate the GI process
- Establishing requirements
- Ways in which city can hold property owners and developers accountable and creating processes and policies
- Site Planning

The Commission requested a worksession on green infrastructure for the next meeting.

#### INFORMATIONAL MATERIALS

A. City Manager's Report for the September 24, 2018 Homer City Council meeting

#### COMMENTS OF THE AUDIENCE

#### COMMENTS OF THE STAFF

City Planner Abboud had no comments.

Deputy City Clerk Krause commented in response to Commissioner Banks question on why the commission must hold a Public Hearing on the Ordinance regarding the proposed changes to the Setbacks in the CBD that it is outlined and stated in Homer City Code 21.95.

#### COMMENTS OF THE COMMISSION

Commissioner Highland commented on the filling of wetlands on Kachemak Drive and she thought the response from we as the city well we get handed that from the Corps of Engineers and that it feels like it is almost a done deal, but when things like that could affect the city we may want to talk about commenting on those because of the cumulative effects and figuring out some industrial zoning requirements in wetlands. Interesting meeting.

Commissioner Bos commented good meeting; he thought some worksessions with the surveyors, developers, and realtors will help out with the Green Infrastructure topic immensely and get them headed in the right direction and not cost them a whole lot of money.

Commissioner Bernard stated she looks forward to the worksessions and she thought that it will be good to remember it is not black and white, it is all connected and there may be some areas they cannot change, but there is a lot of opportunity here and it is easy to lose sight of that so as they go through the audit carefully, finding out what areas the commission is really concerned about and has questions and they need more information having guest speakers will really help

them out since there are a lot of resources in Homer available to them. Glad they are addressing this.

Commissioner Bentz had no comments.

Commissioner Smith expressed his appreciation of the perspectives expressed by the commissioners and would like to suggest bringing in folks like Arno Construction or Troy Jones who have been around for 60 years and have patched up drainage stuff before. He believed that their experience would be beneficial.

Commissioner Banks expressed looking forward to figuring out the Green Infrastructure stuff and figuring out where they can effectively implement it; on the Kachemak Drive Corp of Engineers permit for filling in wetlands because he just read about it and questioned why they haven't seen it and assumes that he has a zoning permit already and actually then tonight it made him think of some other way that they could require an analysis or review as far as triggering some green infrastructure when anything over XX amount of square feet of impervious surface, any project inside city limits would trigger the project to go in front of the Planning Commission. Obviously there was nothing that triggered the Kachemak Drive project to come before the commission.

Chair Venuti commented it was an interesting meeting and wished the City Planner a great vacation.

#### ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 9:00 p.m. The next regular meeting is scheduled for Wednesday, October 17, 2018 at 6:30 p.m. in the City Hall Cowles Council Chambers. There is a worksession scheduled at 5:30 p.m. prior to the meeting.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

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

Session 18-15, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Venuti at 6:30 p.m. on October 3, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS BANKS, BENTZ, VENUTI, HIGHLAND, SMITH

ABSENT: COMMISSIONERS BOS, BERNARD (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN  
DEPUTY CITY CLERK KRAUSE

The commission met at 5:30 p.m. for a worksession prior to the regular meeting. On the agenda was Green Infrastructure (GI) which included discussion on a community scoping worksheet **“Tackling Barriers to Green Infrastructure”** and **auditing** community codes and ordinances.

#### APPROVAL OF THE AGENDA

Chair Venuti called for a motion to approve the agenda.

BENTZ/HIGHLAND – SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### PUBLIC COMMENT

#### RECONSIDERATION

#### ADOPTION OF CONSENT AGENDA

- A. Approval of minutes of October 3, 2018
- B. Approval of minutes of September 19, 2018
- C. Decisions and Findings for Conditional Use permit (CUP) 18-09, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue (Meeting Laydown)
- D. Decisions and Findings for Conditional Use Permit (CUP) 2018-11 Pratt Museum Phased Expansion

Chair Venuti requested a motion to approve the Consent Agenda.

BENTZ/HIGHLAND – SO MOVED.

Commissioner Highland inquired about the October 3, 2018 meeting minutes.

Deputy City Clerk Krause stated that Item A. Minutes for October 3, 2018 are not available due to busy election period and other priority duties.

Item C was pulled from the Consent Agenda and moved to New Business Item A by Commissioner Banks.

HIGHLAND/BENTZ - MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## PRESENTATIONS

### REPORTS

#### A. Staff Report 18-63, **City Planner's Report**

Deputy City Planner Engebretsen noted that the City Planner provided a report in the packet and stated he will be out of the office for three weeks.

Deputy City Planner Engebretsen stated that she has been busy working on items for Parks Art Recreation and Culture Advisory Commission and the HERC Task Force.

Commissioner Bentz volunteered to speak at the Council meeting on Monday, October 22, 2018 since Commissioner Bos was not present today.

Commissioner Banks reported he did not attend the last Council meeting since the minutes were not available and he did not take notes on the meeting.

### PUBLIC HEARINGS

#### A. Staff Report 18-68, CUP 18-12, for more than one building containing a permitted principal use on a lot at 3725 West Hill Road.

Deputy City Planner Engebretsen provided a summary of the report to the commission.

Brian Reid, applicant, stated he was present to answer any questions or concerns of the Commission.

Chair Venuti opened the public hearing and seeing no public present other than the applicant he closed the Public Hearing.

Commissioners commented or inquired about the following and the Applicant responded:

- Parking plan recommendations were acceptable
- Storm drainage and runoff catchment system
- Addressing runoff from steep slopes
  - o Commission recommendation to review the city's best practices document
- Foundations for the project
  - o steel piling and concrete
- Project timeline
  - o Will start this year, with the Garage/Shop planned for 2020 and the main residence in 2021
- Dirt work planned later this fall with plans to be disturbing minimal groundcover using the steel pylons for the foundation

BENTZ/SMITH MOVED TO ADOPT STAFF REPORT 18-68 AND APPROVE CUP 2018-12 WITH FINDINGS 1-11 AND CONDITIONS 1-3.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 18-70, Ordinance 18-39 Amending HCC 21.18.040 to reduce the setback permitted from 20 feet to 10 feet in the Central Business District.

Deputy City Planner Engebretsen noted the one comment received and read the report included in the packet by the City Planner into the record.

Chair Venuti opened the public hearing, seeing no one in the audience coming forward he closed the Public Hearing.

Chair Venuti open the floor to questions by the commission.

There were no questions or comments.

HIGHLAND/SMITH MOVED THAT THE ADVISORY PLANNING COMMISSION DOES NOT SUPPORT ORDINANCE 18-39 AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CBD

A brief discussion on the basis for not approving the proposed ordinance was stated in the analysis provided by the City Planner and supported by the commission.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### PLAT CONSIDERATION

A. Staff Report 18-69, Hillside Acres Subd. Tract 7 2018 Replat Preliminary Plat

Deputy City Planner Engebretsen reviewed the staff report for the commission.

There was no applicant present.

Chair Venuti opened the floor for public comment seeing no one present in the audience he closed the public comment period.

There was no comments or questions from the commission.

HIGHLAND/BENTZ MOVED TO ADOPT STAFF REPORT 18-69 AND APPROVE THE HILLSIDE ACRES SUBDIVISION TRACT 7 2018 REPLAT PRELIMINARY PLAT WITH COMMENTS 1 & 2

There was no discussion

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### PENDING BUSINESS

#### NEW BUSINESS

A. Decisions and Findings for Conditional Use Permit (CUP) 18-09, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue (Meeting Laydown)

This item was pulled from the consent and moved to New Business Item A

Commissioner Banks wanted the pre-existing condition of a non-permitted parking lot listed since it was a concern expressed at the meeting by several members who testified and since the other concerns or points are noted he felt it would be appropriate.



A brief discussion ensued over inclusion of the concern and how it was relevant. It was noted that the parcel was not in compliance prior to **the applicant's** ownership, it was stated that he was in a partnership with the owner of the parcel but he was not a listed owner when the work was done.

The Commission was in consent to add the following to the Decisions and Findings:

- Parcel not in compliance at the time of CUP Application

Commissioner Banks brought forward the statement by Mr. Peek that the application was applied for under a Class B and noted that in his due diligence found that in accordance with the International Building Codes ambulatory care facility which includes surgery. He did not want to add or delete anything from the Decision and Findings.

Deputy City Planner Engebretsen cautioned the commission on the direction of the discussion since Mr. Peek is a stamped, licensed professional and has made this same statement in their office and it take a high level as to what was said on the record.

Commissioner Banks responded that the point was well taken and expressed that he wanted to do his due diligence since there was a lot of unfamiliar information presented to the commission.

Commissioner Smith expressed that he still questioned the potential to add litigation by including the point about the parcel not being in compliance prior to this CUP.

Deputy City Planner Engebretsen responded that it would not bring about additional liability and it can be included as evidence presented if the Commission desired.

There was a brief discussion on the issue of credibility.

Staff requested a motion for the amendment.

BANKS/HIGHLAND MOVED TO ADD BULLET POINT UNDER CONCERNS EXPRESSED DURING PUBLIC TESTIMONY THE LOT WAS NOT IN COMPLIANCE WHEN THE CONDITIONAL USE PERMIT WAS APPLICATION WAS SUBMITTED.

There was a brief discussion that the minutes were referenced where the City Planner noted that the violation would be addressed by the CUP application in response to a direct question on the status; it was clarified that the commission can make this amendment adding the rebuttal to balance.

VOTE. YES. SMITH, HIGHLAND, BENTZ, VENUTI, BANKS

Motion carried.

Commissioner Highland requested clarification on adding the rebuttal to the decisions and findings also.

Deputy City Planner Engebretsen responded that they should make a motion for the staff rebuttal.

BANKS/BENTZ MOVED TO AMEND THE DECISION AND FINDINGS PAGE 3 TO ADD STAFF REBUTTAL THAT THE CUP APPLICATION WILL CORRECT THE VIOLATION.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BENTZ/SMITH MOVED TO APPROVE THE DECISIONS AND FINDINGS FOR CUP 18-09 AS AMENDED

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried

#### INFORMATIONAL MATERIALS

A. City Manager's Report for the September 24, 2018 Homer City Council meeting

#### COMMENTS OF THE AUDIENCE

#### COMMENTS OF THE STAFF

City Planner Engebretsen thanked the Commission and commented it was a great meeting.

Deputy City Clerk Krause commented it was a great meeting, after the two previous meetings she was glad this was a short one and assured the Commission that the minutes will be completed for the next packet.

#### COMMENTS OF THE COMMISSION

Commissioner Highland said Thank you for dinner.

Commissioner Bentz said she thought the worksession worked really well in taking small bites of the information that they could work through in an hour. She also stated developing an approach for the Commission and the City to use to address Green Infrastructure is really valuable and will

encourage progress. She expressed her thanks to Staff for putting that together for them. Mrs. Bentz then complimented the Harbor and offered congratulations for receiving the award and recognition.

Commissioner Smith commented that he is really enjoying his time on the Commission so far and glad that he signed up. He appreciates the Commission for their experience and input. He regrets that he will not be at the next two meetings as he will be out of town.

Commissioner Banks thanked Julie for helping the commission work through that process and he was looking forward to what steps they take and also thought it was cool that they integrated that right in with asking the applicant tonight on what they might plan on doing with green infrastructure stuff. He further commented that he did not see anything wrong with that along with getting the applicants any information and things that may help them do this on a volunteer basis and maybe applicants will get excited about it and they will see more of it.

#### ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 7:20 p.m. The next regular meeting is scheduled for Wednesday, November 7, 2018 at 6:30 p.m. in the City Hall Cowles Council Chambers. There is a worksession scheduled at 5:30 p.m. prior to the meeting.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

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





## 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

### HOMER ADVISORY PLANNING COMMISSION

#### Approved CUP 2018-12 at the Meeting of October 17, 2018

**RE:** Conditional Use Permit (CUP) 18-12  
**Address:** 3725 West Hill Road  
**Legal Description:** T 6S R 14W SEC 24 SEWARD MERIDIAN HM 0880016 LILLIAN WALLI ESTATE SUB TRACT D

### DECISION

#### 18-12

#### Introduction

Jinchil Brian Reid (the “Applicant”) applied to the Homer Advisory Planning Commission (the “Commission”) for a conditional use permit 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 to construct six dwellings at 3725 West Hill Road, consisting of four 400 square-foot houses, one 2,500 square-foot house, and a shop/dwelling, in addition to an existing 1,000 square-foot house. The property would contain a total of seven single-family dwelling units. The application was scheduled for a public hearing as required by Homer City Code 21.94 before the Commission on October 17, 2018. Notice of the public hearing was published in the local newspaper and sent to 24 property owners of 29 parcels.

At the October 17, 2018 meeting of the Commission, the Commission voted to approve the request with five Commissioners present. The Commission approved CUP 18-12 with unanimous consent.

#### Evidence Presented

Deputy City Planner Engebretsen reviewed the staff report. The applicant was available to answer questions.

There was no public testimony.

### **Findings of Fact**

After careful review of the record, the Commission approved Condition Use Permit 18-12 to build seven single-family homes on a lot.

**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 74,836 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 proposal is compatible with the existing uses of surrounding land.

**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 successfully navigated 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 does not appear to contradict any applicable land use goals and objectives of the Comprehensive Plan. The proposal aligns Goal 1 and Objectives A and B and 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.**

**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.**

**Conclusion:** Based on the foregoing findings of fact and law, Conditional Use Permit 2018-02 is hereby approved, with Findings 1-11 and Conditions 1-3.

**Condition 1:** Outdoor lighting must be downward directional and must not produce light trespass or glare per the CDM and HCC 21.59.030.

**Condition 2:** Dumpster must be screened on 3 sides.

**Condition 3:** Eliminate the parking stalls displayed as facing west in the parking area located in the southwest corner of the lot.

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Date

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Chair, Franco Venuti

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Date

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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 \_\_\_\_\_, 2018.  
A copy was also delivered to the City of Homer Planning Department and Homer City Clerk on the same date.

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Date

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Travis Brown, Planning Technician

Applicant:

Jinchil Brian Reid  
3725 West Hill Road  
Homer, AK 99603

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

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





## City of Homer

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

## Office of the City Clerk

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(p) 907-235-3130

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## Memorandum

TO: ADVISORY BODIES  
FROM: MELISSA JACOBSEN, CITY CLERK  
DATE: OCTOBER 17, 2018  
SUBJECT: MEETING SCHEDULE FOR 2019

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Please review the draft resolution that establishes your meetings for 2019. If you have any changes please submit them by December 4<sup>th</sup>.

Council will be setting the 2019 meeting schedule for Council and Advisory Bodies with the adoption of the resolution no later than their December 10, 2018 meeting.



**CITY OF HOMER  
HOMER, ALASKA**

City Clerk

**RESOLUTION 18-XXX**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2019 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, AND PORT AND HARBOR ADVISORY COMMISSION.

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2019 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 18, Presidents' Day, the third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11**, Veterans Day, Monday	November 28 Thanksgiving Day, Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

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

CITY COUNCIL (CC)

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 1 Election	October 14, 28 Oath of Office October 14	Canvass Board October 4 or 7
November 5 Runoff Election	November 25**	December 9****	December 16**** if needed		

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

AML Annual Conference Week is tentatively scheduled for November 11 – 15, 2019.

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

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

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

\*\*\*\* The City 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 the third week of December, will not be held.

#### ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

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

#### LIBRARY ADVISORY BOARD (LAB)

February 5	March 5	April 2	May 7	August 6
	September 3	October 1	November 5	December 3

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

#### PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

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

Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

#### PLANNING COMMISSION (P/C)

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

Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. \*\*There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

#### PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 11

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of each month at 5:00 p.m., with the exception of May, June, July and August meetings that are held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the December meeting is scheduled for the second Wednesday of the month.

PASSED AND ADOPTED by the Homer City Council this \_\_\_\_\_ day of December, 2018.

CITY OF HOMER

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

ATTEST:

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

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any additional meetings.





# 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

TO: Homer Advisory Planning Commission  
FROM: Rick Abboud, City Planner AICP  
DATE: November 7, 2018  
SUBJECT: Staff report PL 18-71, City Planner's Report

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### City Council

10.22.18

**Memorandum 18-112** from City Clerk Re: New Marijuana Cultivation License for 420 on Main Street. Recommend approval.

APPROVED with discussion, however, this will be reconsidered at the next meeting due to a councilperson request following the motion.

**Ordinance 18-47**, An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Recommended dates Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-115 from City Planner as backup

**Ordinance 18-41**, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.61.040(b) to Codify the City Council's Role as the Local Regulatory Authority under AS 17.38 and Authorizing Council to Decide Whether to Protest Marijuana Establishment Applications filed with the State of Alaska for Sites Within the City of Homer. City Clerk. Introduction and Refer to Planning Commission September 10, 2018, Public Hearing and Second Reading, October 22, 2018.

ADOPTED without discussion.

**Resolution 18-086**, A Resolution of the City Council of Homer, Alaska, Authorizing the City to Apply for an Alaska Clean Water Actions 2019-2020 Grant Phase One of a Storm Water Master Plan in an Amount up to \$60,000 and Expressing its Commitment to Provide a Local 40% Match of Grant Funds. City Manager.

ADOPTED without discussion.

## **2019 Alaska State Planning Conference**

Taking place Jan. 13-15, 2019 in Anchorage, this conference is organized by the American Planning Association (APA) Alaska Chapter and is a great opportunity for networking, learning and sharing about local and statewide issues, and continued education in the planning field. Sunday offers a planning commissioner training workshop, while Monday and Tuesday offer conference sessions, keynote speakers, discussions and workshops. If you are interested in attending, please contact Rick. There may be City funds available to help cover the cost of registration and travel, depending on how many would like to attend. Here is a link to the website for more information:

[https://www.akplanning.org/register?fbclid=IwAR2L-SxKiVsR0O2h5XDJ4c9I2dus6TZ-NKU\\_yYcvj5h5oqHPpyHuYVRaVWE](https://www.akplanning.org/register?fbclid=IwAR2L-SxKiVsR0O2h5XDJ4c9I2dus6TZ-NKU_yYcvj5h5oqHPpyHuYVRaVWE)

### **City Council report sign up**

11.26.18 \_\_\_\_\_  
12.10.18 Scott  
1.14.19  
1.28.19

### **Attachments:**

Resolution 18-086 – Application for Alaska Clean Water Actions 2019-2020 Grant

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 18-086**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AUTHORIZING THE CITY TO APPLY FOR AN ALASKA CLEAN WATER  
ACTIONS 2019-2020 GRANT IN AN AMOUNT UP TO \$60,000 AND  
EXPRESSING ITS COMMITMENT TO PROVIDE A LOCAL 40% MATCH  
OF GRANT FUNDS.

WHEREAS, Developing a Storm Water Master Plan is a Legislative Priority in the 2019-2024 City of Homer Capital Improvement Plan; and

WHEREAS, a Plan will allow the City to effectively plan for and construct storm water infrastructure that helps maintain water quality and reduces storm water discharges and runoff to the critical wildlife habitat of Kachemak Bay; and

WHEREAS, The Alaska Department of Environmental Conservation administers the Alaska Clean Water Actions (ACWA) grant program which supports projects that lead to local stewardship of waters; and

WHEREAS, The 2019-2021 ACWA grant program is soliciting proposals for planning efforts that identify areas within a community that would benefit from low impact development techniques like green infrastructure, particularly areas at high risk from current and past development patterns and areas of high environmental value; and

WHEREAS, The 2019-2021 ACWA grant program further accepts proposals to design and construct green infrastructure projects to demonstrate the value of such projects to effectively manage, treat and reduce the impact of storm water discharges and runoff; and

WHEREAS, The City of Homer is a qualified applicant for ACWA grant assistance; and

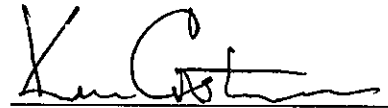
WHEREAS, The City proposes to apply for up to \$60,000 in ACWA grant funds to assist with developing components of a City of Homer Storm Water Master Plan (mapping storm water drainages, estimating runoff volumes and evaluating/demonstrating potential runoff reductions and cost savings associated with green infrastructure vs. gray infrastructure).

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports preparation and submission of an ACWA grant application for up to \$60,000 and authorizes the City Manager to submit the appropriate documents.

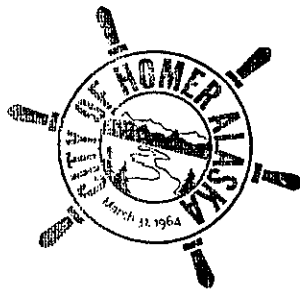
BE IT FURTHER RESOLVED that the City Council expresses its commitment meet the 40% grant match requirement.

PASSED AND ADOPTED by the Homer City Council this 22nd day of October, 2018.

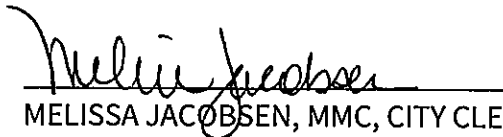
CITY OF HOMER



KEN CASTNER, MAYOR



ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



# 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 17, 2018  
SUBJECT: October 22<sup>nd</sup> City Manager Report

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#### Neighborhood Watch Grants

The Department of Commerce Community and Economic Development has introduced a small grant program (\$75,000 state wide) aimed at helping communities develop neighborhood watch groups and community patrols to help be an extra set of eyes and ears for law enforcement. These citizen groups can take the form of businesses coming together to keep an eye on each other, or neighborhoods who focus on observation and awareness as a means to prevent crime. Neighborhood watches are grass roots organizations that are volunteer driven that work with local law enforcement. These small grants would provide seed money to an organization for things like signs and materials, but does not provide operational support.

Organized, intelligent watching is helpful to the police. People often see small things that they might think about calling about but then they talk themselves out of it. If a neighborhood is interested in organizing an active neighborhood watch group, the City can help them apply for this grant, get organized, started and registered. Interested parties need to contact the City as soon as possible if intending to utilize grant funds for startup. The grant deadline is December 1.

#### HPD Partnering with Local Schools to See Kids

The police department is supporting project Alaska Brite. The goal of the project is to make kids more visible in the dark months of Alaska. The project is being coordinated by Bob Shavelson. Reflective dots will be purchased and provided free. The goal is to get a highly reflective dot placed on every kid's bike, backpack, piece of outdoor clothing, etc. The motto for the project is "The Safest Kid is One You can See!"

#### Cross Walk Analysis

The City of Homer requested Alaska Department of Transportation (ADOT) install a cross walk at the intersection of Grubstake and Lake Street. ADOT did pedestrian analysis of the cross walk and determined that it did not meet Alaska Traffic Manual standards for a cost-effective and well-utilized investment of a cross walk. The four page memo attached details their findings.

#### Rolling Stock Inventory

Councilmember Erickson requested an inventory of City of Homer rolling stock, and replacement schedule to provide important context for Council as they consider both the 2019 budget and anticipated expenses in future budgets. You can see from the attached spreadsheets, the City has 31 light duty vehicles that are 15

years are older, of those 14 are 20 years are older. For heavy equipment, Public Works added a replacement column since the need to replace a vehicle is highly dependent on use. Because the City uses equipment for maintenance, versus construction, we can get a longer life span out of it. The need for replacement also depend on the condition the equipment and how easily maintained it is. For example, parts get hard to acquire for the older heavy equipment. A third variable that has to be considered is do we replace the equipment or has the need evolved. For example, we are holding onto the old vac truck because it has value as a backup.

Enc:

Neighborhood Watch Grant Program Information

Grubstake Avenue Crosswalk Analysis

Third Quarter Financial Reports

2017 Budget to Actual for General Fund

## Community and Neighborhood Watch Grants

The Alaska Department of Commerce, Community, and Economic Development is pleased to announce the availability of Community and Neighborhood Watch Grants. A total of \$75,000 is available, as appropriated in the capital budget for state fiscal year 2019 (FY19).

The purpose of this grant program is to support and expand community and neighborhood watch activities in the state of Alaska.

Eligible entities, including community and neighborhood watch groups and municipalities, are encouraged to submit applications for grants which will support these activities.

Application documents are available online at:

[Solicitation-Community and Neighborhood Watch Grants 9.18.18.pdf](#)

[FY19 Community and Neighborhood Watch Grant Application.pdf](#)

[CAA/Community and Neighborhood Watch Grants Application Instructions.pdf](#)

If you would like an application packet mailed to you, contact Robert Pearson, Manager of Community Aid and Accountability, at 907-465-5541 or [CAA@alaska.gov](mailto:CAA@alaska.gov). The application period for these grants is through December 1, 2018. To be considered for funding, applications must be postmarked or received by December 1, 2018 and submitted to the Juneau office of the Division of Community and Regional Affairs at:

Attn: CAA Manager State of Alaska

Dept. of Commerce, Community and Economic Development Division of Community and Regional Affairs

PO Box 110809

Juneau AK 99811-0809

Or

A .pdf file of the application received by email by 4:30 pm, December 1, 2018 at: [CAA@alaska.gov](mailto:CAA@alaska.gov) Please use "CNWG Application" as the subject line.

Applicants that receive funds from the State of Alaska will be required to submit financial and/or progress reports with backup documentation for all expenditures of grant funds.

### **Program Information**

Background: The State of Alaska capital budget for State Fiscal Year 2019 (FY19), SB 142, appropriated \$75,000 for "Community and Neighborhood Watch Grants for Named Recipients (AS 37.05.16) or Municipalities (AS 37.05.15) (House Districts 1-40)." The grant program is being administered by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs (DCRA).

In general, the definition of "community and neighborhood watch" is a group that partners citizens with law enforcement agencies in an effort to reduce crime. To be eligible for these grant funds, a private citizen community and neighborhood watch group must be an entity:

- With non-profit registration with the Internal Revenue Service (an Employee Identification number (EIN)) OR an Alaska business license.
- That certifies it possesses legal authority to accept grant funds from the State of Alaska and to execute the project described by the grant application.
- With officers and a governance structure, and by-laws that specify the purpose of the organization is community/neighborhood watch activities.
- With a bank account in the organization's name.
- In cooperation with a law enforcement agency, a local governing body (municipality, village council, tribal council, etc.) or community organization (community council, etc.) with jurisdiction in the operations area of the applicant.

To be eligible for these grant funds, a municipality, village council, tribal council, etc. must have:

- A designated group that meets the above criteria for grant eligibility

Entities applying on behalf of a community/neighborhood watch group will be required to pass through 100% of grant funds to the designated group.

Requested amounts of between \$2,000 and \$10,000 (inclusive) will be accepted. Grants will not be issued until after the application period has closed. Requests may be partially funded.

The period for grant applications extends through December 1, 2018. All applications will be reviewed between January 1 and 15, 2019 and awards announced January 31, 2019. If all of the grant funds have not been awarded after the application period has closed, an additional application period will be noticed.



The distribution of these grant funds may extend beyond FY19. Grant funds must be expended within one year of award.

[Attachments, History, Details](#)

**Attachments**

[Community and Neighborhood Watch Grants Application Instructions.pdf](#)  
[FY19 Community and Neighborhood Watch Grant Application.pdf](#)  
[Solicitation-Community and Neighborhood Watch Grants 9.18.18.pdf](#)

**Revision History**

Created 9/19/2018 9:20:10 AM by ljmattson

**Details**

Department:	Commerce, Community and Economic Development Grants
Category:	
Sub-Category:	
Location(s):	Statewide
Project/Regulation #:	
Publish Date:	9/19/2018
Archive Date:	12/2/2018
Events/Deadlines:	

General Fund  
Expenditure Report  
For Year Ended December 30, 2017

	Amended FY17 Budget	FY17 Actual	Budget Remaining	% Budget Used
<b>Revenues</b>				
Property Taxes	\$ 3,507,453	\$ 3,501,159	\$ (6,294)	99.82%
Sales and Use Taxes	6,481,188	6,669,426	188,239	102.90%
Permits and Licenses	30,421	47,555	17,134	156.32%
Fines and Forfeitures	15,508	28,277	12,769	182.34%
Use of Money	20,980	22,338	1,357	106.47%
Intergovernmental	675,419	580,305	(95,114)	85.92%
Charges for Services	446,017	569,876	123,859	127.77%
Other Revenues	13,000	15,863	2,863	100%
Airport	130,305	157,626	27,321	120.97%
Operating Transfers	2,391,869	2,387,836	(4,033)	99.83%
<b>Total Revenues</b>	<b>\$ 13,712,160</b>	<b>\$ 13,980,260</b>	<b>\$ 268,100</b>	<b>101.96%</b>
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 1,002,786	\$ 972,908	\$ 29,878	97.02%
Clerks	829,028	784,491	44,537	94.63%
Planning	352,866	341,464	11,401	96.77%
Library	847,772	821,282	26,489	96.88%
Finance	653,580	550,117	103,463	84.17%
Fire	1,055,926	946,920	109,006	89.68%
Police	3,273,539	3,118,980	154,559	95.28%
Public Works	2,501,197	2,484,942	16,255	99.35%
Airport	219,722	179,710	40,012	81.79%
City Hall, HERC	168,576	170,786	(2,210)	101.31%
Non-Departmental	94,000	94,000	-	100.00%
<b>Total Operating Expenditures</b>	<b>\$ 10,998,993</b>	<b>\$ 10,465,602</b>	<b>\$ 533,391</b>	<b>95.15%</b>
Transfer to Other Funds				
Leave Cash Out	\$ 233,451	\$ 233,451	\$ -	100%
Debt Repayment	1,221,415	1,226,903	(5,488)	-
Energy	10,703	10,703	-	100%
Adjusting Entries	-	544,557	(544,557)	-
<b>Total Transfer to Other Funds</b>	<b>\$ 1,465,569</b>	<b>\$ 2,015,614</b>	<b>\$ (550,045)</b>	<b>138%</b>
<b>Total Transfer to Reserves</b>	<b>\$ 1,247,598</b>	<b>\$ 1,247,598</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 13,712,160</b>	<b>\$ 13,728,813</b>	<b>\$ (16,654)</b>	<b>100.12%</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 251,446</b>		

Quarterly General Fund  
Expenditure Report  
For Quarter Ended September 30, 2018

	<b>Adopted FY18 Budget</b>	<b>Actual As of 9/30/18</b>	<b>Budget Remaining</b>	<b>% Budget Used</b>
<b><u>Revenues</u></b>				
Property Taxes	\$ 3,264,974	\$ 1,850,619	\$ (1,414,355)	56.68%
Sales and Use Taxes	6,474,133	4,525,275	(1,948,858)	69.90%
Permits and Licenses	28,588	39,664	11,076	138.74%
Fines and Forfeitures	22,154	12,356	(9,798)	55.77%
Use of Money	36,851	(12,594)	(49,445)	-34.18%
Intergovernmental	697,355	415,426	(281,929)	59.57%
Charges for Services	594,808	474,902	(119,906)	79.84%
Other Revenues	-	20,459	20,459	100%
Airport	146,869	151,532	4,663	103.18%
Operating Transfers	1,189,764	1,188,264	(1,500)	99.87%
<b>Total Revenues</b>	<b>\$ 12,455,495</b>	<b>\$ 8,665,903</b>	<b>\$ (3,789,592)</b>	<b>69.57%</b>
<b><u>Expenditures &amp; Transfers</u></b>				
Administration	\$ 1,040,613	\$ 711,771	\$ 328,842	68.40%
Clerks	709,341	428,410	280,931	60.40%
Planning	364,987	255,343	109,644	69.96%
Library	887,710	604,674	283,036	68.12%
Finance	668,649	456,504	212,145	68.27%
Fire	1,061,339	675,478	385,860	63.64%
Police	3,267,428	2,334,512	932,916	71.45%
Public Works	2,558,787	1,750,031	808,755	68.39%
Airport	211,494	140,093	71,401	66.24%
City Hall, HERC	179,019	115,082	63,936	64.29%
Non-Departmental	94,000	94,000	-	100.00%
<b>Total Operating Expenditures</b>	<b>\$ 11,043,364</b>	<b>\$ 7,565,897</b>	<b>\$ 3,477,467</b>	<b>68.51%</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 161,373	\$ 161,373	\$ (0)	100%
Debt Repayment	-	-	-	-
Energy	10,703	10,703	-	100%
Adjusting Entries	-	-	-	0%
<b>Total Transfer to Other Funds</b>	<b>\$ 172,076</b>	<b>\$ 172,076</b>	<b>\$ (0)</b>	<b>100%</b>
<b>Total Transfer to Reserves</b>	<b>\$ 1,240,055</b>	<b>\$ 1,240,055</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 12,455,495</b>	<b>\$ 8,978,028</b>	<b>\$ 3,477,467</b>	<b>72.08%</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (312,126)</b>		

Quarterly Water and Sewer Fund  
Expenditure Report  
For Quarter Ended September 30, 2018

	<b>Adopted FY18 Budget</b>	<b>Actual As of 9/30/18</b>	<b>Budget Remaining</b>	<b>% Budget Used</b>
<b><u>Revenues</u></b>				
Water Fund	\$ 2,037,962	\$ 1,539,856	\$ (498,106)	75.56%
Sewer Fund	1,797,681	1,393,409	(404,272)	77.51%
<b>Total Revenues</b>	<b>\$ 3,835,643</b>	<b>\$ 2,933,265</b>	<b>\$ (902,378)</b>	<b>76.47%</b>
<b><u>Expenditures &amp; Transfers</u></b>				
<b><u>Water</u></b>				
Administration	\$ 181,131	\$ 139,703	\$ 41,428	77.13%
Treatment Plant	533,568	416,627	116,941	78.08%
System Testing	55,803	35,671	20,132	63.92%
Pump Stations	112,329	76,752	35,577	68.33%
Distribution System	286,169	194,145	92,024	67.84%
Reservoir	45,944	34,809	11,135	75.76%
Meters	184,333	92,116	92,218	49.97%
Hydrants	184,290	132,892	51,398	72.11%
<b><u>Sewer</u></b>				
Administration	\$ 161,679	\$ 113,403	\$ 48,277	70.14%
Plant Operations	572,039	421,185	150,854	73.63%
System Testing	66,006	50,275	15,732	76.17%
Lift Stations	186,021	124,490	61,531	66.92%
Collection System	238,471	188,709	49,762	79.13%
<b>Total Operating Expenditures</b>	<b>\$ 2,807,784</b>	<b>\$ 2,020,775</b>	<b>\$ 608,508</b>	<b>71.97%</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 19,960	\$ 19,960	\$ -	100%
GF Admin Fees	484,119	484,119	-	100%
Debt Repayment	-	1,691	(1,691)	100%
Other	43,398	43,398	-	100.00%
<b>Total Transfer to Other Funds</b>	<b>\$ 547,476</b>	<b>\$ 549,168</b>	<b>\$ (1,691)</b>	<b>100.31%</b>
<b>Transfers to Reserves</b>				
Water	\$ 153,715	\$ 153,715	\$ -	100%
Sewer	326,667	326,667	-	100%
<b>Total Transfer to Reserves</b>	<b>\$ 480,382</b>	<b>\$ 480,382</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,835,642</b>	<b>\$ 3,050,326</b>	<b>\$ 606,817</b>	<b>79.53%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (117,061)</b>		

Quarterly Port and Harbor Fund  
Expenditure Report  
For Quarter Ended September 30, 2018

	<b>Adopted FY18 Budget</b>	<b>Actual As of 9/30/18</b>	<b>Budget Remaining</b>	<b>% Budget Used</b>
<b><u>Revenues</u></b>				
Administration	\$ 527,240	\$ 367,616	\$ (159,624)	69.72%
Harbor	2,730,986	2,322,279	(408,707)	85.03%
Pioneer Dock	364,326	260,243	(104,084)	71.43%
Fish Dock	549,740	489,637	(60,103)	89.07%
Deep Water Dock	280,500	222,369	(58,131)	79.28%
Outfall Line	4,800	4,800	-	100.00%
Fish Grinder	12,000	6,570	(5,430)	54.75%
Load and Launch Ramp	135,000	126,141	(8,859)	93.44%
<b>Total Revenues</b>	<b>\$ 4,604,592</b>	<b>\$ 3,799,654</b>	<b>\$ (804,938)</b>	<b>82.52%</b>
<b><u>Expenditures &amp; Transfers</u></b>				
Administration	\$ 640,498	\$ 543,056	\$ 97,441	84.79%
Harbor	1,254,684	928,667	326,016	74.02%
Pioneer Dock	63,635	39,027	24,607	61.33%
Fish Dock	568,602	439,615	128,987	77.32%
Deep Water Dock	95,841	81,994	13,847	85.55%
Outfall Line	6,500	2,475	4,025	38.08%
Fish Grinder	22,000	27,914	(5,914)	126.88%
Harbor Maintenance	406,102	277,012	129,090	68.21%
Main Dock Maintenance	39,589	25,310	14,279	63.93%
Deep Water Dock Maintenance	50,089	35,462	14,627	70.80%
Load and Launch Ramp	85,482	51,976	33,506	60.80%
<b>Total Operating Expenditures</b>	<b>\$ 3,229,520</b>	<b>\$ 2,452,508</b>	<b>\$ 780,512</b>	<b>75.94%</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 57,636	\$ 57,636	\$ 0	100%
Debt Service	-	-	-	0%
GF Admin Fees	556,836	556,836	-	100%
Other	402,628	402,628	-	100%
<b>Total Transfer to Other Funds</b>	<b>\$ 1,017,100</b>	<b>\$ 1,017,100</b>	<b>\$ 0</b>	<b>100.00%</b>
<b>Transfers to Reserves</b>				
Administration	\$ -	\$ -	\$ -	-
Harbor	-	-	-	-
Pioneer Dock	300,692	300,692	-	100%
Fish Dock	6,262	6,262	-	100%
Deep Water Dock	-	-	-	-
Outfall Line	-	-	-	-
Fish Grinder	-	-	-	-
Load and Launch Ramp	49,517	49,517	-	100%
<b>Total Transfer to Reserves</b>	<b>\$ 356,471</b>	<b>\$ 356,471</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 4,604,592</b>	<b>\$ 3,826,079</b>	<b>\$ 780,513</b>	<b>83.09%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (26,425)</b>		

City Hall Light Vehicles				AGE IN 2018
E308	2006	2006 FORD FREESTYLE AWD	CITY HALL	12

Fire Department Light Vehicles				AGE IN 2018
E631	1990	BRUSH 1 - 1990 FORD	XXR856	28
E621	1997	MEDIC 1 (1997 FORD 4X4 F350)	XXS624	21
E634	2001	UTILITY 3 - 2001 F-550 FORD	XXS647	17
E622	2002	MEDIC 2 (2002 FORD F350)	XXW852	16
E636	2002	2002 POLARIS 6-WHEELER		16
E633	2003	UTILITY 1 - 2003 FORD F-350, CREW CAB	XXW858	15
E635	2006	2006 FORD EXPEDITION - COMMAND VEHICLE	XYC168	12
E615	2013	UTILITY 2 2013 FORD EXPEDITION	XXW895	5
E623	2016	MEDIC 3 (2016 FORD F3HZ)	XZD419	2

EQUIP. NO.	DESCRIPTION	CURRENT AGE	TOTAL EXPECTED LIFE	YEARS REMAINING	REPLACEMENT COST	COMMENTS
MISC	Grader Wing x3	20 + Years	25	5	\$ 60,000	Total is for three units
MISC	Grader Snow Gate x3	20 + Years	25	5	\$ 30,000	Total is for three units
E250	Bomag Gravel Compactor	21 Years	30	9	\$ 15,000	
E255	Stone Plate Compactor	20 Years	30	10	\$ 3,000	
E259	1995 Patchman Asphalt Mixer	23 Years	30	7	\$ 40,000	
E260	OJK 125 Meleter - Asphalt Crack Sealer	16 Years	30	14	\$ 35,000	
E269	2012 Steamer Unit for Truck E176	6 Years	30	24	\$ 30,000	
E270	2004 Tex Steamer Unit for Truck E160	14 Years	30	16	\$ 30,000	
E271	2011 Larue Snow Blower for Loader	7 Years	25	18	\$ 150,000	
E275	1987 Faire Snow Blower for Loader - backup	31 Years	40	9	\$ 80,000	Used for Backup to Larue
E274	2018 Diamond Brush Cutter for Loader	0 Years	15	15	\$ 82,000	
E284	2003 Trailmax Heavy Equipment Trailer	15 Years	30	15	\$ 25,000	
E286	2016 Light Duty Car Hauler Trailer	2 Years	25	23	\$ 8,000	

Total Replacement: \$ 588,000



HPD Light Vehicles					AGE IN 2018
E516	2003	2003 FORD EXCURSION	XXW-862		15
E517	2007	2007 FORD EXPEDITION	XXW872		11
E518	2007	2007 FORD EXPEDITION	XXW873		11
E523	2008	2008 CHEV VAN (JAIL VAN)	XXW879		10
E524	2009	2009 CHEV IMPALA	XXW883		9
E525	2009	2009 CHEV IMPALA	XXW882		9
E526	2009	2009 CHEV IMPALA	XXW881		9
E519	2013	2013 FORD EXPEDITION	XXW896	BROWNING	5
E527	2014	2014 FORD EXPLORER			4
E505	2015	2015 FORD EXPLORER	XYF440		3
E506	2015	2015 FORD EXPLORER	XYF441		3
E501	2017	2017 FORD EXPLORER INTERCEPTOR	XYF446		1
E502	2017	2017 FORD EXPLORER INTERCEPTOR	XYF447		1
E504	2018	2018 FORD EXPLORER AWD 4DR K8AT	XZD702	Chief	0

Port/Harbor Light Vehicles					AGE IN 2018
E427	1993	1993 CHEV STEP-SIDE VAN	XXW877	PORT MAINT	25
E408	1994	HV-1 - 1994 FORD F-150 PU	XXS 607	PORT OPS	24
E406	1995	MV1 - 1995 CHEV S-10 4X4 PU	XXS627	PORT OPS	23
E424	2001	2001 F550 USED OIL VAC TRUCK	XXS645	PORT MAINT	17
E401	2003	2003 FORD F-250 4X4 PU - HARBOR PATROL	XXW860	PORT OPS	15
E402	2003	2003 FORD F-250 4X4 PU - HARBOR PATROL	XXW859	PORT OPS	15
E405	2005	2005 FORD F-150 2WD		PORT OPS	13
E426	2008	2008 FORD F-350 4X4	XXW874	PORT MAINT	10
E403	2009	2009 CHEV COLORADO	XYE723	PORT OPS	9
E400	2010	2010 FORD F-150 NEW TO CREW 2014		PORT OPS	8
E428	2010	2010 F-350 4X4	XXW886	PORT MAINT	8
E404	2011	2011 FORD ESCAPE HYBRID			7
E421	2012	2012 CHEVROLET SILVERADO 1500 1/2 TON	XZD775	PORT MAINT	6
E429	2013	2013 F-150 PICKUP		PORT OPS	5
E409	2016	2016 F-SERIES SD F350 4X4 S/C CC - FLATBED	XZD556	PORT OPS	2

EQUIP. NO.	DESCRIPTION	CURRENT AGE	TOTAL EXPECTED LIFE	YEARS REMAINING	REPLACEMENT COST	COMMENTS
E169	1980 12G Cat Grader	38 Years	35	-3	\$ 250,000	
E160	1984 Ford Steam Truck 4x6	34 Years	35	1	\$ 80,000	
E150 #2	1986 140G Cat Grader	32 Years	35	3	\$ 200,000	Plus \$57K Attachments
E161 #3	1987 950 Cat Loader	31 Years	35	4	\$ 210,000	
E171	1989 Ford F800 Bucket Truck	29 Years	35	6	\$ 50,000	
E163	1992 International Vacuum Truck	26 Years	25	-1	\$ 445,000	Backs Up E178 New Vac
E164 #5	1994 720A Champion Grader	24 Years	35	11	\$ 240,000	Plus \$57K Attachments
E165 #1	1995 410D John Deere Backhoe	23 Years	25	2	\$ 120,000	
E157	2000 Freightliner End Dump Truck	18 Years	25	7	\$ 187,000	
E168	2002 163H Cat Grader	16 Years	30	14	\$ 225,000	Plus \$57K Attachments
E172	2003 644H JD Loader	15 Years	35	20	\$ 200,000	
E170 #4	2003 Toolcat 5600	15 Years	20	5	\$ 60,000	
E175	2004 EW 180B Volvo Wheeled Excavator	14 Years	25	11	\$ 250,000	
E116 #1A	2006 FORD F-350 4x4 Truck/Sander - Airport	12 Years	12	0	\$ 60,000	Airport Use Only
E173	2006 PC160LC-7 Track Excavator	12 Years	30	18	\$ 175,000	
E176	2006 Freightliner Steam Truck 2x4	12 Years	30	18	\$ 80,000	
E153	2007 D37 Komatsu Dozer	11 Years	25	14	\$ 100,000	
E151	2009 Isuzu Sweeper Truck Vacuum	9 Years	25	16	\$ 200,000	
E135	2013 FORD F-550 2-TON 4X4 Truck/Sander	5 Years	10	5	\$ 62,000	Includes plow/sander
E159	2014 Pelican Sweeper	4 Years	25	21	\$ 237,000	
E177	2015 Mac End Dump Truck	3 Years	25	22	\$ 187,000	
E136	2016 FORD F-550 2-TON 4X4 Truck/Sander	2 Years	10	8	\$ 62,000	Includes plow/sander
E178	2018 Sewer Vac Truck	0 Years	25	25	\$ 500,000	

Total Replacement: \$ 4,180,000

Expected Life is based on the type of use at Public Works vs. full-time construction use.

Some (few) pieces can be purchased used, but most should not due to the City's ability to capitalize on government discounts. Parts on many older pieces become very hard and expensive to come by. In 2017 we ordered a replacement mullboard for our 31 year old grader that is no longer made by the manufacturer. It had to be acquired after market. In 2017 we had to find a used radiator for the older steamer truck because it is no longer made.

Public Works Light Vehicles					AGE IN 2018
E124	1987	1987 CHEVY FLAT BED - PAINT TRUCK	XXW888	EQ OPS	31
E125	1989	1989 GMC 3/4 TON	XXR240	SHOP	29
E108	1992	1992 FORD RANGER	XXS604	WTP/STP	26
E129	1994	1994 FORD PU	XXS609	PARKS	24
E130	1994	1994 CHEV SVC TRK	XXT558	EQ OPS	24
E131	1994	1994 FORD 4X4 F-150 P/U	XXS610	KLOPP	24
E120	1995	1995 FORD F-150 4X4	XXW891	PARKS	23
E114	1997	1997 FORD RANGER XLT 4X4	XXS621	HRACHIAR	21
E133	1997	1997 FORD F-350 4x4 UTILITY TRUCK	XXS625	WATER	21
E126	1998	1998 FORD EXPEDITION XLT - 4X4	XZD700	BUILDING MAINT	20
E101	1999	1999 RANGER	XXS632	PARKS	19
E102	1999	1999 RANGER TRUCK	XXS631	WTP/STP	19
E103	1999	1999 FORD E250 VAN	XXS641	RILEY	19
E132	1999	1999 FORD F-550 2 TON 4X4	XXW889	EQ OPS	19
E104	2000	2000 K2500 4X4 W/SERVICE BODY	XXS643	WTP/STP	18
E105	2000	2000 K2500 4X4 W/SERVICE BODY	XXS644	WATER	18
E137	2000	2000 DODGE DURANGO	DXC423	MOTORPOOL	18
E107	2001	2001 CHEV S-10 EXTEND CAB	XXY892	PARKS	17
E111	2002	2002 JEEP WRANGLER	XXS649	STRADLING	16
E134	2003	2003 FORD F-550 2-TON 4X4	XXW880	EQ OPS	15
E112	2006	2006 FORD F-150 4X4	XXW867		12
E113	2006	2006 FORD F-150 4X4	XXW868	MEYER	12
E115	2006	2006 FORD F-150 4X4	XXW869	GIBSON	12
E116	2006	2006 FORD F-350 4X4	XYC169	BLDGS	12
E117	2007	2007 FORD F-150 4X4	XXW871	COOK	11
E118	2008	2008 FORD F-250 4X4 FLATBED	XXW898	PARKS	10
E119	2008	2008 FORD F-350 SD FLATBED	XXW875	SHOP	10
E127	2012	2012 CHEVY COLORADO EXT CAB	XYF443	HUGHES	6
E128	2012	2012 CHEVY COLORADO CREW CAB	XYF444	GARDNER	6
E135	2013	2013 FORD F-550 2-TON 4X4 Truck/Sander	XXW894	EQ OPS	5
E122	2014	2014 F-150	XZA434	WTP/STP	4
E123	2014	2014 F-150	XZA433	PROJECT MGR	4
E121	2016	2016 CHEVY EXPRESS 2500 VAN	XZA168	MCBRIDE	2
E136	2016	2016 FORD F-550 2-TON 4x4 Truck/Sander	XYF438	EQ OPS	2



## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

Charlie Pierce  
Borough Mayor

October 11, 2018

**< < NOTICE OF POSTPONEMENT > > >**  
**KENAI PENINSULA BOROUGH PLAT COMMITTEE**  
**MEETING OF OCTOBER 8, 2018**

RE: Forest Glen Subdivision 2018 Replat Preliminary Plat

At their regularly scheduled meeting of October 8, 2018, the Plat Committee postponed action and will continue the public hearing when brought back to the Committee by staff.

This notice and draft, unapproved minutes of the subject portion of the meeting were sent October 11, 2018

**City of:** City of Homer  
491 East Pioneer Ave  
Homer, AK 99603

**Advisory Planning Commission/Community Council:** N/A

**Survey Firm:** Seabright Survey & Design  
1044 East Road, Suite A  
Homer, AK 99603

**Subdivider/Petitioner:** Homer Independent Baptist Church  
3614 Forest Glen Dr.  
Homer, AK 99603

**KPB File Number:** 2018-053





## AGENDA ITEM E. SUBDIVISION PLAT PUBLIC HEARINGS

5. Forest Glen Subdivision 2018 Replat  
KPB File No. 2018-053; Seabright Survey + Design/Homer Independent Baptist Church

Staff Report given by Scott Huff

Plat Committee Meeting: October 8, 2018

Location: Glenview Street/Sterling Highway, City of Homer  
Proposed Use: Church  
Water/Sewer: City  
Zoning: Gateway Business District and Scenic Gateway Overlay  
Assessing Use: Church  
Parent Parcel Number(s): 175-260-28

### Supporting Information:

The proposed plat subdivides a 2.79-acre lot into two lots containing 1.22 and 1.58 acres. City water and sewer serve the subdivision. The subdivision fronts Forest Glen Drive and the Sterling Highway. Lot 1-A-2 also fronts Glenview Street.

Homer Advisory Planning Commission reviewed the proposed subdivision on May 2. Initially, the Homer Commission received a plat that created three lots. A revised preliminary, which was the design submitted for KPB review, was provided during the Homer Commission's public hearing. The proposed subdivision was approved by unanimous consent.

Gary Hinkle, the owner of Lot 1 Block 2 to the east, provided verbal comments of support for the proposed subdivision.

Notice of the proposed plat was mailed to the beneficial interest holder on August 31, 2018. The beneficial interest holder will be given 30 days from the date of the mailing of the notification to respond. They are given the opportunity to notify staff if their beneficial interest prohibits or restricts subdivision or requires their signature on the final plat. If no response is received within 30 days, staff will assume they have no requirements regarding the subdivision and it may be finalized.

### **KPB 20.25.070 - Form and contents required.**

Platting staff comments: Additional information is provided for the following portions of 20.25.070 or additional information, revision or corrections are required

- A. Within the Title Block
1. Name of the subdivision which shall not be the same as an existing city, town, tract, or subdivision of land in the borough, of which a plat has been previously recorded, or so nearly the same as to mislead the public or cause confusion;
  2. Legal description, location, date, and total area in acres of the proposed subdivision; and
  3. Name and address of owner(s), as shown on the KPB records and the certificate to plat, and registered land surveyor;
- Platting Staff Comments: **Staff recommends:***
- a. *The term replat generally means the combining of parcels. The name of the subdivision plat can be edited to 2018 Addition, or Homer Independent Baptist Church Addition.*
  - b. *Revise the description so the proposed plat and parent plat descriptions are clear, such as, a subdivision of Lot 1-A Block 1 Forest Glen Subdivision 2013 Replat (HM 2013-15).*
  - b. *Confirm the owner's address. Per KPB records, it is 3614 Forest Glen Drive.*

- C. The location, width, and name of existing or platted streets and public ways, railroad rights-of-way,



and other important features such as section lines or political subdivisions or municipal corporation boundaries abutting the subdivision;

*Platting Staff Comments: **Staff recommends:** Show and label the 10-foot right-of-way adjoining the western boundary that provides access to the school parcel to the northwest.*

- D. A vicinity map, drawn to scale showing location of proposed subdivision, north arrow if different from plat orientation, township and range, section lines, roads, political boundaries, and prominent natural and manmade features, such as shorelines or streams;  
*Platting Staff Comments: **Staff recommends** the labels for Soundview Avenue and Forest Glen Drive be re-sized so both are easily legible on the final plat.*
- F. The names and widths of public streets and alleys and easements, existing and proposed, within the subdivision;  
*Platting Staff Comments: **Staff recommends:***
1. *Cite the source of the 10-foot utility easement along the western boundary and the fragment remainder (HM 73-1324).*
  2. *Cite the source of the fragment utility easement (BK. 178 Pg. 610 HRD) or reference the plat note in the label on the drawing.*
  3. *Show and label the easement granted to the City of Homer for sewer and water lines per Book 178 Page 610; include the recording information.*
- G. Status of adjacent lands, including names of subdivisions, lot lines, block numbers, lot numbers, rights-of-way; or an indication that the adjacent land is not subdivided;  
*Platting Staff Comments: **Staff recommends:***
1. *the lot labels be corrected in the labels to the northwest.*
  2. *add status labels for the lots to the north (5C and 5B HM 2003-23).*
  3. *remove the dashed line west of the northwest corner of Lot 1-A-1.*
  4. *remove the dashed line showing the former curved right-of-way along the Sterling Highway.*
- H. Approximate locations of areas subject to inundation, flooding, or storm water overflow, the line of ordinary high water, wetlands when adjacent to lakes or non-tidal streams, and the appropriate study which identifies a floodplain, if applicable;  
*Platting Staff Comments: Per the Homer City staff report, no wetland areas affect the proposed subdivision. The National Wetlands Inventory concurs with the Homer City staff report. Kenai Watershed Forum 2013 Cook Inlet Wetlands Mapping indicates the majority of Lot 1-A-2 may be affected by a wetland/upland complex. Plat Note 6 indicates the plat may be affected by a low wet area. In response to an inquiry from staff, the surveyor noted he observed no wet areas in the subdivision.*
- J. Block and lot numbering per KPB 20.60.140, approximate dimensions and total numbers of proposed lots;  
*Platting Staff Comments: The adjoining lot to the west is Lot 1-A-1. **Staff recommends** the lot designations in the subject plat be reversed so that two Lot 1-A-1s do not adjoin or renumber the lots to 4 and 5.*

#### KPB Department/Agency Review Comments

- KPB Addressing/Street Name Review: 3614 Forest Glen Dr. needs to be updated by the City of Homer. Existing Street names are correct.
- KPB Planner: The subdivision is in the city; a review is not required.
- State Department of Fish & Game: Not available when the staff report was prepared.
- State Parks: No comments.

#### **KPB 20.30 Design Requirements**

Platting staff comments: Additional information is provided for the following portions of 20.30 or additional information, revision or corrections are required



20.30.030. Proposed street layout-Requirements.

- C. Preliminary plats fronting state maintained roads will be submitted by the planning department to the State of Alaska Department of Transportation and Public Facilities (DOT) for its review and comments.

*State Department of Transportation Comments: The Sterling Highway is on the State road system. The ROW is shown per Plat 2012-9, sheet 11 of 18.*

*Platting Staff Comments: The surveyor referenced the correct source for the Sterling Highway.*

20.30.060. Easements-Requirements.

- C. The subdivider bears the responsibility for coordination with the utility companies during the design and development phases. When a subdivider and the utility company cannot agree on easements, the final plat will be taken to the planning commission for determination of easements.

*Platting Staff Comments: Homer Electric Association and ENSTAR submitted a statement of reviewed/no comments.*

**Staff recommends compliance with 20.30.060.**

20.30.070. Lots on major streets-Access requirements. Lots fronting on arterial streets with less than 200 feet of right-of-way as identified in the arterial road plan adopted by the borough or lots fronting on state maintained roads with less than 200 feet of right-of-way may be required to provide interior or frontage road access after review and recommendation by the Kenai Peninsula Borough Road Service Area staff and upon a finding by the planning commission that due to size, topography, physical characteristics, or heavy traffic flow, that direct access to the arterial or state maintained road may present a traffic hazard.

*KPB Roads Department Comments: The subdivision is outside the KPB Roads Department jurisdiction.*

20.30.100. Cul-de-sacs.

- A. Streets designed to have one end permanently closed shall be no more than 1000 feet long. The closed end of the cul-de-sac shall have a suitable turnaround with a minimum radius of 50 feet to the property line. The turnaround shall be constructible to a 4 percent grade or less.
- B. Hammerhead or T-type turnarounds may be allowed on a case-by-case basis. Adequate turning radii, width and depth must be provided for road maintenance and emergency vehicle access. Plans must be reviewed with a recommendation by emergency service providers and the KPB Road Service Area Board prior to submittal for planning commission review.
- C. Temporary turnarounds and self-vacating turnarounds shall not be granted or reserved on plats.

*Platting Staff Comments: Staff discussed the dedication of a cul-de-sac at the west end of Forest Glen Drive with the City of Homer Planning Department. The City of Homer is not requesting or requiring a cul-de-sac dedication. Several plats have been completed in the area, and the City has not required a cul-de-sac be dedicated.*

**Staff recommends** the Committee concur that the subject plat does not need to dedicate a cul-de-sac based on existing conditions and the recommendation by the City of Homer.

20.30.130. Streets-Curve requirements.

- B. A minimum 100-foot tangent is required between curves.

*Platting Staff Comments: The plat shows a 60.10-foot tangent between the curves. A roadway is constructed within Forest Glen Drive right-of-way. The existing right-of-way was dedicated in 1973. To change the tangent between the curves would create a non-parallel right of way.*

**Staff recommends** the Committee concur that the subject plat cannot meet the requirements of KPB 20.30.130, and that the plat is acceptable based on existing conditions.

20.30.170. Blocks-Length requirements. Blocks shall not be less than 330 feet or more than 1,320 feet in length. Along arterial streets and state maintained roads, block lengths shall not be less than 800 feet. Block lengths shall be measured from centerline intersections.



*Platting Staff Comments: The block is shorter than allowed by KPB 20.30.170.*

*The block was created by the parent plat Forest Glen Subdivision in 1973. Unless Forest Glen Drive is vacated and several lots are replatted, the size and shape of the block will not change. No reconfiguration of the subject property can change the block's size.*

*The Plat Committee concurred with staff that existing conditions justified a variance from the block length requirement on May 13, 2013.*

20.30.180. Pedestrian ways required when. Pedestrian ways not less than 8 feet wide shall be required in blocks longer than 600 feet where reasonably deemed necessary to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities.

*Platting Staff Comments: The subdivision to the west dedicated a 10-foot right-of-way off Forest Glen Drive to the school parcel to the northwest in 2009. The Homer Advisory Planning Commission originally requested a trail easement; however, the owner preferred to dedicate right-of-way along with a trail maintenance easement. The owner and City of Homer reached an agreement regarding the 10-foot right-of-way. The 10-foot right-of-way was in compliance with the Homer Non-Motorized Transportation and Trail Plan, which identifies school children as a special population and promotes construction of safe routes to schools. **Staff recommends** the 10' trail right-of-way be shown and labeled on the drawing.*

20.30.230. Lots-Double frontage prohibited when. Double frontage lots with depths less than 250 feet will not be approved except where necessitated by topographic or other physical conditions, or to provide reverse frontage along arterial streets. Corner lots are not subject to the double frontage prohibition.

*Platting Staff Comments: The parent plat (HM 73-1324) created the double frontage lots which are less than 250 feet deep. No replat of the property can make the lots deeper. **Staff recommends** the Committee concur that the double frontage is acceptable based on other physical conditions.*

20.30.280. Floodplain requirements.

*Platting Staff Comments: The floodplain ordinance is administered by the City of Homer by HCC 21.41 Flood Prone Areas. Per the Homer City staff report, the proposed subdivision is in Zone X, outside 0.2 percent annual chance of flood.*

20.30.290. Anadromous habitat protection district.

*Platting Staff Comments: Per KPB River Center review, the subdivision is not affected by the Anadromous Habitat Protection District*

*Per KPB GIS mapping, no anadromous streams flow through the subdivision.*

#### **KPB 20.40 -- Wastewater Disposal**

*Platting Staff Comments: **Staff recommends** the wastewater disposal note per 20.40.070 be placed on the final plat.*

#### **KPB 20.60 – Final Plat**

Platting staff comments: Additional information is provided for the following portions of 20.60 or additional information, revision or corrections are required:

20.60.020. Filing-Form and number of copies required. The subdivider shall file a standard number of prints as determined by the planning director. All prints shall be folded as required by KPB 20.25.030 except those to be recorded with the district recorder.

*Platting Staff Comments: **Staff recommends** one full-sized paper copy of the plat be submitted for final review prior to submittal of the mylar. Electronic submittals are not acceptable for final reviews.*

20.60.030. Certificate of borough finance department required.

*Platting Staff Comments: All taxes levied on the property within the subdivision shall be paid prior to recordation of the final plat.*



*If approval is sought between January 1 and the tax due date, there shall be on deposit with the borough finance department an amount sufficient to pay the entire estimated real property tax for the current year. Prior to filing of the final plat, a certificate to this effect shall be provided by the borough finance director or his designee upon request by the planning director. Estimated tax payments shall be applied to the actual bill as of July 1 or such earlier date as the taxes due have been determined.*

*Taxes owed may include special assessments for utility or road assessment districts established by KPB ordinance.*

*Per KPB GIS mapping, the subdivision is not within a special assessment district.*

**Staff recommends** compliance with 20.60.030.

20.60.080. Improvements-Installation agreement required. A final plat of a subdivision located within city limits shall not be recorded with the district recorder prior to compliance with any city ordinances concerning the installation of improvements. Evidence of compliance shall be provided by the subdivider in the form of a written statement from the appropriate city official that improvements required by city ordinance are or will be installed. Evidence of compliance shall be a part of the final plat submission and the time for action required by KPB 20.60.210 shall not commence until evidence of compliance is submitted.

*Platting Staff Comments: **Staff recommends** compliance with KPB 20.60.080.*

20.60.120. Accuracy of measurements. All linear measurements shall be shown to the nearest 1/10 foot, and angular measurements shall be at least to the nearest minute. All lot areas shall be shown to the nearest 10 square feet or to the nearest 1/1,000 of total acres. Meander lines, dry land areas and submerged land areas shall be shown in addition to total area when applicable. All boundary closures shall be to a minimum accuracy of 1:5,000. Boundary and lot closure computations must be submitted with the final plat.

*Platting Staff Comments: KPB GIS will verify closure complies with 20.60.120. **Staff recommends** boundary and lot closure computations be provided with the paper final plat.*

20.60.150. Utility easements.

B. The following note shall be shown on the final plat:

No permanent structure shall be constructed or placed within a utility easement which would interfere with the ability of a utility to use the easement.

*Platting Staff Comments: **Staff recommends** compliance with 20.60.150.*

20.60.160. Easements.

A. The plat shall clearly show the location, width, and use of all easements. The easements must be clearly labeled and identified and, if already of record, the recorded reference given. If public easements are being granted by the plat, they shall be properly set out in the owner's certification of dedication.

*Platting Staff Comments: **Staff recommends** a plat note be provided for the blanket easement of record granted to Homer Electric Association.*

**Staff recommends** the surveyor verify that the plat is affected by the easement in Plat Note 11. The document recorded in Bk. 247 Pg. 852-853 is a warranty deed to the State of Alaska. If the subdivision is not affected by water and sewer easements, then **staff recommends** Plat Note 11 be removed.

20.60.170. Other data required by law.

B. Private covenants and restrictions of record in effect at the time the final plat is approved shall be referenced on the plat.

*Platting Staff Comments: A plat note has been provided for the covenants and amendments to the covenants.*

*The borough will not enforce private covenants, easements, or deed restrictions per KPB 21.44.080.*



20.60.190. Certificates, statements, and signatures required.

*Platting Staff Comments: **Staff recommends** the Certificate of Ownership be revised so the authorized signatory signs the plat on behalf of the church.*

20.60.200. Survey and monumentation.

*Platting Staff Comments: **Staff recommends:***

1. *Remove or clarify the survey marker on the left border of the plat.*
2. *The tele. ped. and util. pole symbols can be removed. The util. pole symbol is very similar to the found 2" rebar survey marker symbol.*
3. *The survey markers for the Sterling Highway provide useful information if the centerline information is added as well a tie to the subdivision boundary.*
4. *Show how the boundary of the subdivision was determined.*
5. *Provide a Basis of Bearing.*
6. *Provide two ties to BLM/GLO monuments.*

**Staff recommends** compliance with 20.60.200.

**SUBJECT TO EXCEPTION(S) GRANTED, STAFF RECOMMENDS:**

- **GRANT APPROVAL OF THE PRELIMINARY PLAT SUBJECT TO ANY ABOVE RECOMMENDATIONS, AND**
- **COMPLIANCE WITH KPB 20.25.070 (FORM AND CONTENTS), KPB 20.25.080 (PETITION REQUIRED), KPB 20.30 (DESIGN REQUIREMENTS); AND KPB 20.40 (WASTEWATER DISPOSAL), AND**
- **COMPLIANCE WITH KPB 20.60 TO ENSURE ADMINISTRATIVE APPROVAL OF THE FINAL PLAT.**

**NOTE: 20.25.120. - REVIEW AND APPEAL.**

**A PARTY OF RECORD MAY REQUEST THAT A DECISION OF THE PLAT COMMITTEE BE REVIEWED BY THE PLANNING COMMISSION BY FILING A WRITTEN REQUEST WITHIN 10 DAYS OF NOTIFICATION OF THE DECISION IN ACCORDANCE WITH KPB 2.40.080.**

**A DECISION OF THE PLANNING COMMISSION MAY BE APPEALED TO THE HEARING OFFICER BY A PARTY OF RECORD WITHIN 15 DAYS OF THE DATE OF NOTICE OF DECISION IN ACCORDANCE WITH KPB 21.20.250.**

END OF STAFF REPORT

Staff Report Addendum given by Scott Huff

Plat Committee Meeting: October 8, 2018

On Tuesday October 2, 2018 Mr. Jacob Gerasimof submitted a written request to postpone the review of the preliminary plat until the Church can make a decision on the subdivision. Since the subdivision plat public hearing has been noticed, a public hearing still needs to be held.

Staff recommends opening the public hearing, taking testimony, then close the public hearing and postpone action until brought back by staff.

END OF STAFF REPORT ADDENDUM

Chairman Carluccio opened the meeting for public comment, seeing and hearing no one wishing to comment, Chairman Carluccio closed the public hearing and opened discussion among the committee.

**MOTION:** Commissioner Ecklund moved, seconded by Commissioner Whitney to postpone preliminary approval of Forest Glen Subdivision 2018 Replat until brought back by staff.

**MOTION VOTE:** The motion passed by unanimous consent.

CARLUCCIO YES	ECKLUND YES	RUFFNER YES	WHITNEY YES	4 YES 0 NO
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UNAPPROVED





## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

Charlie Pierce  
Borough Mayor

October 11, 2018

**NOTICE OF DECISION  
KENAI PENINSULA BOROUGH PLAT COMMITTEE  
MEETING OF OCTOBER 8, 2018**

Re: Forest Glen Subdivision 2019 Preliminary Plat

The Plat Committee reviewed and granted conditional approval of the subject preliminary plat during their regularly scheduled meeting of October 8, 2018 based on the findings that the preliminary plat meets the requirements of the Kenai Peninsula Borough Code 20.25; 20.30; 20.40 and 20.60.

**AMENDMENT MOTION**

An amendment motion to grant exception to KPB 20.30.190, Lot Dimensions passed by unanimous consent based on the following findings of fact.

*Findings*

1. Per KPB imagery, it appears that an improvement exists within proposed Lot 11B.
2. All lots within this subdivision will be served by City water and sewer services.
3. The terrain in the area is sloping to the south.
4. A building site will be available for proposed Lot 11A.
5. Proposed Lot 11B will be 147 feet in width.
6. Lot 11B is not affected by low wet areas.
7. The Homer Advisory Planning Commission unanimously approved the preliminary plat.
8. Any development within Lot 11B will be subject to the City of Homer zoning standards.
9. Lot 11B meets the minimum lot size standard.

This notice and unapproved minutes of the subject portion of the meeting were sent October 11, 2018 to:

**City of:** City of Homer  
491 East Pioneer Avenue  
Homer, AK 99603

**Advisory Planning Commission/Community Council:** N/A

**Survey Firm:** Ability Surveys  
152 Dehel Ave.  
Homer, AK 99603

**Subdivider/Petitioner:** Christopher and Catherine Cushman  
975 Shelly Ave  
Homer, AK 99603

Jared and Rebecca Baker  
3795 Forest Glen Dr.  
Homer, AK 99603

**KPB File Number:** 2018-111



## AGENDA ITEM E. SUBDIVISION PLAT PUBLIC HEARINGS

2. Forest Glen Subdivision 2019  
KPB File No. 2018-111; Ability Surveys/Cushman, Baker

Staff Report given by Scott Huff

Plat Committee Meeting: October 8, 2018

Location: off Forest Glen Drive, City of Homer  
Proposed Use: Residential  
Water/Sewer: City  
Zoning: Urban Residential  
Assessing Use: Residential, Vacant  
Parent Parcel Number(s): 175-260-02, 175-260-09, 175-260-30

### Supporting Information:

The proposed plat reconfigures two lots into three lots as well as subdivides one lot into four lots. All lots range in size from 0.226 to 0.721 acres. City water and sewer serves all lots. The subdivision fronts city maintained Forest Glen Drive.

Homer Advisory Planning Commission adopted the Homer City staff report and recommended approval of the proposed subdivision on September 5, 2018. Homer Public Works Department commented:

- For the Jared Baker Sub: provide water and sewer service to Lot 11A. If the plat is to be recorded before services are provided, the applicant will need to enter into an installation agreement with the City.
- For Cushman's Sub: Lot 2A has already been provided with water and sewer services. Provide the following lots with the following services:
  - Lot 2B Provide water service (has sewer provided)
  - Lot 2C Provide water and sewer service
  - Lot 2D Provide water service (has sewer provided)

Per the Certificate to Plat, three beneficial interest holders affect the proposed subdivision. Notice of the proposed subdivision was sent by certified mail per KPB 20.25.090 on September 18, 2018. Two beneficial interest holders submitted letters of non-objection to the proposed plat. The third beneficial interest holder will be given 30 days from the date of the mailing of the notification to respond. They are given the opportunity to notify staff if their beneficial interest prohibits or restricts subdivision or requires their signature on the final plat. If no response is received within 30 days, staff will assume they have no requirements regarding the subdivision and it may be finalized.

**Staff recommends** that notes be placed on the final plat indicating any exceptions granted by the Plat Committee with the meeting date.

Exception Requested: KPB 20.30.190 – Lot Dimensions – The minimum lot depth shall be no less than 100 feet – affects proposed Lot 11B

### **Surveyor's discussion**

For proposed Lot 11B the limited depth for Lot 11B is made up by its width, and feel a need for the depth area to be used by Lots 11A & 11C.

Staff Discussion: The shallow depth of Lot 11B will provide usable area for Lot 11A and Lot 11C. The shallow depth of Lot 11B is sufficient in size. The City of Homer Advisory Planning Commission reviewed and approved the preliminary plat without any concerns for the depth of Lot 11B.

### **Platting Staff Findings**

1. Per KPB imagery, it appears that an improvement exists within proposed Lot 11B.



2. All lots within this subdivision will be served by City water and sewer services.
3. The terrain in the area is sloping to the south.
4. A building site will be available for proposed Lot 11A.
5. Proposed Lot 11B will be 147 feet in width.
6. Lot 11B is not affected by low wet areas.
7. The Homer Advisory Planning Commission unanimously approved the preliminary plat.
8. Any development within Lot 11B will be subject to the City of Homer zoning standards.
9. Lot 11B meets the minimum lot size standard.

Staff reviewed the exception request and recommends granting approval **subject to** verification that the existing structure will not create a boundary encroachment and meets the City of Homer zoning and building setback regulations. Staff recommends the Committee select the findings they determine are applicable, make additional findings if needed, tie the findings to the following standards, and vote on the exception in a separate motion.

Unless prohibited under this title, the commission (committee) may authorize exceptions to any of the requirements set forth in this title. Application for an exception shall present the commission (committee) with substantial evidence, justifying the requested waiver or exception stating fully the grounds for the application and the facts relied upon. All exceptions must be requested and granted at the time of preliminary plat approval. Exceptions may not be requested with a final plat submittal.

The commission (committee) shall make findings of fact meeting the following standards before granting any exception:

1. That special circumstances or conditions affecting the property have been shown by application;  
**Findings 1-9 appear to support this standard.**
2. That the exception is necessary for the preservation and enjoyment of a substantial property right and is the most practical manner of complying with the intent of this title;  
**Findings 1-9 appear to support this standard.**
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.  
**Findings 1-9 appear to support this standard.**

#### **KPB 20.25.070 - Form and contents required.**

Platting staff comments: Additional information is provided for the following portions of 20.25.070 or additional information, revision or corrections are required

- A. Within the Title Block
  1. Name of the subdivision which shall not be the same as an existing city, town, tract, or subdivision of land in the borough, of which a plat has been previously recorded, or so nearly the same as to mislead the public or cause confusion;
  2. Legal description, location, date, and total area in acres of the proposed subdivision; and
  3. Name and address of owner(s), as shown on the KPB records and the certificate to plat, and registered land surveyor;  
*Platting Staff Comments: **Staff recommends:***
    - a. *Confirm the total acreage. Per KPB records, it is 2.523 acres.*
    - b. *Correct the name of HM 2006-94 (Ingle Replat).*
    - c. *Add City of Homer.*
- D. A vicinity map, drawn to scale showing location of proposed subdivision, north arrow if different from plat orientation, township and range, section lines, roads, political boundaries, and prominent natural and manmade features, such as shorelines or streams;



*Platting Staff Comments: **Staff recommends** the scale of the vicinity map be verified.*

- F. The names and widths of public streets and alleys and easements, existing and proposed, within the subdivision;  
*Platting Staff Comments: **Staff recommends** the easement for water and sewer utilities/maintenance/driveway be shown and labeled including the recording information.*

- G. Status of adjacent lands, including names of subdivisions, lot lines, block numbers, lot numbers, rights-of-way; or an indication that the adjacent land is not subdivided;  
*Platting Staff Comments: **Staff recommends** the following additions and corrections be made to the status labels:*

*DETAIL 2:*

1. Add HM 74-531 to Lot 3 Block 2.

*DETAIL 1:*

2. Correct the recording number in the 10-foot utility easement in Lot 11A.
3. Add the plat recording number to Lot 10C.
4. Re-position HM 2003-26 so it refers only to Lot 9A.
5. Add HM 2004-61 and correct the lot numbers for Lots 9B-1 and 9C-1
6. Correct the adjacent property boundary between 9B-1 and 9C-1.

*OVERALL DIAGRAM*

7. Change Thomas Street to Glenview Street.
8. Correct the label for Forest Glen Subdivision Purcell Replat.
9. Correct the recording number for Block 3 Unit 2.
10. Correct the labels for HM 2004-61.
11. Remove Unit 2 from Forest Glen No. 7.
12. The Committee granted conditional preliminary approval to subdivide Lot 1-A Block 1 (HM 2013-15) on September 24. Confirm the status label of this property prior to final plat.

KPB Department/Agency Review Comments

- KPB Addressing/Street Name Review:
  - 3666 Forest Glen Dr., 3813 Forest Glen Dr., and 3795 Forest Glen Dr. will need to be updated by the City of Homer
  - Thomas St - should be Glenview St. (changed per COH RES 2010-10)
- KPB Planner: Plat is in the city; a review is not required.
- State Department of Fish & Game: Not available when the staff report was prepared.
- State Parks: Not available when the staff report was prepared.

**KPB 20.30 Design Requirements**

Platting staff comments: Additional information is provided for the following portions of 20.30 or additional information, revision or corrections are required

20.30.030. Proposed street layout-Requirements.

- C. Preliminary plats fronting state maintained roads will be submitted by the planning department to the State of Alaska Department of Transportation and Public Facilities (DOT) for its review and comments.

*State Department of Transportation Comments: Not within the State road system.*

20.30.060. Easements-Requirements.

- C. The subdivider bears the responsibility for coordination with the utility companies during the design and development phases. When a subdivider and the utility company cannot agree on easements, the final plat will be taken to the planning commission for determination of easements.

*Platting Staff Comments: Homer Electric Association submitted a statement of reviewed/no comments. Per HEA's review, the overhead electric service wire, downguys, anchors, and meter were removed from Lot 11B. **Staff recommends** the overhead power line be removed from the face of the plat on this lot.*



ACS submitted a statement of no objections. ACS pointed out there may be a possible cable relocate when drives are placed at Lot 2.

ENSTAR submitted a review of no comment.

**Staff recommends compliance with 20.30.060.**

20.30.070. Lots on major streets-Access requirements. Lots fronting on arterial streets with less than 200 feet of right-of-way as identified in the arterial road plan adopted by the borough or lots fronting on state maintained roads with less than 200 feet of right-of-way may be required to provide interior or frontage road access after review and recommendation by the Kenai Peninsula Borough Road Service Area staff and upon a finding by the planning commission that due to size, topography, physical characteristics, or heavy traffic flow, that direct access to the arterial or state maintained road may present a traffic hazard. *KPB Roads Department Comments: Outside of KPB Roads Department jurisdiction.*

20.30.170. Blocks-Length requirements. Blocks shall not be less than 330 feet or more than 1,320 feet in length. Along arterial streets and state maintained roads, block lengths shall not be less than 800 feet. Block lengths shall be measured from centerline intersections.

*Platting Staff Comments: The subject lots are within blocks served by city maintained rights-of-way that have at least three ways to enter/exit the subdivision.*

20.30.180. Pedestrian ways required when. Pedestrian ways not less than 8 feet wide shall be required in blocks longer than 600 feet where reasonably deemed necessary to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities.

*Platting Staff Comments: The proposed subdivision is granting a 5-foot pedestrian easement to the KPB school parcel to the east.*

*Lot 10C (HM 2006-94), which adjoins the southern boundary of the proposed plat, granted a 10-foot pedestrian easement to the KPB school parcel to the west.*

20.30.230. Lots-Double frontage prohibited when. Double frontage lots with depths less than 250 feet will not be approved except where necessitated by topographic or other physical conditions, or to provide reverse frontage along arterial streets. Corner lots are not subject to the double frontage prohibition.

*Surveyor's Comments: Lot 11C is proposing to have double frontage. The owners have taken this opportunity to purchase former Lot 11 so that they can enlarge their existing Lot 10A and make a new driveway that will be safer for their children and all who use the now existing shared use driveway. They currently share the existing driveway with a neighbor and feel it is at times unsafe. Utilities are installed within the existing shared use driveway.*

*Platting Staff Comments: The shape of Lot 11C is constrained by the shape per the parent plat (HM 2006-94), which created two flag lots. The new access to Forest Glen Drive will provide a wider access that follows the contours to provide a safer driveway. **Staff recommends** the Committee concur that the double frontage is acceptable based on other physical conditions.*

20.30.280. Floodplain requirements.

*Platting Staff Comments: The City of Homer administers the floodplain ordinance by HCC 21.41 Flood Prone Areas. Per the Homer City staff report, the proposed subdivision is in Zone X, outside the 0.2% annual chance of flood.*

**Staff recommends** the surveyor confirm with the city whether a floodplain note is required prior to final plat.

20.30.290. Anadromous habitat protection district.

*Platting Staff Comments: Per the Kenai River Center review this subdivision is not located within the Anadromous Habitat Protection District.*



*Per KPB GIS mapping, no anadromous streams flow through the subdivision.*

#### **KPB 20.60 – Final Plat**

Platting staff comments: Additional information is provided for the following portions of 20.60 or additional information, revision or corrections are required:

20.60.020. Filing-Form and number of copies required. The subdivider shall file a standard number of prints as determined by the planning director. All prints shall be folded as required by KPB 20.25.030 except those to be recorded with the district recorder.

*Platting Staff Comments: **Staff recommends** one full-sized paper copy of the plat be submitted for final review prior to submittal of the mylar. Electronic submittals are not acceptable for final reviews.*

20.60.030. Certificate of borough finance department required.

*Platting Staff Comments: All taxes levied on the property within the subdivision shall be paid prior to recordation of the final plat.*

*If approval is sought between January 1 and the tax due date, there shall be on deposit with the borough finance department an amount sufficient to pay the entire estimated real property tax for the current year. Prior to filing of the final plat, a certificate to this effect shall be provided by the borough finance director or his designee upon request by the planning director. Estimated tax payments shall be applied to the actual bill as of July 1 or such earlier date as the taxes due have been determined.*

*Taxes owed may include special assessments for utility or road assessment districts established by KPB ordinance.*

*Per KPB GIS mapping, the proposed subdivision is not within a special assessment district.*

**Staff recommends** compliance with 20.60.030.

20.60.040. Dedication of public use lands. Any land shown on a plat as a street, public park or other public area must be dedicated on the final plat to a tax exempt governmental entity. If the governmental entity is not the Kenai Peninsula Borough, the governmental entity shall be required to execute an acceptance of the dedication on the plat.

*Platting Staff Comments: **Staff recommends** an acceptance statement be provided for the pedestrian easement for the city's signature.*

20.60.080. Improvements-Installation agreement required. A final plat of a subdivision located within city limits shall not be recorded with the district recorder prior to compliance with any city ordinances concerning the installation of improvements. Evidence of compliance shall be provided by the subdivider in the form of a written statement from the appropriate city official that improvements required by city ordinance are or will be installed. Evidence of compliance shall be a part of the final plat submission and the time for action required by KPB 20.60.210 shall not commence until evidence of compliance is submitted.

*Platting Staff Comments: **Staff recommends** compliance with 20.60.080.*

20.60.120. Accuracy of measurements. All linear measurements shall be shown to the nearest 1/10 foot, and angular measurements shall be at least to the nearest minute. All lot areas shall be shown to the nearest 10 square feet or to the nearest 1/1,000 of total acres. Meander lines, dry land areas and submerged land areas shall be shown in addition to total area when applicable. All boundary closures shall be to a minimum accuracy of 1:5,000. Boundary and lot closure computations must be submitted with the final plat.

*Platting Staff Comments: Although not required, lot area is often shown as square feet when less than 1 acre. KPB GIS will verify closure complies with 20.60.120. **Staff recommends** boundary and lot closure computations be provided with the paper final plat.*

20.60.140. Block and lot numbering. Blocks and lots within each block shall be numbered consecutively or



all lots shall be numbered consecutively. If possible, each block should be shown entirely on one sheet. Each lot shall be shown entirely on one sheet.

*Platting Staff Comments: **Staff recommends** the block designation be shown for each subdivision area.*

20.60.160. Easements.

- A. The plat shall clearly show the location, width, and use of all easements. The easements must be clearly labeled and identified and, if already of record, the recorded reference given. If public easements are being granted by the plat, they shall be properly set out in the owner's certification of dedication.

*Platting Staff Comments: **Staff recommends** a plat note be provided for the general easement of record granted to Homer Electric Association including the recording information.*

20.60.170. Other data required by law.

- B. Private covenants and restrictions of record in effect at the time the final plat is approved shall be referenced on the plat.

*Platting Staff Comments: **Staff recommends** a plat note be provided for the private restrictive covenants that affect this plat with the recording number.*

*The borough will not enforce private covenants, easements, or deed restrictions per KPB 21.44.080.*

20.60.190. Certificates, statements, and signatures required.

*Platting Staff Comments: Per the Certificate to Plat, the Bakers have title vested in two variations of their names. If the final Certificate to Plat states any owner has title vested in two variations of their name, **staff recommends** an aka (also known as) be provided on the plat within the Certificate of Ownership as well as the Notary's Acknowledgement.*

**Staff recommends** compliance with 20.60.190.

20.60.200. Survey and monumentation.

*Platting Staff Comments: **Staff recommends** compliance with 20.60.200.*

**SUBJECT TO EXCEPTION(S) GRANTED, STAFF RECOMMENDS:**

- **GRANT APPROVAL OF THE PRELIMINARY PLAT SUBJECT TO ANY ABOVE RECOMMENDATIONS, AND**
- **COMPLIANCE WITH KPB 20.25.070 (FORM AND CONTENTS), KPB 20.25.080 (PETITION REQUIRED), KPB 20.30 (DESIGN REQUIREMENTS); AND KPB 20.40 (WASTEWATER DISPOSAL), AND**
- **COMPLIANCE WITH KPB 20.60 TO ENSURE ADMINISTRATIVE APPROVAL OF THE FINAL PLAT.**

**NOTE: 20.25.120. - REVIEW AND APPEAL.**

**A PARTY OF RECORD MAY REQUEST THAT A DECISION OF THE PLAT COMMITTEE BE REVIEWED BY THE PLANNING COMMISSION BY FILING A WRITTEN REQUEST WITHIN 10 DAYS OF NOTIFICATION OF THE DECISION IN ACCORDANCE WITH KPB 2.40.080.**

**A DECISION OF THE PLANNING COMMISSION MAY BE APPEALED TO THE HEARING OFFICER BY A PARTY OF RECORD WITHIN 15 DAYS OF THE DATE OF NOTICE OF DECISION IN ACCORDANCE WITH KPB 21.20.250.**

**END OF STAFF REPORT**

Chairman Carluccio opened the meeting for public comment and read the rules by which public testimony

may be taken.

1. Gary Nelson, Ability Surveys, 152 Dehel Ave., Homer

Mr. Nelson is the surveyor on the plat. He wanted to provide details to the exception request to KPB 20.30.190, lot dimensions. Staff commented that they wanted verification that the existing structure will not create a boundary encroachment and meets the City of Homer's zoning and building setback regulations. The structure will be removed. The owners are in negotiations with the Homer Fire Department to allow them to use and destroy it. He let the committee know he was available for questions.

Seeing and hearing no questions for Mr. Nelson, Chairman Carluccio continued public hearing. Chairman Carluccio closed the public hearing after seeing and hearing no one else wishing to comment. Discussion was opened among the committee.

**MAIN MOTION:** Commissioner Ruffner moved, seconded by Commissioner Whitney to grant preliminary approval of Forest Glen Subdivision 2019 subject to staff recommendations and compliance to borough code.

**AMENDMENT MOTION:** Commissioner Ruffner moved, seconded by Commissioner Whitney to grant exception to KPB 20.30.190 – Lot Dimensions – The minimum lot depth shall be no less than 100 feet – affects proposed Lot 11B; citing the 9 staff report findings and tying them to the three standards.

Commissioner Ecklund asked staff about the postponement request in the laydown packet. Mr. Huff explained that the request was for another subdivision to be heard that had a similar name and in the same parent subdivision.

**AMENDMENT VOTE:** The motion passed by unanimous consent.

CARLUCCIO YES	ECKLUND YES	RUFFNER YES	WHITNEY YES	4 YES 0 NO
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**MAIN MOTION VOTE:** The motion passed by unanimous consent.

CARLUCCIO YES	ECKLUND YES	RUFFNER YES	WHITNEY YES	4 YES 0 NO
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