

**NOTICE OF MEETING
WORKSESSION AGENDA**

1. **CALL TO ORDER, 5:30 P.M.**
2. **REGULAR AGENDA**
3. **Staff Report 19-06, City Planner's Report – HAPC worklist - p. 17 of packet**
4. **Staff Report 19-08, review of permitted and conditionally permitted uses - p. 97 of packet**
5. **PUBLIC COMMENTS**
The public may speak to the Planning Commission regarding matters on the work session agenda that are not scheduled for public hearing or plat consideration. (3 minute time limit).
6. **COMMISSION COMMENTS**
7. **ADJOURNMENT, 6:30 P.M.**

REGULAR MEETING AGENDA

1. Call to Order

2. Approval of Agenda

3. Public Comment

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

4. Reconsiderations

5. Adoption of Consent Agenda

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

A. Approval of minutes of January 2, 2018 **p. 1**

B. Decisions and Findings for Conditional Use Permit (CUP) 19-01, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue **p. 9**

C. Time extension request for Homer Lake Street Rehabilitation Right of Way Map preliminary plat **p. 15**

6. Presentations/Visitors

7. Reports

A. Staff Report 19-06, City Planner's Report **p. 17**

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.

A. Staff Report 19-03, request for Conditional Use Permit (CUP) 19-02, for a police station building that includes a jail at 625 Grubstake Avenue. **p. 45**

9. Plat Consideration

10. Pending Business

11. New Business

A. Staff Report 19-08, Review of permitted and conditionally permitted uses **p. 97**

12. Informational Materials

- A. City Manager's Report for the January 14, 2019 Homer City Council meeting **p. 111**

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, February 6, 2019. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

Session 19-01, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Venuti at 6:30 p.m. on January 2, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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

ABSENT: COMMISSIONERS BANKS (EXCUSED)

STAFF: CITY PLANNER ABBOUD
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Venuti called for a motion to approve the agenda.

BOS/HIGHLAND – MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT

RECONSIDERATION

ADOPTION OF CONSENT AGENDA

- A. Approval of minutes of December 5, 2018
- B. Decisions and Findings, Re: Conditional Use Permit 18-13 for more than one building containing a permitted principal use on a lot at 3771 West Hill Road
- C. Decisions and Findings, Re: Conditional Use Permit 18-14 for a medical office/clinic at 205 W. Fairview Ave.

Chair Venuti requested a motion to approve the Consent Agenda.

BOS/HIGHLAND – SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

REPORTS

A. Staff Report 19-01, City Planner's Report

City Planner Abboud provided a summary of his report noting that it was quiet time and he did have other duties in the City Manager's absence.

Chair Venuti inquired about attendance at City Council meetings stating the Commissioner Highland was up for the January 14, 2019 meeting.

Commissioner Bos volunteered for the January 28, 2019 meeting and Commissioner Smith stepped up for the meeting on February 11, 2019.

PUBLIC HEARINGS

A. Staff Report PL 19-02, Conditional Use Permit (CUP) 19-01, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue

Chair Venuti introduced the item into the record and City Planner Abboud provided a synopsis of Staff Report PL 19-02 for the commission.

City Planner Abboud did state for the record that if the Commission denied this action then the original CUP 18-09 was still applicable. This action if approved would amend CUP 18-09 as it relates to the building location on the site and modify the parking design by removing the ability for local traffic to cut through the parking lot. He further noted that the new layout does enact Homer City Code 21.55.020(4)(f) regarding providing adequate screening to the adjacent residential lot to the southwest and the applicant will need to provide a 10 foot buffer adjacent to all right of way. These are listed as new conditions four and five.

Dr. Paul Raymond, applicant, provided a brief statement on his decision to adjust the location of the building on the parcel to minimize any impact on the viewshed, preventing shading on the parking lot in the winter months and to be less obtrusive to the neighboring residential property.

Chair Venuti opened the public hearing seeing no one come forward to provide testimony the public hearing was closed.

City Planner Abboud and the Applicant, Dr. Raymond responded to questions regarding the following:

- Confirmed that there will be a screened dumpster on location in relation to the new proposed building/parking layout since that was provided on the original drawings but was not shown in the new drawings
- There is no issue with having parking spots within an existing easement and if there is a need such as a disaster as long as there is access to the area

- Clarified that the wording for Condition #3 should be amended to reflect “Zoning Permit” not “Building Permit” with regards to the timeline imposed by the Commission to complete the exterior of the building once the permit is issued.
- Clarified that the entry points from Cityview and Danview will remain
- It is unknown how CUP 19-01 will affect the appeal that was filed on CUP 18-09

Chair Venuti requested a motion on this action.

Commissioner Bos confirmed with the City Planner that a motion was needed to correct the terminology used in condition three.

BOS/BENTZ MOVED TO AMEND CONDITION THREE TERMINOLOGY TO REFLECT THAT THE APPLICANT SHALL COMPLETE THE EXTERIOR OF THE BUILDING WITHIN 18 MONTHS OF ISSUING THE ZONING PERMIT.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

BOS/SMITH MOVED TO APPROVE STAFF REPORT PL 19-02 AMENDING CUP 18-09 AS CUP 19-01 WITH THE ORIGINAL FINDINGS OF CUP 18-09 1-12, ORIGINAL CONDITIONS 1-3 AND NEW CONDITIONS 4 AND 5.

City Planner Abboud briefly explained why Condition #3 was amended and provided further clarification that when an applicant comes in to the Planning Department for a Zoning Permit and it is found that what is needed is a Conditional Use Permit there may be delays before the applicant can start to build; once the CUP is approved then the Applicant will need to apply for a Zoning Permit to begin construction; so Condition #3 should reflect that the time requirement for completion of the exterior should start from the issuance of the Zoning Permit not the Conditional Use Permit.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PLAT CONSIDERATION

A. Staff Report 18-76, Commercial Park Unit 2 Preliminary Plat

Chair Venuti introduced the item into the record and invited City Planner Abboud to provide his report.

City Planner Abboud noted that this item was on the agenda for the December meeting but due to a conflict with Commissioner Banks it was postponed to this meeting. He then reviewed his staff report for the commission.

There was no applicant present.

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

Chair Venuti opened the floor for questions from the Commission.

There were no questions from the Commission for the City Planner.

Chair Venuti requested a motion.

BOS/BENTZ MOVED TO RECOMMEND APPROVAL OF COMMERCIAL PARK UNIT 2 PRELIMINARY PLAT WITH THE FOLLOWING COMMENTS:

INCLUDE PLAT NOTE STATING PROPERTY OWNER SHOULD CONTACT THE ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY) AND PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL STATE AND FEDERAL PERMITS.

There was a brief comment on this was the next stage in developing the property and the few remaining areas left in town for commercial development.

VOTE. NON-OBJECTION.UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 19-05, Skyline Drive Subdivision No. 7 Preliminary Plat

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

City Planner Abboud reviewed his report for the Commission. He approached the large map and pointed out the proposed changes for the commission.

There was no applicant present.

Chair Venuti opened the public comment period noting there was no one present in the audience he then closed the public comment period.

Chair Venuti inquired if there were any questions for the City Planner, there were none and he requested a motion on the item.

BOS/BENTZ MOVED TO RECOMMEND APPROVAL OF SKYLINE DRIVE SUBDIVISION NO. 7 PRELIMINARY PLAT WITH THE FOLLOWING COMMENTS:

INCLUDE A PLAT NOTE STATING PROPERTY OWNER SHOULD CONTACT THE ARMY CORPS OF ENGINEERS PRIOR TO ANY ONSITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT WETLAND DESIGNATION (IF ANY) AND PROPERTY OWNERS ARE RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL STATE AND FEDERAL PERMITS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

INFORMATIONAL MATERIALS

- A.** City Manager's Report for the December 10, 2018 Homer City Council meeting
- B.** Resolution 18-094, Establishing the 2019 City Commission Schedules

There was no comment or questions on the informational materials.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE STAFF

Deputy City Clerk Krause wished the Commission Happy New year and commented her appreciation for starting the year with a short meeting.

City Planner Abboud commented on the omission of the Commission Work List, he explained that it will be included with the Planner's Report for every meeting so if there is something that the commission would like to discuss or comment on they can.

City Planner Abboud noted that at the last meeting he was going to contact and work with Commissioners Bentz and Bernard on the green infrastructure and stated that they will try to determine how to divide and conquer green infrastructure and doing that they may get some items for discussion for the coming meetings.

City Planner Abboud further comments that since it is the beginning of the year he is going to run some items up the flagpole to see what is "ripe" for them to work on and what items that would be appropriate for them to handle in regards to assets and time, how many big things can his staff work on at the same time. He will try to have some suggestions for the next meeting.

Commissioner Bentz commented on the Coastal Bluff and Steep Slope Definitions on the work list and the opportunity to bring in additional resources to the City to get more information on what hazard areas may look like, currently the City has a project with FEMA through their cooperating technical partner fund so that goes through the State of Alaska and they work with the Division of Geological and Geophysical Surveys and that is to look at the area and the Augustine area. This year that call for funding and proposals is coming out again, it is a quick turn-around, but they have talked again about putting in a new proposal for DGGs to work with the City on more of our Coastal Bluffs with the results of the recent Lidar data. This could give the Commission a little more information for any updates to the definitions that we want to do.

City Planner Abboud thanked Commissioner Bentz and noted that he did have this information on his desk. He did respond to DGGs that he wanted to discuss the opportunity with the Commission and Administration. He also stated that they talked about the definition for coastal bluff they excluded most of the coastal bluff as it was not high enough or steep enough or what have you. In his mind they need technical tweaks and DGGs is willing to help with this and they captured it in the phrase of "best practices". City Planner Abboud commented on the last time they worked on this and wondered if it was time to review the regulation behind steep slope. He was certainly willing to talk about what would be required such as technical issues on delineating such things as setbacks from the slope.

A discussion ensued on the importance of scheduling a worksession and putting their work list in priority order; defining mechanisms in refining the regulations; working with DGGs in modernizing the existing regulations not making them more rigid; education the public on building on a coastal bluff versus regulating; examples of recent projects that were currently being built does not fit the definition; holding property owners to the design plans submitted when permit approved; clarification on the site visits with representatives from surveyors, engineers, and architects that were mentioned in the minutes under the discussion on green infrastructure.

Commissioner Highland requested clarification on what she should report to City Council with regards to CUP 19-01 amending CUP 18-09.

It was determined that it would not be appropriate to comment on that action to Council since there is a pending appeal.

COMMENTS OF THE COMMISSION

Commissioner Highland wished everyone Happy New Year and thanked Commissioner Smith for the syrup. She then referenced the Town Center Plan and liked how it offered a description of sense of place.

Commissioner Bos wished everyone Happy New Year and noted that it was great to be back and nice to see everyone and sure there would be big things for 2019 for the commission.

Commissioner Bernard commented on the mention of Homer being the Best Place to Retire in Alaska and one of the top comments was that Homer was not a very walkable community.

Commissioner Bentz apologized for arriving right at 6:30 but she was traveling back from the Borough Material Site Code revision workgroup, nothing like two meetings in one day, she really liked the idea of bringing in local expertise on items on their work plan as well as state or federal expertise as well.

Commissioner Smith wished everyone Happy New Year, it is great to be back they only put 10,000 miles on the car visiting 21 states, he is excited to see the Mt. Augustine neighborhood on their radar as he read in the minutes. It is getting to that science fiction year, you know 2020, lots of songs about that during the 60's and 70's.

Chair Venuti commented on the work list and they really need to prioritize the work list and one of the things added was the Climate Action Plan and it is very important, if they review the Planning Section it would add 6-8 separate items to their worklist. This would add time and needed funding if they are going to take this on. There is limited time that they can address to each issue and they may need to create a sub-committee to work on this. He believes that they need to have a worksession to discuss prioritizing the worklist. He has heard that there is funding and he would like to know how they could access this funding that was mentioned by the Mayor and if this funding is available they should tap into it. He would like a worksession scheduled to discuss their work list.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 7:35 p.m. The next regular meeting is scheduled for Wednesday, January 16, 2019 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.

RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: _____



City of Homer

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HOMER ADVISORY PLANNING COMMISSION

Approved CUP 19-01 at the Meeting of January 2, 2019

RE: Conditional Use Permit (CUP) 19-01
Address: 267 Cityview Street

Legal Description: T 6S R 13W SEC 18 SEWARD MERIDIAN HM 2005061 FAIRVIEW SUB
FLYUM ADDN LOT 2A BLK 6

DECISION

Introduction

Dr. Paul D. Raymond, (the “Applicant”) applied to the Homer Advisory Planning Commission (the “Commission”) to amend an approved conditional use permit (CUP 18-09) under Homer City Code (HCC) 21.16.030(d) for a medical clinic and HCC 21.16.040(e) for more than 8,000 square feet of building area on a lot in the Residential Office District.

The applicant requested an amendment of CUP 18-09 that approved a 20,595 square foot two story medical clinic in the Residential Office District. The request proposed a new building site and parking configuration that differed from the original approved application. The application was scheduled for a public hearing as required by Homer City Code 21.94 before the Commission on January 2, 2019. Notice of the public hearing was published in the local newspaper and sent to 26 property owners of 36 parcels prior to the meeting.

At the January 2, 2019 meeting of the Commission, the Commission voted to approve the request with six Commissioners present. The Commission approved CUP 19-01 with unanimous consent.

Evidence Presented

City Planner Abboud reviewed the staff report. Dr. Raymond made a presentation and responded to questions of the Commission. One written comment in opposition was received and provided as a lay down to the commissioners. No public testimony was provided.

Findings of Fact

After careful review of the record, the Commission approves CUP 19-01, amending the site design approved as CUP 18-09, for HCC 21.16.030(d), medical clinic and HCC 21.16.030(e), more than 8,000 square feet of building area on a lot in the Residential Office District. The approval retains all findings of CUP 18-09, while amending condition 3 and adding new conditions 4 & 5.

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: HCC 21.14.030(d) authorizes medical clinics and HCC 21.16.040(e) authorizes more than 8,000 square feet of building area as conditional uses in the Residential Office District.

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

Finding 2: The use and structure is compatible with the purpose of the district.

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 3: A medical clinic is not expected to negatively impact the adjoining properties greater than other permitted or conditional uses.

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

Finding 4: The proposal is compatible with the existing uses of surrounding land.

Finding 5: The overall size of the project is keeping within the scale and nature of the area. Homer Medical Clinic to the south has a similar footprint.

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

Finding 6: Existing public services are or will be adequate to serve the medical clinic.

Finding 7: Recommendation that the applicant work with the City of Homer to share costs of improving the roads so that access is adequate.

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 8: The Commission finds 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 9: The proposal is not unduly detrimental to health, safety, or welfare.

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

Finding 10: The proposal will comply with applicable regulations.

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

Finding 11: No evidence has been found that the proposal is contrary to the applicable land use goals and objects of the Comprehensive Plan.

Finding 12: The Comprehensive Plan states a desire for infill development and clustering.

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

Finding 13: Outdoor lighting standard per the Community Design Manual apply.

Condition 1: Outdoor lighting must be down lit per HCC 21.59.030 and the CDM.

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:** A storm water plan shall be developed and installed per HCC 21.75 (**Condition 1**).
- 2. Fences and walls:** No specific conditions deemed necessary
- 3. Surfacing of parking areas:**
- 4. Street and road dedications and improvements:** No specific conditions deemed necessary.

5. Control of points of vehicular ingress and egress: No specific conditions deemed necessary.

6. Special provisions on signs: No specific conditions deemed necessary.

7. Landscaping: Provide, at minimum, a ten-foot buffer adjacent to all rights-of-way **(Condition 4)**. Provide adequate screening per HCC21.55.020(4)(f), adjacent to the residential lot found to the southeast **(condition 5)**.

8. Maintenance of the grounds, building, or structures: No specific conditions deemed necessary.

9. Control of noise, vibration, odors or other similar nuisances: No specific conditions deemed necessary.

10. Limitation of time for certain activities: No specific conditions deemed necessary.

11. A time period within which the proposed use shall be developed: No specific conditions deemed necessary.

12. A limit on total duration of use: No specific conditions deemed necessary.

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 Dumpster shall be concealed on three sides **(Condition 2)**.

Condition 3: Applicant shall complete the exterior of the building within 18 months of issuing the zoning permit.

Conclusion: Based on the foregoing findings of fact and law, Conditional Use Permit 2019-01 is hereby approved, with Findings 1-13 and Conditions 1-5.

Condition 1: A storm water plan shall be developed and installed per HCC 21.75

Condition 2: Dumpsters shall be screened on three sides.

Condition 3: Applicant shall complete the exterior of the building within 18 months of issuing the zoning use permit.

Condition 4: Provide, at minimum, a ten-foot buffer adjacent to all rights-of-way.

Condition 5: Provide adequate screening per HCC21.55.020(4)(f), adjacent to the residential lot found to the southeast.

Date _____ Chair, Franco Venuti

Date _____ City Planner, Rick Abboud

NOTICE OF APPEAL RIGHTS

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

CERTIFICATION OF DISTRIBUTION

I certify that a copy of this Decision was mailed to the below listed recipients on _____, 2019. A copy was also delivered to the City of Homer Planning Department and Homer City Clerk on the same date.

Date _____ Travis Brown, Planning Technician

Paul Raymond
PO Box 2755
Homer, AK 99603

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

Larry Peek
3715 Ben Walters Drive
Homer, AK 99603

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

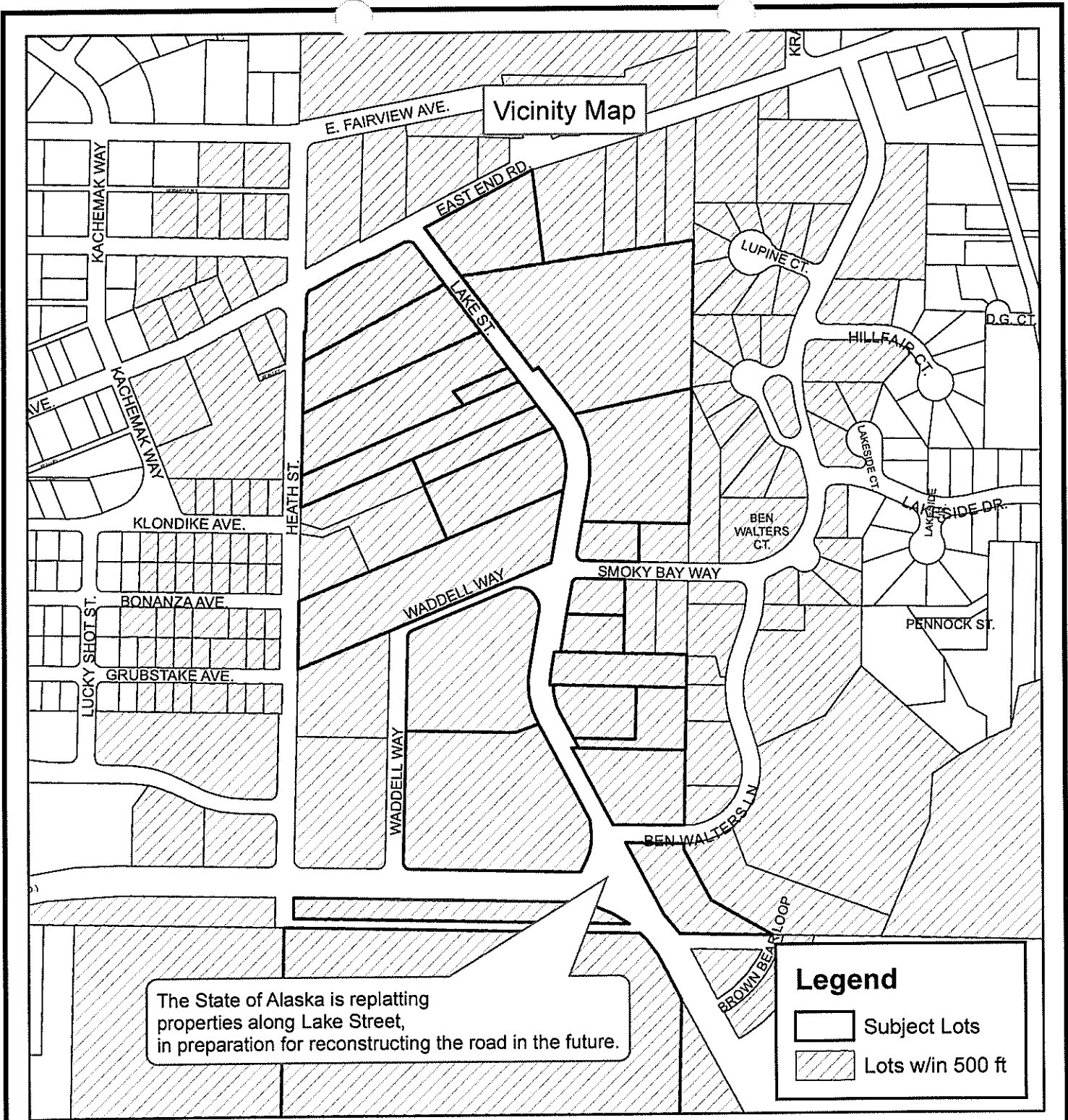
From: Hooyer, Patricia (DOT) <louise.hooyer@alaska.gov>
Sent: Thursday, January 03, 2019 3:22 PM
To: Travis Brown
Subject: FW: Homer Lake Street Rehabilitation Right Of Way Map
Attachments: cr.dot.row@alaska.gov_20190103_095349.pdf

Travis:

DOT would like to request a time extension for this preliminary plat, reference number SR PL 16-62. We would like to keep this plat active for at least another three years. We have a good portion of the acquisitions completed and hope to advertise for construction this spring. Construction is slated to be completed within two years and then we will set necessary monuments and close out the project by recording the plat.

Thank you for your attention. If you need anything else please let me know.

Louise Hooyer, PLS, CFedS, SR/WA
ROW Engineering Supervisor
State of Alaska DOT&PF
4111 Aviation Avenue
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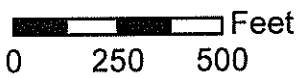


City of Homer
 Planning and Zoning Department

October 19, 2016

Lake Street Right of Way
 Acquisition, Preliminary Plat

Marked lots are w/in 500 feet
 and property owners notified.



Disclaimer:
 It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.



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TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner AICP
DATE: January 16, 2019
SUBJECT: Staff report PL 19-06, City Planner's Report

City Council – The last City Council meeting was December 10th and was reported on in the last report.

1.14.19

The work session starts at 4 p.m. and the subject will be the Homer Education and Recreation Complex.

Regular meeting

Ordinance 19-xx, An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget to Appropriate \$69,175 from the Revolving Energy Loan Account for the City Building LED Lighting Upgrade Project. City Manager/Public Works Director. Recommended dates Introduction January 14, 2019, Public Hearing and Second Reading January 28, 2019.

Worklist

The Chair requested that we have a work session on prioritizing the worklist. We have a very short agenda and I would suggest a motion to continue or the Planner Report after the public hearing for further conversation.

Worklist items and summaries below.

CUP reduction

I have provided a table that can be used to evaluate CUP's across the districts. This item is part of the agenda.

Site plan requirements/permit follow-up

I plan to work with Travis and schedule with development professionals for input to the Commission. We could work on some more specifics here in order to help use prepare for others input.

Natural Hazards/Green Infrastructure/Coastal Bluff Definition

Syverine and Mandy do not have a report for the Commission at this time.

I have provided support to the Department of Geologic and Geophysical Survey (DGGS) for the submission of a two page a project summary for FEMA's cooperative technical partners grant to assist the City of Homer in reviewing and making policy recommendations regarding development near Homer's coastal bluffs. The proposal provides an opportunity to use data from our current landslide assessment project to assess policy regarding coastal bluffs.

This project summary is used by FEMA to identify potential projects for funding. I provided some goals for the project:

Our goal is to enhance the health, safety, and welfare of the community through education, regulation, and mitigation efforts. A review of the benefits and outcomes which reduce hazard exposures and supports mitigation efforts:

- Provide an opportunity to educate the Planning Commission and citizenry of Homer on the subject of coastal bluff hazards through
 - o Invitations and advertising of open public meetings of the commission where this is an agenda item
 - o Public outreach efforts such as, the creation and distribution of educational material or study outcomes (which also fulfills community requirements for maintaining Homer's CRS status)
- Assist the Planning Commission in the formulation of recommendations which will then require adoption at the City Council
- Provide evidence that could support cost/benefit analysis required by FEMA for mitigation funding such as, additional shoreline data to evaluate rates of coastal erosion and/or other hazardous processes

Better understanding of our coastal processes will allow us to guide development in a more sustainable manner and support migration activities for those that are found to have developed in areas that are unreasonably exposed to hazards. We would also like to use any relevant data created to help guide future infrastructure planning such as, road and utility development.

If the summary is approved, a full application will be developed by DGGS.

Climate Action Plan

Commissioners should have a copy of the plan. Please let me know if you need a copy and I will provide one. I have attached progress updates from the City Manager's Office and the guide that was produced for city employees.

Support of City Council is necessary to proceed with a plan update. If the Commission wishes to proceed, a first step may be the development of the goals and benefit of updating plan with a recommendation to City Council. Further defining the Commission's roll will also be useful. Motions are welcome.

Medical District

This will be ripe as soon as the Borough Assembly passes the plan. The Comprehensive plan is scheduled to be up for consideration at the February 25th Assembly meeting.

Transportation Plan

I have discussed the best way to proceed for planning an update with the City Manager. Attached is a memo provided to Council for Monday's meeting suggesting the use of funds for project scoping.

City Council report sign up

1.28.19 Tom

2.11.19 Scott

2.25.19

3.11.19

Attachments:

CAP progress update **p. 21**

CAP implementation progress table **p. 25**

Money, Energy and Sustainability **p. 29**

Transportation memo to CC **p. 43**

The City of Homer's Climate Action Plan Update 2018: What progress have we made?

(from the Climate Action Plan Introduction)

"While the measures in this plan were formulated specifically for implementation by the City of Homer, it is our intent to lead by example and thus encourage all citizens of the community to make changes in their own lives to reduce greenhouse gas emissions".

Mayor James C. Hornaday

Plan Background:

- The City's plan was the first Climate Action Plan developed by an Alaskan Community (2006).
- The Plan provides ideas regarding **Mitigation Measures** related to Energy Management, Transportation, Purchasing and Waste reduction, Land Use/Planning & Zoning, and Out Reach and Advocacy.
- The Plan concludes with recommendations for **Implementation** to insure that the Plan, 1) does not "just sit on a shelf" and 2) that the City of Homer Climate Action Plan achieves its goals.

Implementation

A: Establish and promote a "*Sustainability Fund*" to be used to cover the cost of implementing the Plan.

Progress Made:

- 1) **City Council established a revolving energy efficiency loan fund (for projects that improve energy efficiency in City facilities) by appropriating \$315,691 from 13 depreciation accounts to provide seed money for the Fund.**
- 2) **The loans were to be repaid based on the savings that are achieved through the improvements financed by the Fund. However, now the fund is repaid over the "pay back" period associated with each energy efficiency improvement, rather than calculating actual savings.**

Room for Improvement:

- 3) **Several strategies were recommended to augment the fund (tax on electric utility bills, per-gallon tax on all fuel, voluntary contributions the community, funds contributed by the City to offset employee travel, Homer Spit parking fees), but none have been implemented.**

B. Utilize the Fund to accomplish *12 Specific Tasks*.

1. Compile data on energy use and associated costs of all City buildings, facilities and vehicles and utilize software tools to track changes.

A Public Works employee compiles all fuel and electric usage and uses software to track and graph energy use trends/savings.

A greenhouse gas emissions savings report was requested from Public Works for this update, but not received yet.

2. Prepare requests-for-proposals for energy audits of City buildings, supervise the work, and implement the changes necessary to improve energy efficiency.

The City prepared requests-for-proposals for energy audits of City buildings resulting in the following Energy Audits and Recommendation Reports:

2009 – CAP Implementation Report by Deerstone Consulting provided implementation recommendations.

2009-2010 – Energy Consumption Evaluation of Homer Public Library by Bill Smith and EDC, LLC provided energy saving recommendations and resulted in several air handling improvements to lower fuel costs.

2011 – Siemens Industry, Inc. Energy Audit and Recommendations many of which were completed utilizing \$700,000 of Reserve Funds, Energy Efficiency Revolving Loan Funds and an Alaska Small Cities Energy Efficiency and Conservation Block grant.

2018- City Council passed mid-year budget amendment to fund a lighting audit and LED conversion work plan for Airport terminal, City Hall, Library, Harbormaster’s Office, Animal Shelter, and Public Works offices and garages. Conversion to be implemented by City staff in 2019.

3. Investigate possible sources of renewable energy to be developed by the City of Homer; e.g., hydroelectric generation, solar/wind power, bio-fuels, and tidal power.

Progress made:

- **Installed a solar assisted “Solar Bee” aerator in the sewer treatment plant lagoon.**
- **Supported the Tidal Energy Incubator project.**
- **Installed small scale solar on camping fee kiosk on spit**
- **Is pursuing micro hydro turbines on water lines**



4. Develop specific recommendations for upgrading the City vehicle fleet, instituting other changes in fleet operations to reduce the use of fossil fuels, and establishing a public transportation system.

The City has purchased only one hybrid Ford Escape to reduce fuel costs. Many City vehicles are specialized and when a few have been replaced, hybrids have not been available.

5. Develop creative incentive or challenge programs aimed at encouraging employees to reduce their greenhouse gas emissions (energy/fuel use) on the job and in commuting to and from work.

The City competed in an AEA's Great Alaskan Energy Challenge (pitting Alaska municipalities against each other) to encourage energy conservation. The City had the greatest reduction of electricity usage at a Sewer Treatment Plant.

6. Work with Planning Department staff to address issues related to land use and transportation planning as they relate to global warming.

Progress made:

- **Comprehensive Plan revised to focus on walk-able neighborhoods.**
- **New developments are required to incorporate pedestrian facilities.**
- **Working on trail improvements systematically.**
- **Approved an ordinance allowing wind turbines on private property.**

7. Produce an Employee Sustainability Handbook with policy measures to reduce energy/fuel use in day-to-day work operations.

The City has created Money, Energy, and Sustainability Guide for all City Employees. This document (available on the City's website) has been used by other agencies in their efforts to reduce energy/fuel usage.

8. Act as a liaison between the City Manager's office, other City departments, City advisory bodies, community and statewide organizations, and national/international organizations in efforts to address global climate change and sustainability.

Room for improvement
but limited on staff capacity.

9. Assist in the sponsorship of community events and campaigns that address global warming, renewable energy, "green business," etc.

Progress Made:

The City helped bring natural gas to Homer. The combustion of natural gas emits almost 30 percent less carbon dioxide than oil. By supporting the extension of natural gas pipeline to Homer, the CO2 produced by heating homes, institutions, and businesses will be reduced by 30%. All City buildings have been converted to Natural Gas except for the HERC and the current Police Station.

Room for improvement:
but limited on staff capacity.

10. Draft correspondence, reports, news releases, brochures, fact sheets, opinion pieces, advertising, etc. to aid in the implementation of CAP measures, particularly those related to outreach and advocacy.

Room for improvement:
but limited on staff capacity.

11. Maintain up-to-date information on climate change issues on the City of Homer website.

Room for improvement:
but limited on staff capacity.

12. Prepare and submit grant applications for funding to implement CAP measures, and provide oversight of grant-funded projects

The City has applied for, obtained, and utilized Alaska Energy Authority grant funds to complete energy conservation improvement projects. The City will continue to submit grant applications for funding to implement CAP measures as funds are available.

Climate Action Plan / Energy Efficiency Improvements Compilation 12/20/2018

2006	Global Warming Task Force				
2007	Climate Action Plan Adopted				
2009	CAP Implementation Report				
2009	Deerstone Consulting, CAP Implementation Report Recommendations (subset of recommendations based on current bldgs)				
Completed	Project	Project Details	Cost Est.	Annual savings	Payback years
	Airport Terminal				
	Separate switches on baggage area lighting fixtures	to separately control often used flourescent wall lightss from not often needed ceiling lights	\$610.00	\$189.00	3.2
X	Variable frequency drives for main air handling unit	AHU controlled by a building Pressure Sensor and a CO2 sensor allows AHU to respond to demand and ramp down to a slower speed when demand is low, saving electricity and fuel. (Fuel savings not calculated in savings.)	\$14,945.00	\$2,010.00	6.2
X	Harbor Restrooms				
	Insulate hot water pipes and improve cold air return of furnace system	New public restrooms insulated pipes & Ramp 2 Restroom rebuild will be more energy efficient & avoid this issue	not known	not known	not known
	Add grid tied wind generator	Good wind area with estimated 12 mph average	\$20,222.00	\$1,056.00	19.1
X	Port & Harbor				
	Fish Dock	Remove 8 transormers that power 8 dockside 15 amp 120 volt receptacles; they consume 500 satts of electricy per hour each with no load. 100% LEP lights.	\$3,400.00	\$5,803.00	0.6
	Ice Plant	Install digital controls for the ice machine boost system. This project not done. Currently in CIP, a technical consultation addressing overall energy efficiency upgrades, long term maintenance and ROI is requested. Ice plant manager looking in to qualified firms.	\$12,510.00	\$16,650.00	0.8
X	Port & Harbor Main Shop	air compressor timer; air compressor is powered up most of the time; but it could be turned off 10 hours per day allowing the timer to get compressor fired up for the morning. Manually powering air compressor down and up is now part of operating procuedure to realize power savings.	\$280.00	\$25.00	11.2
	Water Utilities				

X	Pressure Reducing Stations typical vault	Pressure reducing stations have 3 kW heaters that cycle on regularly even when outside air temps are above 50 F. Turning off heater during this time saves electricity while keeping vaults dry of condensation.	\$9,800.00	\$1,254.00	7.8
	Hydro turbines at Pressure Reducing Stations	Use hydro turbines at some pressure reducing stations to heat the maintenance and water plant buildings	unknown	unknown	unknown
2009-2010 Energy Consumption Evaluation by Bill Smith & EDC, LLC					
X	Homer Public Library	adjustments made to ventilation system; staff operating procedures			
2011 Siemens Industry, Inc Energy Audit Recommendations					
Completed	Project	Project Details	Total Cost Est.	Annual savings	Payback years
Sewer Treatment Plant					
X	Pump Motor Replacements	Replace existing motors with higher efficiency models	\$58,679.00	\$12,429.00	4.7
X	Raw Water Pump Station	Replace existing motors with higher efficiency motors & install VFDs	\$166,089.00	\$12,405.00	13.4
X	Sewer Treatment Plant	Solar Aeration System	\$108,850.00	\$12,506.00	8.7
X	Sewer Treatment Plant Lighting	Interior lighting upgrade from T-12 to Super T-8 and Occ Controls; exterior to LED	\$64,082.00	\$7,428.00	8.6
Airport					
X	HVAC Improvements	New fan motor and vfd controlled by bldg pressure & CO2	\$6,615.00	\$8,982.00	1.4
X	Airport Lighting	Indoor lighting upgraded to Super T8 outdoor to LED & Occupancy controls	\$84,009.00	\$10,362.00	8.1
Public Works					
X	Insulate various pipes	400' of exposed heating water pipes	\$13,748.00	\$1,693.00	8.1
Port & Harbor					
X	Harbor Maintenance Lighting	installed 100% LED lighting			
X	Ice Plant Lighting	installed 100% LED lighting			
X	Harbor High Mast Lights	LED upgrade with digital controller			
X	Police Station	installed LED to replace indoor T-12's and all outdoor lights			
Fire Station					
X	Natural gas conversion		\$194,582.00	\$32,000.00	9.7
Homer Public Library					
X		Seal arctic entryway	?	?	?
X	Natural gas conversion		?	?	?
2018 Upcoming / On-going Improvements					

Completed	Project		
in progress	City Hall, Library, Airport Terminal, Animal Shelter, Public Works offices and garages	Mid-Year budget amendment funded a lighting audit and LED conversion workplan to be completed by City staff or temporary hire in 2019	Audit cost: \$4,350 ? ?



Money, Energy and Sustainability

A policy guide for City of Homer employees
on reducing energy use and waste
in local government operations

Dear City of Homer Employee:

This handbook has been prepared to address a number of concerns:

- ▶ the escalating costs of energy, from electricity to fuel oil to gasoline, which are impacting municipal programs and services.
- ▶ the need to trim costs of local government operations in order to reduce the burden on taxpayers, who are also feeling financially squeezed.
- ▶ recognition of the impacts of fossil fuel combustion and depletion on the environment, public health, and national security.

Around the country and around the world, governments, businesses, schools, and households are looking for ways to reduce energy consumption and, in the process, save money. Many are also learning about global climate change, ocean acidification, world oil depletion, etc. and are thinking about the impact our choices today will have on future generations.

Please note that this handbook provides policy guidelines that should be carried out with common sense. It will not be possible or even wise to strictly follow every guideline in every circumstance, particularly when safety, security, or work performance would be unduly impacted. However, refusal to

follow guidelines when directed to do so by a supervisor could be viewed as a violation of City personnel policies.

While the policies in this handbook have been prepared specifically for City employees, many of them can also be applied, with little or no modification, to households and businesses. It is our hope that they will be helpful to others beyond the City of Homer workforce.

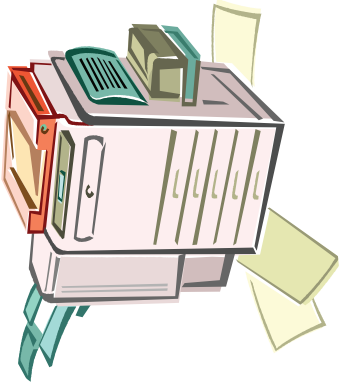
Ideas for future editions of this handbook are welcome. The most current version of the handbook will be made available on the City of Homer website: www.ci.homer.ak.us.

What is “sustainability”?

One of the simplest and most often cited definitions of sustainability refers to practices that “meet the needs of the present without compromising the ability of future generations to meet their own needs.”

Source: World Commission on Environment and Development—
Our Common Future (1987)

PART 1: OFFICE AND COMPUTER EQUIPMENT AND APPLIANCES



POLICY: City of Homer employees will, at all times, practice energy conservation measures in their use of all office and computer equipment and appliances.

RESPONSIBILITIES: All City employees are responsible for utilizing City office and computer equipment and appliances in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ All employees are expected to understand and follow operating and maintenance procedures for the equipment they use.
- ▶ Enable all "Energy Star" energy-saving features on personal computers, computer monitors, printers, fax machines, vending machines, copiers, scanners, plotters, etc.
- ▶ Set copiers and printers (as default) to make double-sided copies whenever possible.
- ▶ Set copiers and printers (as default) to make black and white copies rather than color, unless color is the logical default.
- ▶ For desktop computers, set "power options" in the control panel to enable hibernation. Then set "power schemes" (Windows XP)* as follows: Turn off monitor - after 10 minutes. Turn off hard disks - never. System standby - never. System hibernates - after 30 minutes.

Note: Close network applications such as Outlook and Caselle if you anticipate being away from your computer for 30 minutes or more.
*Check with I.T. staff if your computer uses a different operating system. System standby may be more appropriate than hibernation for some older (slower) computers.

Did you know...?

It costs approximately ten times more to print color copies on one of the City's leased Xerox machines than it does to print black & white copies.

- ▶ Disable screen savers on personal computers if they interfere with the power options described above.
- ▶ Turn off computer monitors that are not Energy Star compliant if inactivity of 30 minutes or more is anticipated.
- ▶ Turn off desktop computers, printers, scanners, etc. and shut off power via the power strip/surge protector at the end of each work day.
- ▶ Energy efficient equipment and operational features will not be defeated, removed, modified, changed, or discontinued without prior written notification and concurrence of the department director.
- ▶ Employees will use refrigerators, microwave ovens, coffee-making equipment, etc. designated for group use rather than keeping such equipment for their own personal use.
- ▶ Whenever possible, all printing, copying, faxing, and scanning will be done on centrally located machines unless personal machines are assigned to ensure confidentiality.
- ▶ The last person to leave a building (or in larger complexes, a section of a building) should make sure all centrally located office equipment that can be turned off is turned off.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ To the extent possible, and in compliance with procurement regulations, all new computer equipment and appliances purchased will be Energy Star compliant.
- ▶ Old energy-inefficient refrigerators will be replaced with new Energy Star refrigerators even if the old refrigerator is still operational.
- ▶ Employees will be provided with adequate training to ensure proper use of equipment, including use of energy-saving features.

Did you know...?

Between 2000 and 2008, the average HEA electric bill for the month of October increased by more than 66%, due mostly to increases in the cost of natural gas.

Source: Homer Electric Assoc.

RESPONSIBILITIES OF SYSTEMS MANAGER/I.T. STAFF:

- ▶ Maintain a complete inventory of all City computer/printing equipment and utilize a tracking system for repair and replacement.

- ▶ Ensure that each office or workstation is equipped with a power strip/surge protector to facilitate turning off power to computer equipment at the end of each work day.
- ▶ Schedule computer backups so as not to preclude users from turning off power to computers at the end of the work day.
- ▶ Replace older/inefficient power strip/surge protectors, monitors, computers, and printers.
- ▶ Ensure that energy saving features are enabled on all computer equipment, including defaults for double-sided and black-and-white printing.
- ▶ To the extent possible, and in compliance with procurement regulations, all new computer equipment purchased will be Energy Star compliant.

Common Myths and Misconceptions About Computers and Energy Use

Switching computers on and off frequently reduces their service life. Not true. Today's computers are designed to handle 40,000 on/off cycles, and that's a number you likely won't reach before advances in technology call for replacing the computer anyway.

Leaving a computer on all day uses less energy than turning it off and back on at different periods during the day. Not true. The small surge of power it takes to power up a computer is still much smaller than the amount used to keep it on for lengthy periods.

"Screen savers" save energy. Not true. Screen savers (which don't save screens either) require at least 42 watts of power; those with 3D graphics can draw as much as 114.5 watts.

Your computer uses zero energy when "off." Not true. Unless it's unplugged, the PC utilizes "flea power," or about 2.3 watts, to maintain local-area network connectivity. Likewise, in "hibernate" mode, it uses 2.3 watts. In "sleep" mode, it uses about 3.1 watts. The good news is that computer monitors really do use zero energy when turned off.

Source: "Do you need to turn your PC off at night?" by Monte Enbysk, lead editor for the Microsoft.com network.

PART 2: LIGHTING

POLICIES:

- ▶ City of Homer employees will at all times practice energy conservation measures in their use of all City lights.
- ▶ Lights in all building areas and workspaces will not be turned on or left on unless needed.
- ▶ Exterior lighting systems including but not limited to facade, area, parking, and security lighting shall be controlled by photocells, electronic timers, or other automated control systems. Exterior lighting not required for egress or security will not be operated during daylight hours.



- RESPONSIBILITIES:** All City employees are responsible for utilizing lights in City buildings in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:
- ▶ Except for security lighting during non-work hours, all lights will be turned off in rooms that are likely to remain unoccupied for more than 30 minutes. Workers who use offices or shop areas outside of normal hours should minimize unnecessary overhead lighting.
 - ▶ Use the minimum amount of light needed by limiting the number of lights turned on. Use task lighting instead of overhead lighting when possible.
 - ▶ Use daylight when possible in place of artificial light sources.



- ▶ For maximum light levels, keep lamps, reflectors, shields, and shades clean.
- ▶ The last person to leave a building (or in larger complexes, a section of a building) should make sure all lights are turned off, except those deemed essential for security and safety.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Ensure that all employees are familiar with how the lighting system in their building and workspace is supposed to operate.
- ▶ Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain City buildings for maximum efficiency.

BUILDING MAINTENANCE/PORT MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Evaluate all existing interior and exterior lighting systems to identify opportunities where efficiency can be increased; e.g., through use of Energy Star or LED bulbs and fixtures, motion sensors, or timers.
- ▶ Perform lighting replacement and maintenance, including regular cleaning and timely lamp replacement. Group relamping will be implemented wherever feasible, when determined to be cost-effective.
- ▶ Use manual and automatic lighting controls to manage electrical usage during occupied and unoccupied periods.

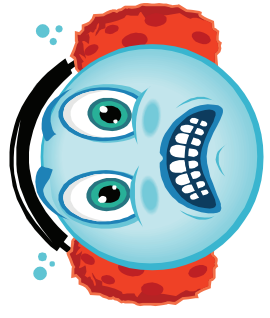
Did you know...?

- ▶ If all of corporate America installed energy efficient lighting systems, approximately \$250/year in energy costs per square foot of floor space would be saved.
- ▶ By switching to LED holiday lights on City Hall, the City of Homer has reduced energy use associated with the lighting by 80-90%. The amount of electricity it takes to light a single 7-watt incandescent bulb lights 140 LED bulbs.

Source: Greenstar.org; Energystar.gov

PART 3: HEATING AND COOLING

POLICIES: The City of Homer will utilize the following strategies to reduce energy use relating to heating and cooling:



- ▶ Invest in all energy-efficiency measures pertaining to heating and cooling with payback periods of 10 years or less.
- ▶ Conduct energy audits within two years for all City buildings and implement recommendations for weatherization and other measures to reduce energy use.
- ▶ Ensure that all new and renovated City buildings are constructed with energy-efficiency and other conservation goals in mind.

RESPONSIBILITIES: All City employees are responsible for utilizing City buildings in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ Set heating thermostat setpoints to 68 degrees F and cooling thermostat setpoints to 75 degrees F in offices and work areas.
- ▶ Keep air registers and vents clear to allow air to flow freely throughout the room.

Did you know...?

Building operation and maintenance programs specifically designed to enhance operating efficiency of HVAC and lighting systems can save 5% to 20% of the energy bills without significant capital investment.

Source: energystar.gov

- ▶ Keep all windows closed in City buildings during periods when indoor heating or cooling systems are operating.
- ▶ Do not use individual space heaters or air conditioners for heating and cooling.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain City buildings for maximum efficiency.

BUILDING MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Maximize the use of energy management systems to reduce energy consumption by scheduling shut-down of appropriate HVAC equipment during times when the space served is unoccupied.
- ▶ Ensure that up-to-date operational procedures and manuals are available.
- ▶ Implement preventive maintenance programs complete with maintenance schedules and records of all maintenance performed for all building equipment and systems.
- ▶ Implement a monitoring program that tracks and documents building systems performance to help identify and diagnose potential problems and track the effectiveness of the O&M program. Include cost and performance tracking in this analysis.



PART 4: VEHICLE USE

POLICY: The City of Homer will at all times implement all available fuel conservation strategies for the City fleet, provided such strategies will not disrupt services to the health, welfare, and safety of city residents.



- RESPONSIBILITIES:** Vehicle operators are responsible for operating City vehicles in a manner that will ensure maximum fuel-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:
- ▶ Limit unnecessary trips. Plan trips to minimize mileage.
 - ▶ Remove extra weight from the vehicle; only carry those items you need.
 - ▶ Warm up engines on gasoline-powered cars and trucks according to the following guidelines:
 - △ At temperatures above 20° F, warm up for no more than 30 seconds or as long as it takes to manually remove snow and ice from windows. (In cold weather, longer warm-up times may be appropriate for older vehicles or those that use conventional rather than synthetic oil.)
 - △ At temperatures of 20° or less, plug in vehicles equipped with engine heaters for 2-3 hours before warming up 30 seconds to 10 minutes, depending on temperature.
 - ▶ Practice moderation in driving; i.e., do not over-accelerate; avoid constant braking. Drive at or under the speed limit. Try to anticipate stops and let vehicle coast down as much as possible.

NOTE: Employees are urged to use common sense in following all guidelines in this handbook. Guidelines should not be applied so strictly that they unduly impact work performance, safety, or security.

- ▶ Keep tires properly inflated. Check pressure once a month and before long trips.
- ▶ Take vehicles to Public Works Motor Pool for maintenance as scheduled.
- ▶ Do not allow gasoline-powered vehicles to idle for more than 30 seconds, or diesel-powered vehicles for more than three minutes in a 60-minute period, except in the following situations:

- ▷ A vehicle may idle while forced to remain motionless because of traffic congestion, when required to yield right of way to responding emergency vehicles, at an official traffic control device or signal, or at the direction of a law enforcement official.
- ▷ A vehicle may idle to prevent a safety or health emergency.
- ▷ A vehicle may idle to operate auxiliary equipment such as on-board operations for Public Works and law enforcement.
- ▷ An emergency vehicle or any vehicle being used in an emergency capacity may idle while in emergency or training mode.
- ▷ A vehicle may idle for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
- ▷ See previous bullets regarding engine warm-up time.
- ▶ Use the most fuel-efficient vehicle available that will serve the purpose for any given trip.
- ▶ If so equipped, use overdrive gear at cruising speeds.
- ▶ If so equipped, use cruise control at cruising speeds.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Develop and implement a plan to retire older less efficient vehicles.
- ▶ Buy the most fuel-efficient vehicle that will meet most of the department needs, and rent other vehicles for infrequent needs.
- ▶ Buy electric, hybrid, or other alternative-fueled vehicles for greater fuel efficiency when available, practicable and where lasting environmental impact is minimized.
- ▶ Buy 2-wheel drive vehicles unless job or tasks truly require 4-wheel drive.
- ▶ Assign the most fuel efficient vehicles to employees who drive the most miles.
- ▶ Provide adequate motor pool staff, adequate training for staff, and adequate resources to maintain City fleet for maximum fuel efficiency.
- ▶ Ensure that City vehicles are used for work purposes only.
- ▶ Promote teleconferencing as an alternative to driving to meetings, when appropriate systems can be made available.

- ▶ To reduce vehicle miles traveled for employee commutes,
 - ▷ promote pedestrian, bicycle, transit, and rideshare options.
 - ▷ Make bike parking visible, accessible, and if possible, under cover at all City buildings.

MOTOR POOL EMPLOYEE RESPONSIBILITIES:

- ▶ Monitor the preventive maintenance program to ensure that vehicle maintenance is performed according to established schedule.
- ▶ Keep tires properly inflated and wheels aligned.
- ▶ Track fuel consumption on all vehicles as a means of detecting problems. Monitor and report fuel consumption by department.
- ▶ Use API-certified "energy conserving" motor oil, either conventional or synthetic. Use the service classification and viscosity specified for each vehicle.

Did you know....?

- ▶ An idling vehicle gets zero miles per gallon.
- ▶ Gentle acceleration and braking can improve fuel economy by up to 33%. Slow-and-go (versus stop-and-go) saves fuel because it takes more energy to move a stopped vehicle than to keep a vehicle moving.
- ▶ Every 5 miles over a 60 miles-per-hour speed is like paying an additional 36 cents per gallon for gas (assuming a fuel price of \$4/gallon).
- ▶ Today's automobiles using synthetic oil do not need a warm-up period before driving. At temperatures above 20°, running your engine for 30 seconds (just enough time for the oil to circulate throughout the engine) is all you need. Your vehicle will reach its optimum operating temperature much faster when you are driving, rather than idling.
- ▶ You can achieve the same effect as a 50% drop in gasoline prices by driving a car that gets twice the gas mileage as the one you drive now.

Source: fueleconomy.gov and ecodrivingusa.com

PART 5: RECYCLING AND WASTE REDUCTION

POLICY: It will be the policy of all City employees to implement recycling and waste reduction to the maximum extent practicable taking into consideration the amount of recyclables generated in each facility, what materials can be recycled, storage space, and fire and safety regulations.

COLLECTION OF MATERIALS: Materials will be collected where they are generated. This involves placing recycling bins for paper products at each work station, bins for office paper near copiers, containers near printers to collect toner cartridges, bins for glass, aluminum, and plastic in kitchen areas, and bins for cardboard, newspapers, and household batteries in designated central locations. In addition, electronics to be recycled will be stored as necessary and then transported for recycling during the annual Homer Electronics Recycling Event.

RESPONSIBILITIES:

- ▶ All City employees will make use of recycling receptacles and programs as much as possible.
- ▶ Employees are also encouraged to practice waste reduction by reducing the amount and toxicity of trash thrown away and by reusing containers and products when practicable. Following are suggested practices for conserving valuable resources, saving energy, and reducing waste:
 - ▷ Reuse paper clips, folders, rubber bands, and binders.
 - ▷ Print and copy only what you need.
 - ▷ Make double-sided copies.
 - ▷ Conserve paper by reducing printed page margins.
 - ▷ Use email or voice mail rather than paper.
 - ▷ Use scrap paper for internal memos.
 - ▷ Proof documents on screen.
 - ▷ Replace fax cover sheets with fax-it sticky notes.
 - ▷ Store documents electronically.
 - ▷ Reuse file folders - fold them in reverse or cover up old labels with new ones.
 - ▷ Reuse envelopes, boxes, and packaging materials.
 - ▷ Donate old magazines to hospitals or nursing homes.
 - ▷ Route and share newspapers and magazines.
 - ▷ Print addresses directly on envelopes instead of using labels.

Recycling collection sites in Homer

The Homer Baling/Landfill Facility (235-6678), operated by the Kenai Peninsula Borough, accepts the following materials for recycling:

Newspaper - Newspapers and inserts only. Place loose in container. Should be clean and dry.

Corrugated cardboard - You can tell corrugated cardboard by the wavy-type layer sandwiched in the cardboard. Should be flattened and placed in metal bin. NO waxed cardboard or paperboard.

Mixed paper - copy paper, notebook paper, greenbar computer paper, envelopes (with or without windows), magazines, catalogs, paperboard (e.g., cereal boxes and milk cartons), fax paper, carbonless paper, manila and bleached file folders, astrobright colored paper, glossy and construction paper, shredded paper, post-it notes, and phone books. Remove paper clips, comb bindings, binder clips, and plastic spouts. Staples are OK.

PETE#1 and HDPE#2 plastic - Look for recycle symbol and imprint on plastic to verify that it is PETE#1 or HDPE#2. Containers should be clean. No chemical containers or plastic tubs.



Used oil - Can leave up to 10 gallons at a time; maximum 25 gallons per month. Oil only. Cannot have water, antifreeze, etc. included.

Household batteries - All sizes/volts.

Vehicle lead-acid batteries - No more than 10 per year. Please ask facility attendant to direct you to battery totes.

Vehicles - Special preparation required. Contact landfill for instructions and forms.

Hazardous waste - Accepted only on designated collection days, four times a year. Check with facility for dates.

Source: <http://www.borough.kenai.ak.us/SolidWaste/RECYCLEMAILER.pdf>

Containers in the Save-U-More parking lot at 3611 Greatland Street also accept newspaper, corrugated cardboard, aluminum cans, and glass.

Total Office Supply accepts empty toner and inkjet cartridges, all brands. **Tech-Connect** accepts inkjet cartridges on behalf of McNeil School, which collects them for fundraising purposes.

- ▷ Mail items in the smallest envelopes or boxes they will fit in.
- ▷ Remove your name from unwanted mailing lists.
- ▷ Use mechanical pencils and refillable pens and tape dispensers. (more→)

- ▷ Use overheads or chalkboards instead of handouts for presentations.
- ▷ Return unneeded supplies to the supply closet.
- ▷ Use a washable mug or cup for beverages.
- ▷ Drink tap water rather than bottled water.
- ▷ Bring your lunch in reusable containers or bags.
- ▷ Donate unused prepared food to local food recovery programs.
- ▷ Share other waste prevention ideas with your supervisor.

Major source: epa.gov/epawaste/partnerships/wastewise/checklist.htm

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Provide resources for setting up recycling receptacles in all buildings.
- ▶ Assign a designated person or persons (or contract with a local business) to collect and deliver recyclables to appropriate collection centers.

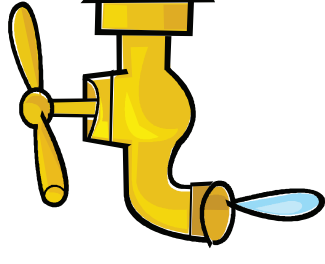
Did you know...?

- ▶ Alaskans generate 6 pounds of trash per person each day, compared to the national average of 4.4 pounds.
- ▶ Americans throw away enough aluminum to rebuild our entire commercial air fleet every three months.
- ▶ The energy saved from recycling one aluminum can will run your TV for three hours.
- ▶ A ton of 100% recycled paper saves the equivalent of 4,100 kWh of energy, 7,000 gallons of water, 60 pounds of air emissions, and three cubic yards of landfill space.
- ▶ Changing the margin default in Microsoft Word from 1.25 inches each side down to .75 inch would reduce paper use by 4.75%.
- ▶ According to the EPA, recycling cuts global warming pollution by the equivalent of removing 39.6 million passenger cars from the road.

Sources: greenstarinc.org, City of Portland Office of Sustainable Development, WashingtonPost.com and the Natural Resources Defense Council

PART 6: WATER USE

POLICY: The City of Homer will at all times practice water conservation measures in the use of water.



RESPONSIBILITIES: All City employees are responsible for utilizing water in City buildings and work processes in a manner that emphasizes conservation without unduly impacting work performance, safety, or security; including compliance with the following strategies:

- ▶ Check for water leaks, report leaks, and request repairs.
- ▶ Consider alternatives to discretionary uses of water that are not related to health and safety. For example, use a broom instead of a hose to routinely clean sidewalks and driveways.
- ▶ Turn off water-using equipment when not in use, including dishwashers, garbage disposals, and food troughs.
- ▶ Do not leave a water faucet running unnecessarily.
- ▶ Do not use more water than necessary for a task.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Work with all employees to develop methods and procedures to reduce water use in kitchens, shop areas, and other sites.
- ▶ Incorporate water-saving strategies in landscaping and gardening projects. (See next page for tips.)
- ▶ Reduce fleet washing or use water reclaim systems. Eliminate car lot washing and hosing.
- ▶ Share water conservation tips with Homer water customers.

Did you know...?

- ▶ Withdrawing less water from streams and lakes helps keep those water bodies healthy.
- ▶ When we use less water, we also use less energy for pumping and treating water, which reduces costs and greenhouse gas emissions.
- ▶ Reducing wastewater means fewer resources spent on collection, treatment, and disposal.

Source: epa.gov/watersense

BUILDING MAINTENANCE/PORT MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Evaluate all existing water systems to identify opportunities where efficiency can be increased.
- ▶ Perform maintenance and/or replacement of all leaking water lines, valves, spigots, and other water system components.
- ▶ Utilize manual and automatic controls to manage water usage during occupied and unoccupied periods.

Tips for saving water in landscaping and gardening

- ▷ Use organic mulch around plants to retain moisture.
- ▷ Use drip irrigation for shrubs and trees to apply water directly to the roots where it's needed.
- ▷ Reduce the amount of lawn by planting shrubs and ground covers appropriate to the site and climate.
- ▷ Choose low water use plants for year-round landscape color.
- ▷ Adjust your lawn mower to a higher setting. A taller lawn shades roots and holds soil moisture better than if it is closely clipped.
- ▷ Water only when necessary. More plants die from over-watering than from under-watering.
- ▷ Use a trowel, shovel, or soil probe to examine soil moisture depth. If the top two to three inches of soil are dry it's time to water.
- ▷ Direct water from rain gutters and HVAC systems toward water-loving plants.
- ▷ Adjust sprinklers to direct water where it's needed. Avoid watering sidewalks and streets as much as possible.
- ▷ Make use of timers to avoid overwatering.

Source: wateruseitwisely.com

PART 7: PROCUREMENT

POLICY: The City of Homer commits to the following:

- ▶ To the extent possible, procure products using criteria established by the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines.
- ▶ Procure Energy Star-qualified products when available and practicable.
- ▶ Procure environmentally preferable products and services using EPA's Environmentally Preferable Purchasing Program guiding principles:
 - ▷ Include environmental considerations as part of the normal purchasing process.
 - ▷ Emphasize pollution prevention early in the purchasing process.
 - ▷ Examine multiple environmental attributes throughout a product's or service's lifecycle.
 - ▷ Compare relevant environmental impacts when selecting products and services.
 - ▷ Collect and base purchasing decisions on accurate and meaningful information about environmental performance.
- ▶ Integrate environmental factors into the City's buying decisions where external authorities have not established criteria. Examples:
 - ▷ Replace disposables with reusables or recyclables.
 - ▷ Support eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money.
 - ▷ Take into account lifecycle costs and benefits.
 - ▷ Evaluate, as appropriate, the environmental performance of vendors in providing products and services.
 - ▷ Integrate energy efficiency as a requirement in City contracts.
- ▶ Raise employee awareness of the environmental issues affecting procurement by providing relevant information and training.
- ▶ Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.



Examples of products described in the EPA's Comprehensive Procurement Guidelines

- ▷ aluminum roofing with recovered materials content of 20-95%
- ▷ plastic trash bags with a post-consumer content of 10-100%
- ▷ toner cartridges that can be returned when empty for remanufacturing
- ▷ bathroom tissue with 20-60% post-consumer fiber
- ▷ reprographic (copy) paper with 30% post-consumer fiber
- ▷ plastic fencing with 60-100% post-consumer content or 90-100% recovered materials
- ▷ fertilizers made from up to 100% recovered organic materials

Source: www.epa.gov/epawaste/conservation/tools/cpg/products

- ▶ Encourage providers of services to consider environmental impacts of service delivery.
- ▶ Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

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Nothing in this policy shall be construed as requiring a department, agency, or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

More detailed procedures and guidelines may be established as necessary to ensure the continuation of a strong procurement program that saves energy and fuel use and reduces waste.

RESPONSIBILITIES: All City of Homer departments and offices shall identify and purchase products and services that are available for the intended purpose and that meet the performance requirements. Factors that should be considered when determining the preferable good or service include, but are not limited to the following:

- ▷ Minimization of virgin material use in product or service lifecycle
- ▷ Maximization of recycled products used in product or service lifecycle
- ▷ Environmental cost of entire product or service lifecycle
- ▷ Reuse of existing products or materials in product or service lifecycle
- ▷ Recyclability of product

- ▷ Minimization of packaging
- ▷ Reduction of energy/water consumption
- ▷ Toxicity reduction or elimination
- ▷ Elimination of uncertified hardwoods in product or service lifecycle
- ▷ Durability and maintenance requirements
- ▷ Ultimate disposal of product

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials to be purchased by employees, consultants, and contractors whenever possible.
- ▶ Inform employees and contractors of their responsibilities under this policy and provide implementation assistance.
- ▶ Institute product testing and trial service to evaluate environmentally responsible alternatives pursuant to established testing guidelines.
- ▶ Require the use of recycled materials and recycled products by incorporating them into bid specifications where practicable.
- ▶ Disseminate information on recycled and environmentally preferable product procurement requirements, specifications, and performance to assist vendors with procurement opportunities with the City.
- ▶ Establish guidelines governing the review and approval of specifications for the procurement of selected materials based on

Sample Energy Star procurement language: *The vendor must provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The vendor is encouraged to visit energystar.gov for complete product specifications and updated lists of qualifying products.*

Sample RFP language: *Our company has adopted policies to support an ethic of sustainability. To advance these goals, products and services contracted for will be evaluated in part based on their environmental attributes. Specific factors to be considered include greenhouse gas emissions, habitat impacts, regulatory compliance, recycled content, energy efficiency, water efficiency, and toxic chemical reduction. Please address these concerns when submitting your proposals.*

Sources: energystar.gov and nrdc.org

- ▶ considerations of recycling, energy and water conservation, lifecycle costing, and other environmental considerations.
- ▶ Submit reports of policy impacts on an annual basis.
- ▶ Require a maintenance staff review before purchasing equipment that requires maintenance.

Did you know...?

- ▶ Utilizing Energy Star and Federal Energy Management Program (FEMP) purchasing criteria would save \$1 billion a year and keep more than 4 million tons of greenhouse gas emissions out of the atmosphere if used by all state and local governments as well as the federal government.
- ▶ Replacing an old refrigerator with a new Energy Star refrigerator can pay for itself in two years, saving thousands of dollars over time.
- ▶ A typical Energy Star fax machine can cut energy costs by almost 50%. It will also scan double-sided pages, which reduces both copying and paper costs.
- ▶ Cold drink vending machines that are Energy Star qualified typically use 50% less energy than standard models and work just as well.
- ▶ Although paper with recycled content requires less energy and other resources to produce, it generally costs 7-10% more than virgin paper. Much of the cost of virgin paper is hidden, consisting of federal (taxpayer) subsidies to the timber industry. Economies of scale are also more favorable to virgin paper, which is produced and sold in greater quantities. Governments, businesses, and households that adopt recycled paper purchasing policies will help bring costs down by creating a larger market for recycled paper.
- ▶ Each ton of virgin paper (no recycled content) requires the destruction of 24 trees. In recent years the City of Homer has purchased more than 5 tons of copy paper each year.

Source: energystar.gov; conservatree.org

This booklet is printed on 100% post-consumer content recycled paper.



City of Homer
491 E. Pioneer Avenue
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907-235-8121
www.ci.homer.ak.us

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MEMORANDUM 19

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: KATIE KOESTER, CITY MANAGER
FROM: RICK ABBOUD, CITY PLANNER
DATE: JANUARY 4, 2019
SUBJECT: UPDATE OF TRANSPORTATION PLAN

The Planning Commission spoke to Mayor Castner about their desire to update the 2005 Homer Area Transportation Plan and added the item to their worklist. Mayor Castner proposed and received approval for funding of scoping activities that could further efforts to update the plan.

The Planning Commission has found that the plan has outlived most of its usefulness. Estimates of population used for the plan have not been accurate and some of the recommendations of the plan have lost support. They would also like to have the plan make more pointed recommendations regarding the usefulness of setbacks on specific streets found in the Central Business District. An updated classification of streets would also be useful for future Right-of-way design.

The undertaking of updating the plan will require an understanding of the costs associated with the levels of work that may be proposed. Initially, the scoping funds might be used to work up cost estimates for likely scenarios. After a recommendation is made about the extent of the plan, funds will need to be identified to support the update efforts.

Scoping can incorporate funding sources and other opportunities. Our scoping efforts will have to consider the ability to partner with AKDOT. The AKDOT intersection study is of the same time frame and could benefit from updated data and a joint effort to recognize future transportation needs. Funding for the document (a component of the comprehensive plan) may also be available from the borough. In consideration of the likely costs, several methods of funding may have to be considered including accumulation and appropriation of future planning reserves. We may want to plan around the results of the 2020 census and work on funding until the data is available.

I suggest that we utilize funds to scope the costs of the project and develop a timeframe that will be most beneficial for project development and funding.



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Staff Report PL 19-03

TO: Homer Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: January 16, 2019
SUBJECT: Conditional Use Permit (CUP) 19-02, Police Station

Synopsis The applicant proposes to build a police station and supporting accessory structures. A Conditional Use Permit (CUP) is required for more than 8,000 square feet of building area according to HCC 21.18.040(d), and for “other uses approved pursuant to HCC 21.04.020” (unlisted uses) according to HCC 21.18.030(n).

Applicant: City of Homer
491 E Pioneer Ave
Homer, AK 99603

Location: 625 Grubstake Ave

Parcel ID: 17712034, Lot 3-A-1 Waddell Park 2016 Replat

Size of Existing Lot: 1.5 acres

Zoning Designation: Central Business District

Existing Land Use: Vacant

Surrounding Land Use: North: Commercial/industrial, HEA yard
South: Post Office
East: Vacant/Commercial
West: Commercial/ Residential

Comprehensive Plan: Goal 1: Guide Homer’s growth with a focus on increasing the supply and diversity of housing, protect community character, encourage infilling, and helping minimize global impacts of public facilities including limiting greenhouse gas emissions. Objective B: Promote a pattern of growth characterized by a concentrated mixed use center and a surrounding ring of moderate-to-high density residential and mixed use areas with low densities in outlying areas.

Wetland Status: No Wetlands Present

Flood Plain Status: Not in a floodplain

BCWPD: Not within the Bridge Creek Watershed Protection District

Utilities: Public utilities service the site.

Public Notice: Notice was sent to 20 property owners of 16 parcels as shown on the KPB tax assessor rolls.

Structures

This project includes three structures. The primary structure is the police station, encompassing 11,420 square feet within two stories. This building includes the jail, police operations, dispatch center, and in an emergency, may function as the City's emergency operations center (EOC). This building will be equipped as the E911 communications hub for the community. The approximate building area is 7,800 square feet.

The second structure is a three-sided carport along Heath Street. This building will house police vehicles, and is about 1,200 square feet. The third structure is a fenced evidence storage and processing area. It includes two connex boxes and a pole barn, with an area of 1,240 square feet.

Parking Lots

The project site includes three parking areas, with 32 parking spaces. This is an unusual configuration of parking, since the Community Design Manual discourages multiple curb cuts. For this project, the parking areas follow the layout and function of the building. On the west side of the building is the police only entrance, and sally port garage for transferring citizens under police custody. The middle parking lot on the north side of the building is for public parking and access to the building. The east parking lot is for employees only and accesses the dispatch center and evidence processing area.

Community Design Manual (CDM)

A review of the CDM is attached to this staff report. The project complies with the CDM, with the understanding that police operations and segregating user groups for safety creates the unusual situation of having three driveways and parking areas.

Also attached are the two color palettes the applicant is considering. Both meet the requirements of the CDM. The applicant will bring material samples to the meeting; the samples are much more attractive in person than what is in the printed report. To further enhance the building, public art locations have been identified on the north and east elevations, and on the long wall of the vehicle storage shed. The Public Art selection process is governed by HCC 18, and is outside the scope of the CUP process. The applicant will solicit interest from arts to create art for those spaces.

The applicant does not have a landscaping plan because the project is at the 35% design phase. Staff and the applicant have had an ongoing conversation about screening the evidence storage area, as well as plantings along Heath Street. There are conditions at the end of this report to address landscaping.

Conditional Use Permit requirements

This project requires a CUP for two reasons: a police station is an unlisted use within the Homer Zoning Code, and because the project will create more than 8,000 square feet of building area.

HCC Other Uses 21.04020 Unlisted Uses

A police station is an unlisted use in the Homer Zoning Code. City code lays four out for criteria for the Commission to consider when making a decision to allow an unlisted use.

1. The use is not specifically permitted outright or conditionally in any other district;

Analysis: No zoning districts in Title 21 reference police stations, fire stations, or other public safety related uses.

Finding 1: Police Station is not a listed use in HCC Title 21.

2. The use is not more appropriate in another district;

Analysis: This analysis requires two levels of review: zoning code text, and geography with the City of Homer. Police station operations are best conducted in the heart of a community, with easy and quick access to residents and businesses. The Ocean Drive area is zoned GC1, and is arguably in a near location to the hub of the community. However, through staff's analysis, the CBD appears to be the more appropriate location for this facility.

GC1 Within Title 21, Chapter 21.24. 010 General Commercial Purpose states:

The General Commercial 1 (GC1) District is primarily intended to provide sites for businesses that require direct motor vehicle access and may require larger land area, and to provide business locations in proximity to arterials and transportation centers. It is also intended to minimize congestion and adverse effects on adjacent residential districts and on the appearance of the community.

Staff Comment: A Police Station would fit within the GC1 purpose statement, as it does require direct motor vehicle access, and relies on proximity to arterials to connect operations to the rest of the City. However, to ensure timely police response, it is desirable to have the police station located nearest the population center of the community. The City chose the CBD as the best location for the new police station, from an operations and public service viewpoint.

21.18.010 CBD Purpose: The purpose of the Central Business District is primarily to provide a centrally located area within the City for general retail shopping, personal

and professional services, educational institutions, entertainment establishments, restaurants and other business uses listed in this chapter. The district is meant to accommodate a mixture of residential and nonresidential uses with conflicts being resolved in favor of nonresidential uses. Pedestrian-friendly designs and amenities are encouraged.

Staff Comment: The key phrasing is “centrally located.” To provide fast response police service to the greatest area and number of people, the police station must be centrally located in the community. Additionally, a police station is a critical facility meaning that the location of the building should not place the structure in harm’s way from a natural hazard, such as flood or tsunami. While the GC1 area on Ocean Drive is not a hazard area, access on Lake Street across the Beluga Slough Causeway, as well as the low portion of Kachemak Drive, are within Tsunami and flood hazard areas. Although the building could be located in the Ocean Drive Area, operations in an emergency would be extremely hampered for the entire community should Ocean Drive become isolated during an event.

Finding 2: The Police Station and Emergency Operation Center require a location that is centrally located within community that is not at risk during or after a natural hazard event. The use is not more appropriate in another district.

3. The use is compatible with the purposes of the district in question;

Analysis: The purpose of the Central Business District is primarily to provide a centrally located area within the City for general retail shopping, personal and **professional services**, educational institutions, entertainment establishments, restaurants and other business uses listed in this chapter. The district is meant to accommodate a mixture of residential and nonresidential uses with conflicts being resolved in favor of nonresidential uses. Pedestrian-friendly designs and amenities are encouraged.

These uses are professional services. Local government services are part of the service industry. They fit with in the Tertiary or service sector of the economy, which represents the third sector of three economic sectors of the three-sector theory. Professional services are occupations in the tertiary sector of the economy requiring special training in the art or sciences.

Finding 3: The use is compatible with the purpose of the zoning district.

4. The use is similar to and not more objectionable than other uses permitted outright in that district;

Analysis: Similar uses include libraries and museums, professional offices, taxi operations and financial institutions. Uses permitted outright in the CBD that may be more objectionable than the police station include floatplane tie ups, which are noisy, and large retail businesses up to 75,000 square feet, which could generate significant traffic.

Finding 4: The police station is similar to and not more objectionable than other uses permitted outright in the Central Business District.

5. The use satisfies any other criteria specifically applicable to approval of unlisted uses in the zoning district in question.

Analysis: A conditional use permit is required for more than 8,000 square feet of building area pursuant to HCC 21.18.040(d). A conditional use permit is also required under HCC 21.18.030(n) “other uses approved pursuant to HCC 21.04.020” (unlisted uses). A conditional use permit has been applied for and review included in this staff report.

Finding 5: A conditional use permit is required for an unlisted use in the CBD, and for more than 8,000 square feet of building area. A conditional use permit application is part of this approval process.

The criteria for granting a Conditional Use Permit is set forth in HCC 21.71.030, Review criteria, and establishes the following conditions:

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

Analysis: An unlisted use is a Conditional use in the CBD per HCC 21.18.030.n.
HCC 21.18.020 (l) authorizes accessory structures.
HCC 21.18.040(d) requires a CUP for more than 8,000 square feet of building area.

Finding 6: HCC 21.18.030 (n) authorizes unlisted uses, HCC 21.18.020(l) authorizes accessory structures, and HCC 21.18.040(d) authorizes more than 8,000 square feet of building area. Applicable code authorizes each proposed use and structure within the Central Business District.

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

21.18.010 CBD Purpose: The purpose of the Central Business District is primarily to provide a centrally located area within the City for general retail shopping, personal and professional services, educational institutions, entertainment establishments, restaurants and other

business uses listed in this chapter. The district is meant to accommodate a mixture of residential and nonresidential uses with conflicts being resolved in favor of nonresidential uses. Pedestrian-friendly designs and amenities are encouraged.

Applicant: This will be the new home for the City of Homer Police Department. Its location within the CBD is consistent with the district zoning and provides a centrally located area to allow maximum public access and maximum police response within the Homer City limits and surrounding environs. The building's central location is well suited for its additionally designated design as an Emergency Operations Center.

Finding 7: The police station provides a professional service to the community. The police station is compatible with the purpose of the Central Business District.

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.

Analysis: Many uses in the CBD have greater negative impacts than would be realized from a police station or a building area over 8,000 square feet. Pipelines, railroads, and public utility facility structures could have a greater impact on nearby property values.

Finding 8: The proposed police station is not expected to negatively impact the adjoining properties greater than other permitted or conditional uses.

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

Applicant: This Police Station is in keeping with the adjoining properties and should have no adverse effect on the adjacent Federal Post Office, City Library and local electric utility storage facility.

Finding 9: The proposal is compatible with 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.

Analysis: Site is fully served by all utilities.

Finding 10: Existing public, water, sewer, and fire services are adequate to serve the police station.

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.

Applicant: This Police Station is similar in scale, bulk and coverage to the neighboring Post Office. The ample 1.5 acre building lot is separated from the surrounding neighborhoods on three sides (west, north and east) by city streets and alder foliage, while a retaining wall to the south separates it from the Post Office. It is not believed to have any negative effect on adjoining properties or the character of the surrounding neighborhood. The intent of the design and conformance with the Community Design process is expected to enhance this property and the neighborhood. By nature of this being a Police Station, it is expected to generate far less traffic than either the Post Office directly to the south or the Library directly to the southwest across Heath Street.

Analysis: Desirable neighborhood character could be described by the Purpose statement for the district, as a centrally located area within the City for various commercial activities. The police station would be located within a hub of activity generated by library, banks, post office, grocery store, with a lesser impact on side streets that contain small businesses and residences.

The library is approximately 16,000 square feet, and the Post Office is 25,000 square feet. The police station is similar in bulk and scale to these neighboring buildings. Traffic generation is expected to be significantly less than the Post Office or the library, because the police station is not a destination for most members of the public on a regular basis. The police station is in harmony with the bulk and scale of the neighborhood, and will not cause an undue harmful affect on desirable neighborhood character.

Finding 11: The Commission finds the proposal will not cause undue harmful effect upon desirable neighborhood character as described in the purpose statement of the district.

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

Analysis: Police station operations support the health, welfare and safety of the community. The operations are not of a nature to cause a detrimental impact to the surrounding area, or the City as a whole. The new police station will help ensure continued long-term quality public safety services for the community.

Finding 12: The police station will not be unduly detrimental to the health, safety or welfare of the surrounding area or the city as a whole

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

Finding 13: Upon approval of a CUP and zoning permit, which includes State Fire Marshall review, the project will comply with applicable regulations.

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

Analysis: Goals of the Land Use Chapter of the Homer Comprehensive Plan include Goal 1: Guide Homer's growth with a focus on increasing the supply and diversity of housing, protect community character, encourage infilling, and helping minimize global impacts of public facilities including limiting greenhouse gas emissions. Objective B: Promote a pattern of growth characterized by a concentrated mixed use center and a surrounding ring of moderate-to-high density residential and mixed use areas with low densities in outlying areas.

Finding 14: No evidence has been found that the proposal is contrary to the applicable land use goals and objects of the Comprehensive Plan.

j. The proposal will comply with the applicable provisions of the Community Design Manual (CDM).

Analysis: The CDM applies to this project. See attached review.

Condition 1: Exterior light must be down lit and meet the requirements of HCC 21.59.030 and the CDM. Lighting plan to be approved by the City Planner prior to installation.

Finding 15: Outdoor lighting must be down lit per HCC 21.59.030 and the CDM.

Finding 16: Project complies with the applicable provisions of the CDM.

HCC 21.71.040(b). b. 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:** Condition 2: Dumpster to be screened on three sides.
- 2. Fences and walls:** Condition 3: Applicant to provide staff with a landscaping plan to screen the fenced evidence storage area from public view.
- 3. Surfacing of parking areas:** No specific conditions deemed necessary.
- 4. Street and road dedications and improvements:** No specific conditions deemed necessary.
- 5. Control of points of vehicular ingress and egress:** No specific conditions deemed necessary.
- 6. Special provisions on signs:** No specific conditions deemed necessary.

7. Landscaping: Landscape plan to be approved by City Planner prior to planting. Plantings along Heath Street shall screen the parking lot and vehicle storage shed, if public art is not used to soften the long shed wall. Landscaping shall be installed no later than the first full growing season after the opening new station.

8. Maintenance of the grounds, building, or structures: No specific conditions deemed necessary.

9. Control of noise, vibration, odors or other similar nuisances: No specific conditions deemed necessary.

10. Limitation of time for certain activities: No specific conditions deemed necessary.

11. A time period within which the proposed use shall be developed: No specific conditions deemed necessary.

12. A limit on total duration of use: No specific conditions deemed necessary.

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.

PUBLIC WORKS COMMENTS: None. (Application submitted by the Public Works Department)

PUBLIC COMMENTS: None received prior to packet printing.

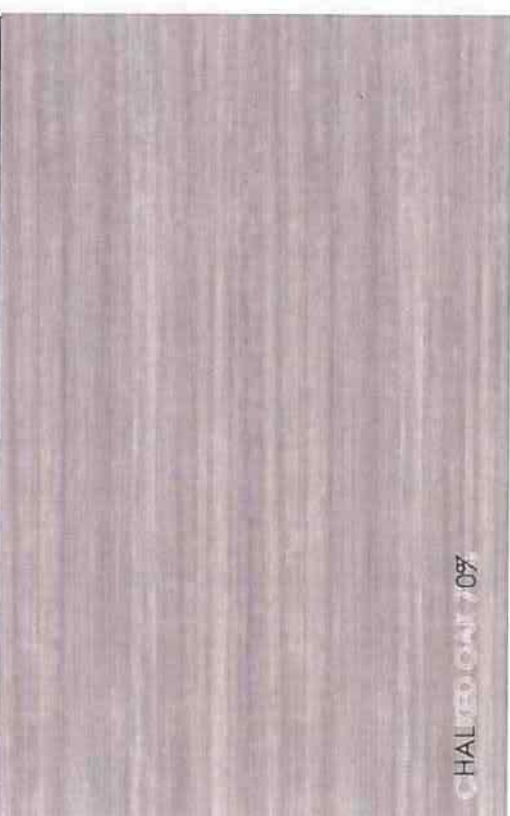
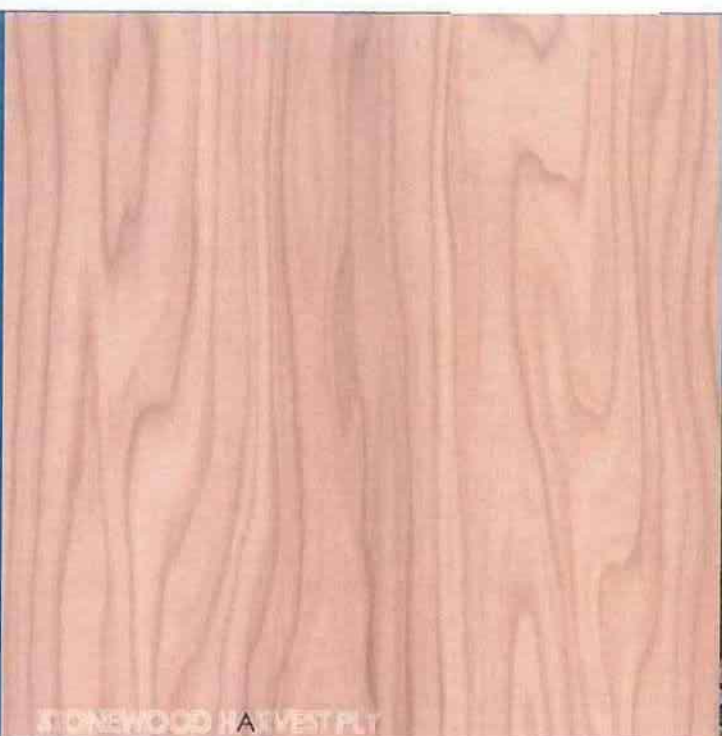
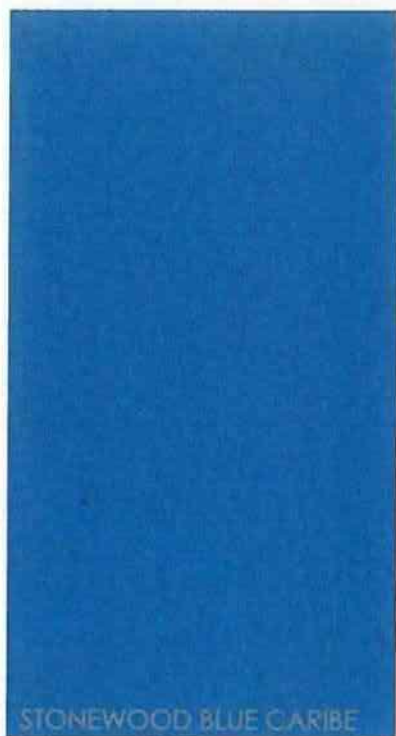
STAFF COMMENTS/RECOMMENDATIONS:

Planning Commission approve CUP **Staff Report PL 19-03** with findings 1-16 and the following conditions.

1. Exterior light must be down lit and meet the requirements of HCC 21.59.030 and the CDM. Lighting plan to be approved by the City Planner prior to installation.
2. Dumpster to be screened on three sides.
3. Applicant to provide staff with a landscaping plan to screen the fenced area evidence storage area from public view.
4. Landscape plan to be approved by City Planner prior to planting. Plantings along Heath Street shall screen the parking lot and vehicle storage shed, if public art is not used to soften the long shed wall. Landscaping shall be installed no later than the first full growing season after the opening new station.

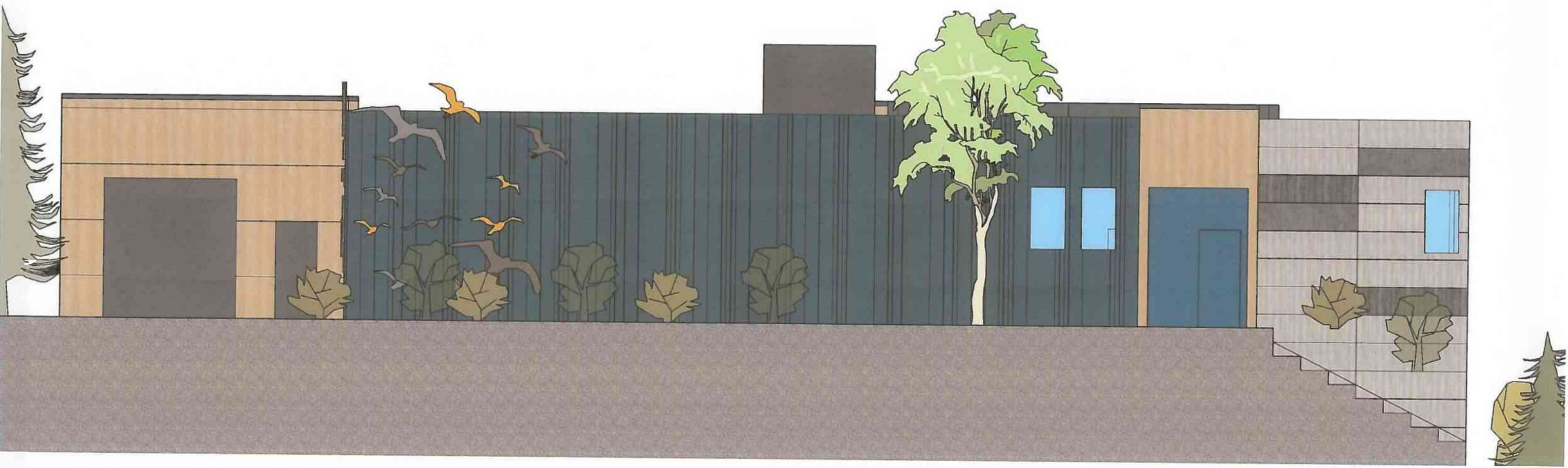
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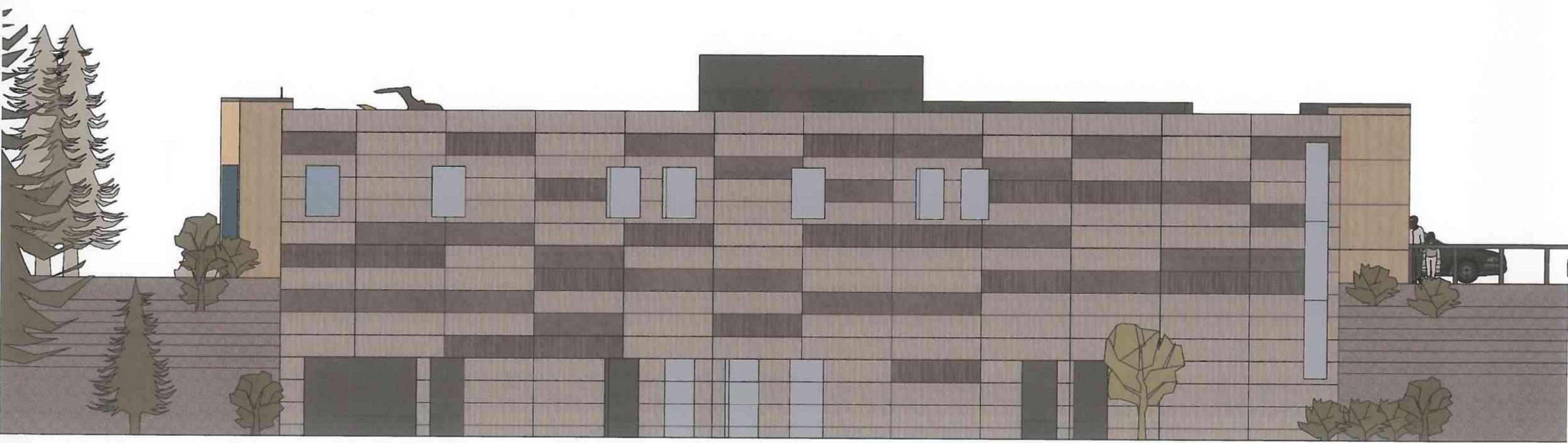
Blue color scheme and elevations
Red color scheme and elevations
Latest site plan and floor plans
CDM review
Application
Public Notice
Aerial Photograph

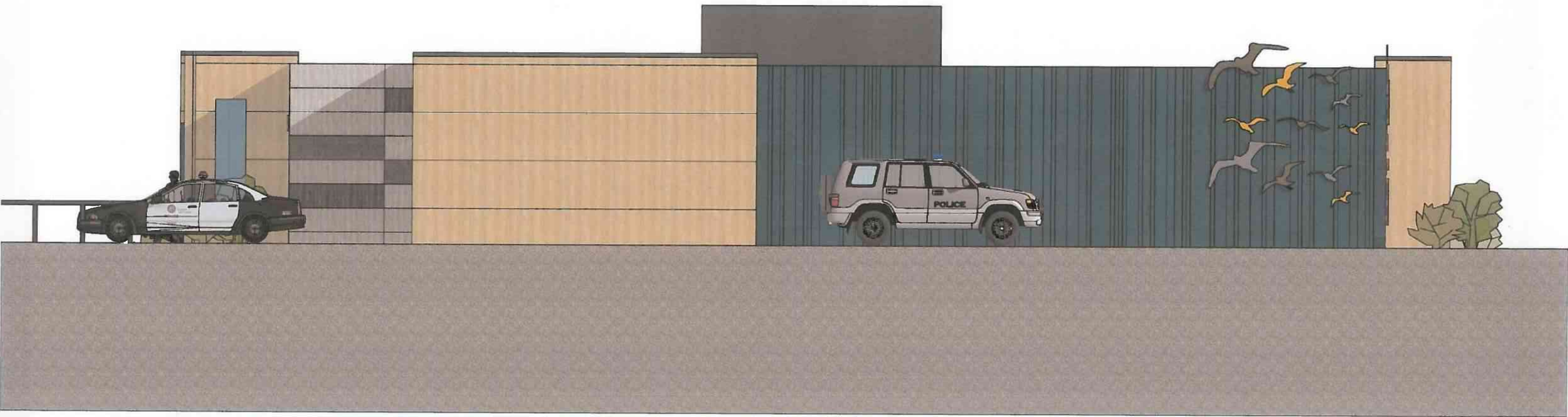


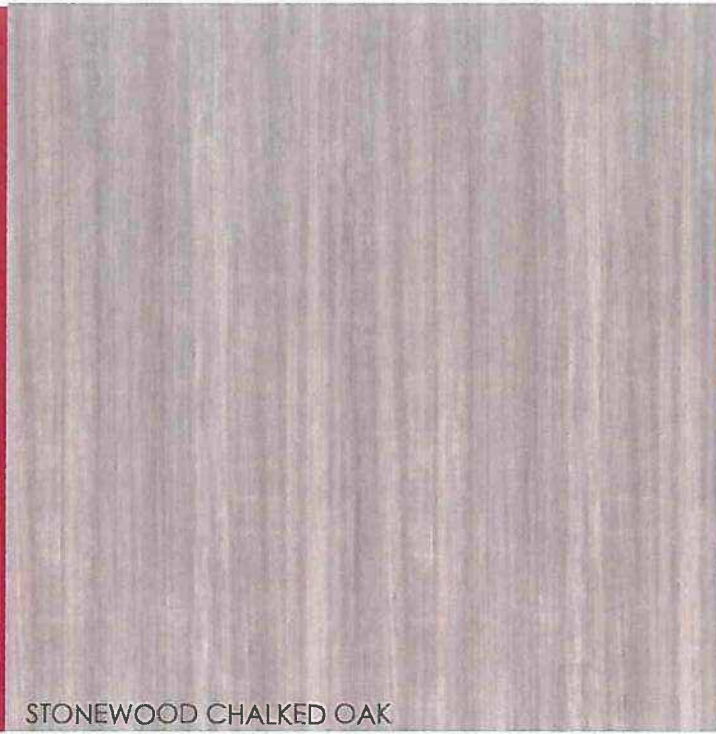
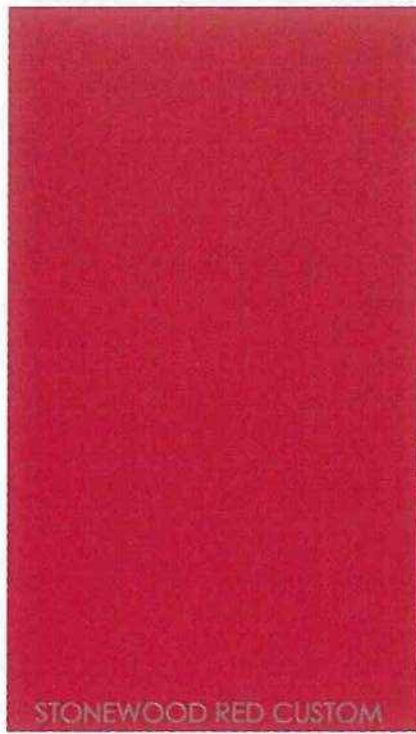










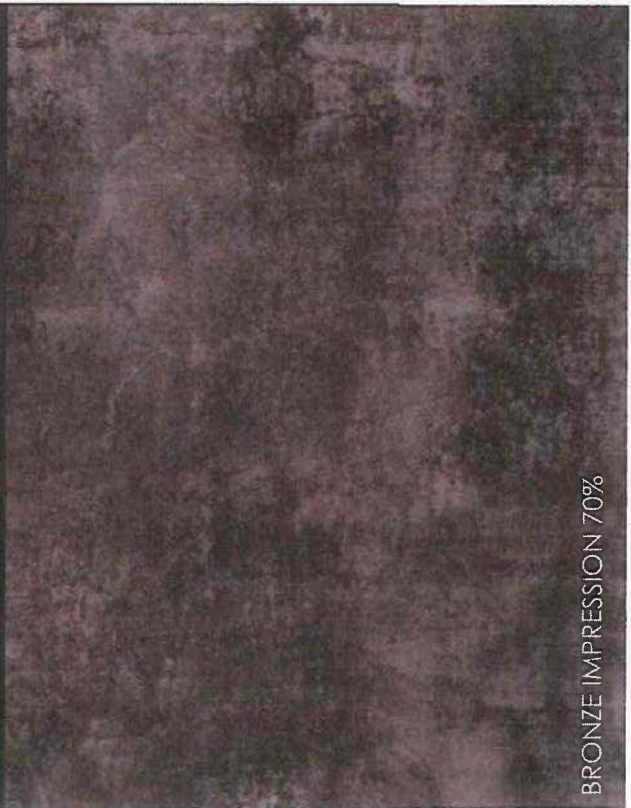
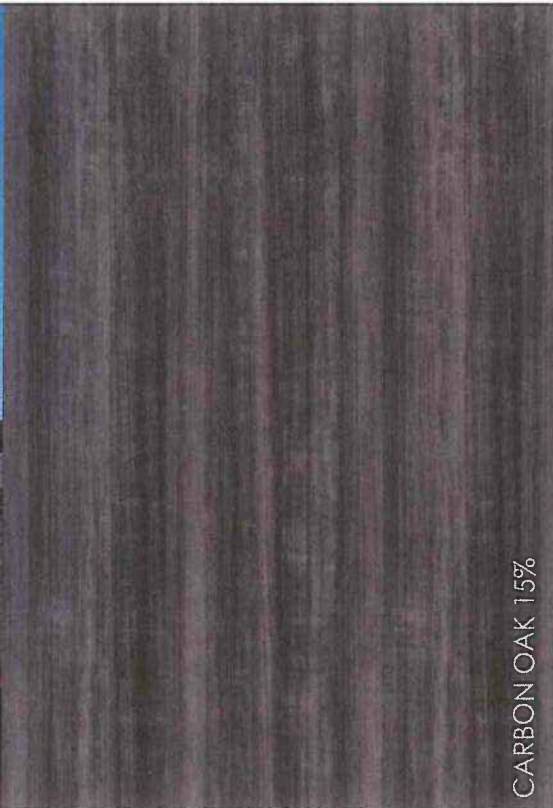


REAR FACADE METAL PANEL

ENTRANCE CANOPIES FIBER RESIN



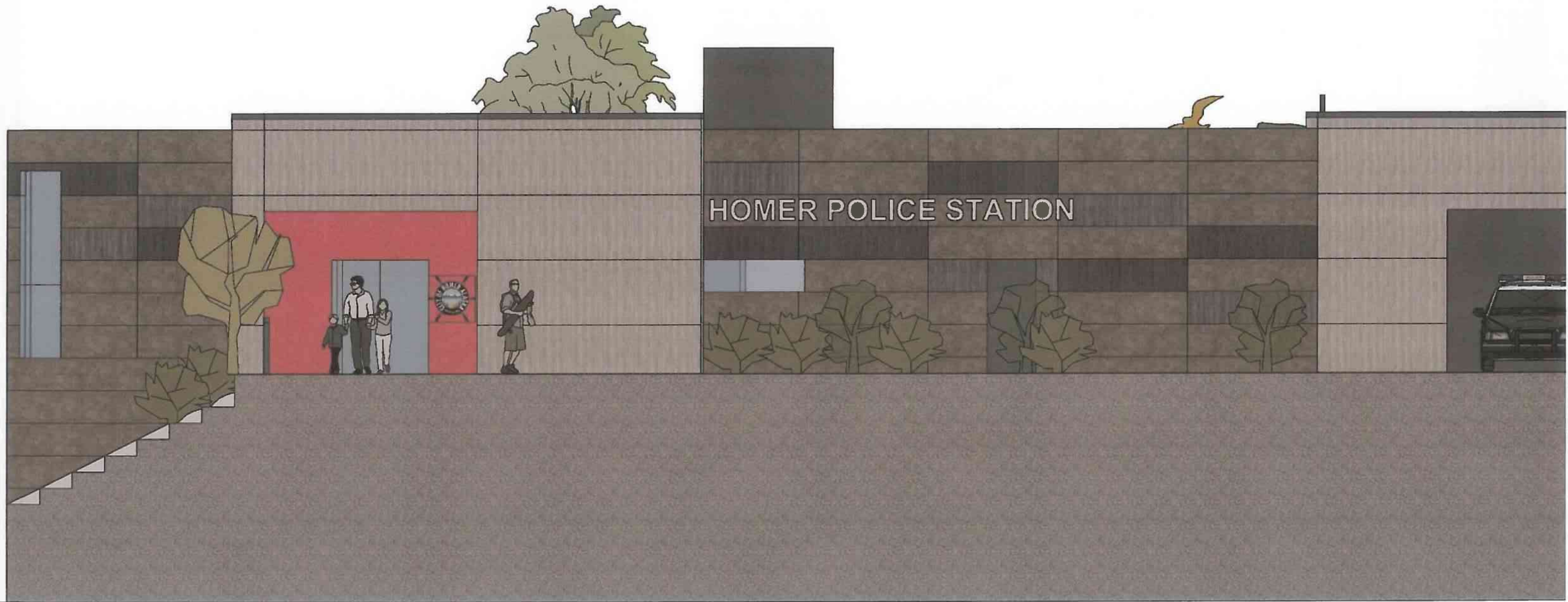
MAIN FACADE FIBER RESIN



FIBER RESIN



CONCEPT- RED



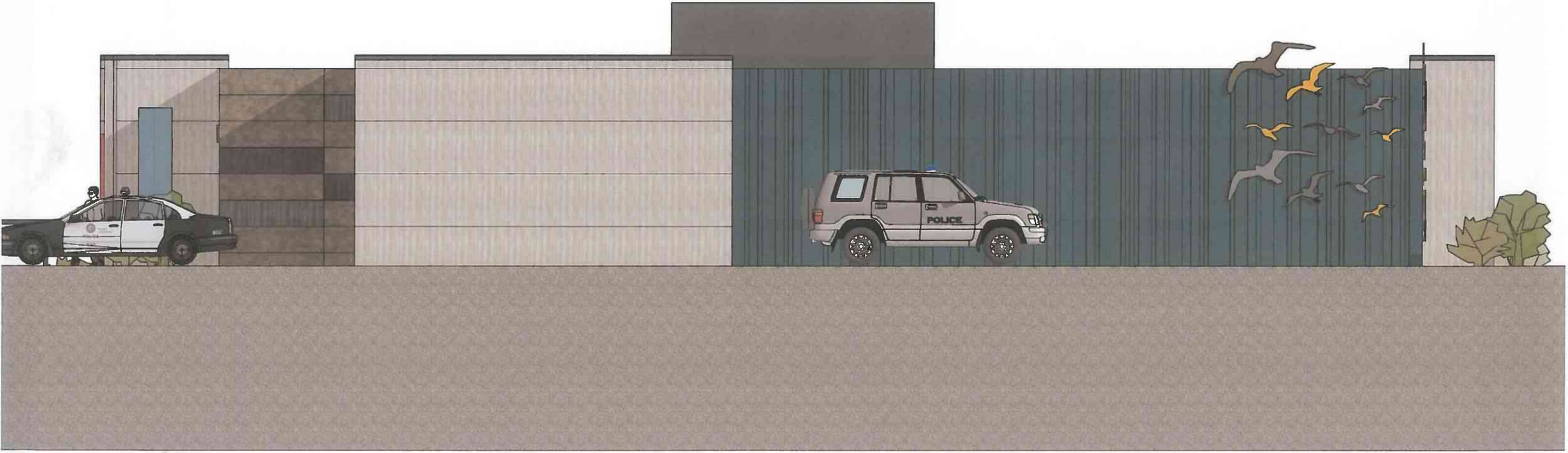
NORTH - RED



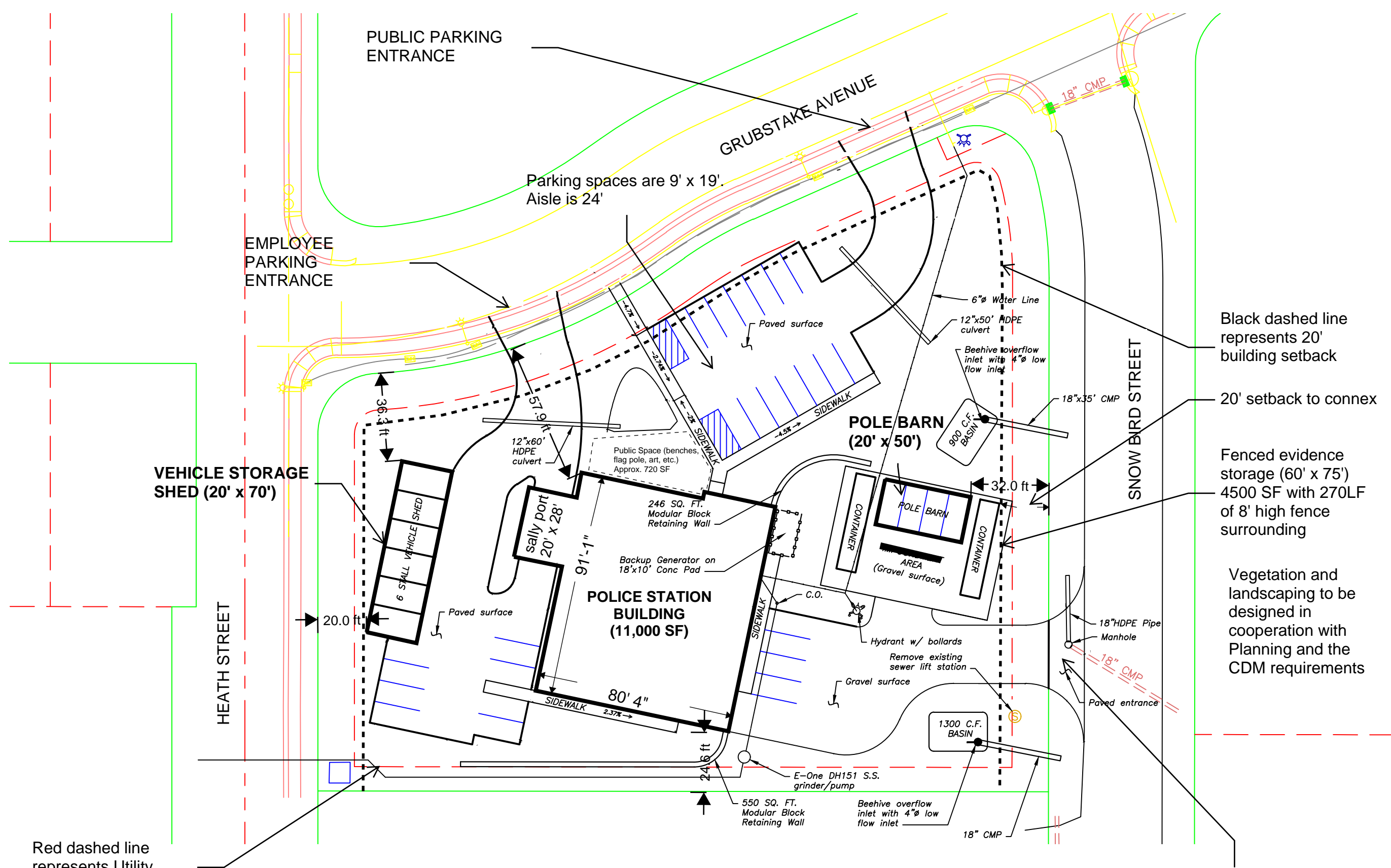
SOUTH - RED



EAST- RED



WEST-RED



Red dashed line represents Utility easement.

- NOTES:**
- 30-foot curb cut at both north entrances.
 - Water main and sanitary sewer requires 7 foot minimum cover.

**PROPOSED POLICE STATION
BUILDING SITE PLAN**
(1" = 40')

Black dashed line represents 20' building setback

20' setback to connex

Fenced evidence storage (60' x 75') 4500 SF with 270LF of 8' high fence surrounding

Vegetation and landscaping to be designed in cooperation with Planning and the CDM requirements

CITY OF HOMER
POLICE STATION
35% SITE PLAN PROGRESS PRINT
(CITY REVIEWED AND UPDATED 11-13-2018)

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 11/13/2018
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2018130

SHEET NO.:
C-1

D

C

B

A

1

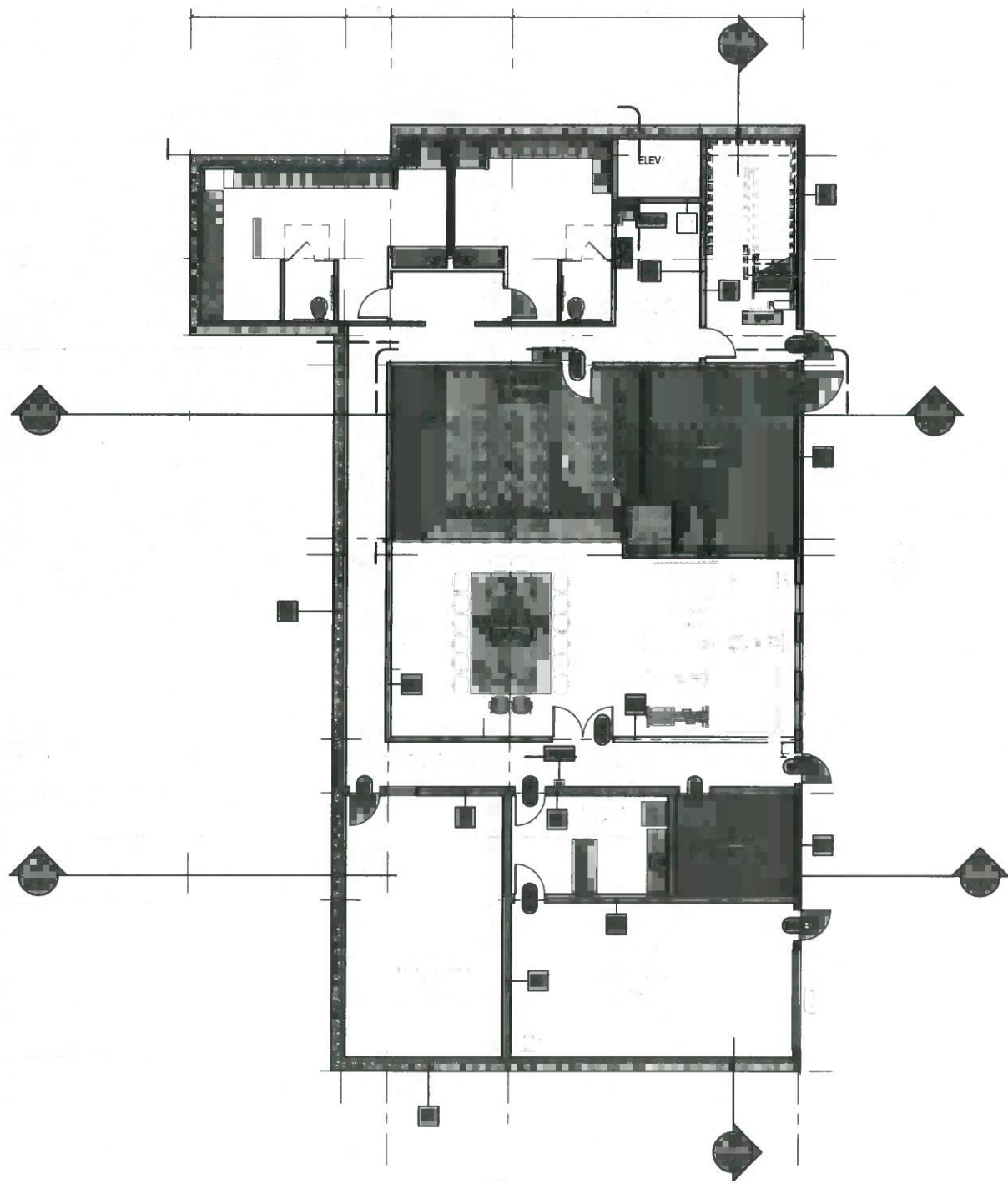


D

C

B

A



Architectural drawing showing a floor plan of a building with various rooms and a central corridor. The drawing is oriented vertically on the page. The plan includes a kitchen area at the top, a central room, and several smaller rooms. Section cut markers A, B, C, and D are indicated by horizontal lines with diamond-shaped arrowheads pointing towards the building. The drawing is enclosed within a rectangular border with tick marks along the top and bottom edges.

CDM Review Worksheet

The Community Design Manual was adopted by resolution in April 2004 and amended in January 2009. The CDM is divided into sections: architecture, site design, and connections. Currently the connections section has not been completed. The architecture and site design sections are applicable to conditional uses within the central business district.

The CDM represents a statement of policies, which shall be observed for building and site design in the City of Homer. The CDM states: “The City of Homer encourages a creative approach to design by providing a flexible review standard. The Commission is authorized to waive specific Design Manual requirements if it finds that (a) an alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements, and (b) the alternative design meets the intent of the general requirement.”

Architecture Review (Begins on page 5 of 38)

The building and it's setting: Buildings shall be designed to reflect the natural conditions of the site and shall include design elements, which visually anchor the building to the site.

1. Incorporate building design elements into landscaped areas.
2. Determine allowable building height.
3. Respect natural topography.

Staff comment:

- The front entrance of the building will include a large gathering space.
- There is a 35-foot building height limit; proposed structure is just under 32 feet on the east side, which daylight to two stories. The main building is 15 feet high with an additional 2.5 feet of extended parapet.
- Topography: Applicant states it is the intent to not export any of the cut material off site and use it as needed for contouring.

Staff: The applicant has worked to meet the intent of the CDM.

Building Lighting: Building Lighting: Lighting may be used to accent a building but shall not be used to denote a corporate or commercial image except on allowed signage. Lighting may be directed to a building but should generally not emanate from a building.

1. Avoid back lit panels and awnings.
2. Keep light sources hidden from public view.
3. Avoid bright lighting on outdoor surfaces of buildings.
4. Avoid colored lighting on buildings.
5. Apply utility lighting sparingly.

6. Lighted accents, canopies, color bars, stripes, or areas. (used sparingly)

Staff: Applicant is not proposing any of the above, with the exception of a backlit sign. The project must comply with 21.20.090 lighting standards.

Prominent Facades: Prominent facades include all building facades visible from waterways, arterials, and activity centers, and also facades, which face the road(s) providing primary access to the building site. Prominent facades may not be sterile wall planes void of architectural interest. They shall be detailed with added relief, shadow lines, and visual depth unless screened with landscaping.

1. Apply all design criteria to prominent facades.

Staff does not consider the east and southern sides of the building to be prominent facades.

Grubstake (North elevation):

The north facade, facing Grubstake Ave, features a covered entry that creates a jog in the building wall. There are several jogs to the building front, and the siding material will add depth and shadow lines.

Heath Street (West):

The west facade, facing Heath Street, will largely be blocked by the one story carport. The design for the shed has not yet been finalized, but would use a similar color pallet and materials as the main police station. Additionally, landscaping may be used in clusters to create some screening and visual interest. The library across the street has landscape clusters in the lawn area – groupings of alder, spruce and devils club can be found.

Staff: Both of the prominent facades of the building meet the CDM requirements.

Building Scale and Mass: One of the most prominent characteristics of a building's design is its scale and massing. The scale of building determines its size in relation to surrounding buildings; the massing of a building gives it interest and character. Modern building trends emphasize large-scale designs with no thought toward massing. This imbalance between size and visual character has resulted in visually obtrusive development, which is out of character with surrounding structures of a smaller scale. Large retail boxes epitomize this trend and are considered incompatible with Homer's small town characteristics.

1. Avoid long low wall planes.
2. Provide substantial shifts in walls and roof surfaces.
3. Provide visual terminus to tops of buildings.
4. Avoid unusual or atypical roof forms on all structures.
5. Limit roof areas in the same plane.
6. Reflect mass and scale of adjacent structures.
 - The northern and western elevations present the primary façades.
 - The building dimensions show there are no areas on the north facade where the length exceeds 2.5 times the height. On the west façade, the area south of the sally port has a ratio of 3 times the length to the height. However, the carport again obscures some of the building as seen

from Heath Street. Additionally, ribbed metal panels will be used as siding, with variation in the ribbed pattern to give it visual interest.

- Roof areas is one large flat plane, in part due to the radio and communications equipment required to support department operations and use as an Emergency Operations Center (EOC).

Staff: Applicant reasonably meets these requirements given the size, scale, building use and budget of the development.

Parking Garages:

1. Recess vehicle entrances in the main façade.
2. Screen parking garage facade

Staff: The sally port entrance is recessed from the main façade. The parking garage façade is not screened, but is proposed to incorporate public art to break up the long wall.

Window and Door Fenestration:

1. Maintain balance in the placement of windows.
2. Conform to solid/void ratio requirements on prominent façade wall planes.
3. Reflective glass is discouraged.
 - Window placement is balanced.
 - There are variations in siding texture.
 - Reflective glass is not proposed

Staff: There are very few windows and door on the north and west face of the building, due to the police station operations and location of the jail. The design does not conform to solid/void ratios, however the color renderings show the use of different materials and textures to create visual interest. There are horizontal and vertical shifts in the façade, but overall the structure will have a utilitarian appearance.

Siding and Trim: Traditional building materials such as brick, stone or wood reflect human handicraft and provide texture to building exteriors. Materials for new construction and remodeling should convey similar visual qualities.

1. Use materials which simulate quality traditional building materials.

Staff: The siding and trim simulate traditional quality building materials; see color and trim palette. Samples will be available at the meeting.

Miscellaneous Architectural Devices: Building design should be executed in a straightforward manner. Tack-on devices may not be used to mitigate poor design or to promote a particular theme. If a particular style or theme is desired, it should be reflected in the building's form and general detailing.

1. Architecturally integrated artwork is encouraged.
2. Avoid architectural gimmicks and fads.
3. Maintain consistency in awning design.
4. Avoid awnings which obscure or dominate the building design.
 - Architectural artwork locations have been provided. Actual art installation will go through a public art process, so the applicant cannot guarantee art pieces will be used in each location.

- No architectural gimmicks are shown.

Staff: Meets these guidelines.

Roofing materials: Views of roofs from the ground and from higher elevations play an important role in the architecture of the city. Roofing materials shall be selected according to following criteria.

1. Use roof materials which provide texture and shadow lines.
2. Avoid bright-colored, reflective, or unsightly roofing materials.

Staff: Building will have a flat roof, partially screened by parapet. Roofing with either be black or white.

Color:

1. Keep field colors subdued.
2. Limit bold or bright trim colors.
3. Finer details may be accented with brighter colors.

Staff: Applicant has provided two different color elevation renderings with planned material colors. Both color palettes comply with the CDM. Colors are subdued, with an accent color of red or blue, depending on the color scheme.

Hierarchy in building design: Visual interest in the urban-scape can be achieved through a hierarchal approach to design. For example, strategically located structures, architectural elements or site amenities designed as focal points create a visual “draw” and suggest a point of activity. These also serve as a reference point for all subordinate structures. This concept is particularly applicable to large parcels with multiple structures. Multiple carbon copy buildings provide no visual hub and shall be avoided.

1. Design primary structure as a focal point.
2. Include area for outdoor leisure for Primary Structure.
3. Integrate secondary structures as support buildings.
4. Incorporate multiple tenant spaces into hierarchy of building design.
5. Provide consistent architectural interest to all prominent facades.

Staff: The Grubstake facade is the primary faced and public entrance to the building. An area for outdoor leisure is provided, and secondary structures are smaller in relation to the main building.

Site Design Review (begins page 21):

On-Site Primary Walkways:

1. Link commercial buildings and the public right-of-ways with primary walkways.
2. Assure that primary walkway width is proportionate to scale of project.
3. Differentiate walkway surface.
4. Accent walkways with significant landscaping.

5. Accent walkways with lighting and seating areas.
6. Identify historic events or structures.

Staff: Applicant is extending a sidewalk from Grubstake Ave to the front door of the police station. This walkway will pass through the public open area to include seating, a flag pole, and possibly additional public art.

Secondary Walkways:

1. Link each building with walkways.
2. Assure adequate walkway width.
3. Differentiate walkway surface
4. Avoid walkways which cross parking stalls.

Staff comment: Secondary pathways are for employees only, and provide access between employee only parking and building entrances.

Outdoor Common Areas: A common area is a designed outdoor space which encourages outdoor activities and leisure in outdoor spaces associated with commercial development. Required common spaces must be provided on-site, but may be enlarged and extended into city rights-of-way to connect with the sidewalk, subject to City of Homer approval.

1. Provide common area of a size proportionate to development
2. Choose type of common area best suited to development
3. Locate common areas in view corridors.
4. Provide direct access to common areas with pedestrian walkways
5. Provide outdoor seating where people want to sit.
6. Consider allowed activities in common areas.

Staff: 5% of the gross floor area, or 600 square feet of outdoor common area is required. Applicant is providing a 720 square foot plaza near the front door. This also meets the requirement for outdoor leisure area of 10% of the first floor area (equates to 600 square feet.)

Commercial Streetscape

1. Locate structure near front setback line
2. Orient service and delivery areas away from street
3. Limit the number of curb cuts
4. Limit width of driveways to 15,24, or 34 feet.
5. Link dissimilar building with common site amenities. N/A
6. Provide covering over walkways where appropriate.
7. Place no more than 50% of required parking in front of buildings
8. Avoid parking in front of building entrance
9. Choose awning designs appropriate to building style.
 - No parking in front of building entrance
 - No awnings proposed
 - No covered walkways proposed

- Less than 50% of the parking is in front of the main building entrance

Staff: This building requires multiple points of entry to segregate building users and functions. Considering the use, the building reasonably complies with the streetscape requirements.

Landscaping and screening

1. Control vegetation to preserve existing significant views
 2. Avoid removing significant vegetation.
 3. Provide adequate room for retained vegetation.
 4. Protect existing trees during construction.
 5. Replace lost trees which were intended to be retained.
 6. Choose plantings which are compatible with existing vegetation.
 7. Locate vegetation to preserve significant views
 8. Retain the natural symmetry of trees.
 9. Use shrubs or vines on blank walls.
 10. Conform to all other landscape criteria in the Homer City Code.
- Site is currently mostly cleared, with a mix of mature spruce and shrub alder along the southern lot line.

Staff: Landscape plan to be approved by City Planner prior to planting. Shall be installed no later than the first full growing season after the opening new station. See full Conditions in the staff report.

Vacant parcels in all zones:

1. Limit clearing to no more than 50% of significant vegetation and retain vegetation in all required buffers and setbacks. Clearing limitations apply to all vacant parcels with no approved Development Activity Plan, Storm Water Plan or zoning permit for development.
- The standards in the Central Business District require this site to be developed with an approved Development Activity Plan and Storm Water Plan.

Staff: No development prior to an approved Development Activity Plan.

Fences

1. Choose fence materials carefully.
2. Limit chain link to non-visible areas.
3. Limit height of fences

Staff: An eight-foot high chain link fence with privacy slats is proposed for the evidence processing area. The north and east sides of this area could be planted with spruce and alder to provide some screening. Applicant to provide staff with a landscaping plan to screen the fenced area from public view. See Conditions in the staff report.

Parking

1. Use landscaping to screen parking lots and service areas.
2. Limit the number of curb cuts.
3. Limit width of driveway.

4. Screen or enhance parking lots visible from the Sterling Highway, Lake Street, Heath Street, Main Street, or Pioneer Avenue.
5. Incorporate pedestrian ways into parking lots
6. Limit parking in front of buildings
7. Provide trees within larger parking lots
8. Avoid Parking in front of building entrances.
9. Handicap parking.
 - Service areas (dumpster) will be screened with fencing. See Conditions in the staff report.
 - Vehicle access is required at multiple points to separate the public from jail and police operations.
 - Pedestrian walkways have been incorporated into the public parking lot and at employee entrances.
 - Parking has not been limited in front of the building due to the topography of the site and use of the structure.
 - There is no parking located in front of building entrances.
 - Handicap parking spaces are located closest to the public entrance.

Staff: The parking lot meets the intent of these guidelines.

Parking garages

1. Recess vehicle entries in main façade.
2. Screen parking garage façade
3. Receive Planning Commission approval for parking garages over 1 story or which enclose 20 or more vehicles.

Staff: No parking garage is proposed for this development.

Outdoor Lighting

1. Keep light source hidden from public view
2. Use downward directional lighting
3. Avoid lighting large area with a single source.
4. Avoid excessive light throw.
5. Choose approved outdoor light designs
6. Avoid light fixture designs which have an industrial appearance.

Staff: Lighting has not yet been designed for the building. See Conditions in the staff report.

Outdoor furnishings

1. Use City approved furniture designs on public rights-of-ways.

Staff: No outdoor furnishings are proposed within public rights of way.

Finding: Project complies with the applicable provisions of the CDM.



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

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

Applicant

Name: City of Homer – Police Department Telephone No.: (907) 235-8121

Address: 491 Pioneer Avenue Email: cmeyer@ci.homer.ak.us

Property Owner (if different than the applicant):

Name: Same Telephone No.:

Address: Email:

PROPERTY INFORMATION:

Address: 625 Grubstake Avenue Lot Size: 1.504 acres KPB Tax ID #17712034

Legal Description of Property: Lot 3-A-1 Waddell Park – 2016 Re-Plat

For staff use:

Date: 12/12/18 Fee submittal: Amount _____

Received by: TPB Date application accepted as complete _____

Planning Commission Public Hearing Date: _____

Conditional Use Permit Application Requirements:

1. A Site Plan – (Attached)
2. Right of Way Access Plan (see Site Plan)
3. Parking Plan – (see Site Plan)
4. A map showing neighboring lots and a narrative description of the existing uses of all neighboring lots. (Attached).
5. Completed Application Form
6. Payment of application fee (nonrefundable)
7. Any other information required by code or staff, to review your project

Circle Your Zoning District

	RR	UR	RO	<u>CBD</u>	TCD	GBD	GC1	GC2	MC	MI	EEMU	BCWPD
Level 1 Site Plan	x	x	x			x			x			x
Level 1 ROW Access Plan	x	x							x			
Level 1 Site Development Standards	x	x										
Level 1 Lighting			x	x	x	x	x	x	x	x	x	
Level 2 Site Plan			x	x	x		x	x		x	x	
Level 2 ROW Access Plan			x	x	x		x	x		x	x	
Level 2 Site Development Standards			x*	x	x	x	x	x			x	
Level 3 Site Development Standards									x	x		
Level 3 ROW Access Plan						x						
DAP/SWP questionnaire				x	x	x	x	x			x	

Circle applicable permits. Planning staff will be glad to assist with these questions.

- Y N Are you building or remodeling a commercial structure, or multifamily building with more than 3 apartments? If yes, Fire Marshal Certification is required. Status: Design Architect is in process of securing Fire Marshall Certification
- Y N Will your development trigger a Development Activity Plan?
Application Status: City of Homer Dept. of Public Works is developing this Plan
- Y N Will your development trigger a Storm water Plan?
Application Status: City of Homer Dept. of Public Works is developing this Plan
- Y N Does your site contain wetlands? If yes, Army Corps of Engineers Wetlands Permit is required. Application Status: Attached USACOE letter dated 22 October, 2018 confirms that this site is not a designated wetlands site.
- Y N Is your development in a floodplain?
- Y N Does your project trigger a Community Design Manual review?
If yes, complete the design review application form. There is no such Form.
- Y N Do you need a traffic impact analysis?
- Y N Are there any nonconforming uses or structures on the property?
- Y N Have they been formally accepted by the Homer Advisory Planning Commission? N/A
- Y N Do you have a state or city driveway permit? Status: Complete. Permit #2024
- Y N Do you have active City water and sewer permits? Complete. Permit #2947

1. Currently, how is the property used? VACANT
2. What is the proposed use of the property? How do you intend to develop the property? The property will be the site of the new Homer Police Department station. The new structure proposed will be a two story building with a half size daylight basement and full main/upper floor with a total area of 11,420 SF, (including sally port). The building dimensions will be approx. 80' x 90' for a total footprint of approx. 7200 SF. See attached design floor plan. A *sally port*, (drive through secure vehicle port), of approx. 580 SF is attached to the main building on the west side. An approx.. 60' X 20' carport structure with open side facing the west employee parking area will be placed on the west side along Heath Street. This will be the police vehicle staging area and not accessible to the public. Its design and finish will be themed to match the main building. An approx.. 40' X 15' carport structure for impounded vehicles and materials will be placed in a separate fenced yard to the east of the main building. Existing 40' Conex containers will be placed on either side of the structure within the fenced area. Surrounding fencing will seclude these storage connexes and carport from public view.

CONDITIONAL USE INFORMATION: Please use additional sheets if necessary. HCC21.71.030

- a. What code citation authorizes each proposed use and structure by conditional use permit?
 - HCC 21.18.030(n)
 - HCC 21.18.040(d)
 - HCC 21.18.040(j)

- b. Describe how the proposed use and structure is compatible with the purpose of the zoning district.

This will be the new home for the City of Homer Police Department. Its location within the CBD is consistent with the district zoning and provides a centrally located area to allow maximum public access and maximum police response within the Homer City limits and surrounding environs. The building's central location is well suited for its additionally designated design as any Emergency Operations Center.

- c. How will your proposed project affect adjoining property values?

This Police Station is in keeping with the adjoining properties and should have no adverse effect on the adjacent Federal Post Office, City Library and local electric utility storage facility.

- d. How is your proposal compatible with existing uses of the surrounding land?

This is a Municipal Police Station. It's location within the CBD is consistent with the adjacent Federal Post Office, City Library and local electric utility storage facility.

- e. Are/will public services adequate to serve the proposed uses and structures?

Yes.

- f. How will the development affect the harmony in scale, bulk, coverage and density upon the desirable neighborhood character, and will the generation of traffic and the capacity of surrounding streets and roads be negatively affected?

This Police Station is similar in scale, bulk and coverage to the neighboring Post Office. The ample 1.5 acre building lot is separated from the surrounding neighborhoods on three sides, (west, north and east), by city streets and by alder foliage and retaining wall to the south from the Post Office. It is not believed to have any negative effect on adjoining properties or the character of the surrounding neighborhood. The intent of the design and conformance with the Community Design process is expected to enhance this property and the neighborhood. By nature of this being a Police Station, it is expected to generate far less traffic than either the Post Office directly to the south or the Library directly to the southwest across Heath Street.

g. Will your proposal be detrimental to the health, safety or welfare of the surrounding area or the city as a whole?

No.

h. How does your project relate to the goals of the Comprehensive Plan?

This project conforms to the goals of the **2008 and 2018 Comprehensive Plan**.

Chapter 6, Public Services & Facilities, Objective B, Law Enforcement, specifically refers to this facility. This project addresses the "Near-term Priorities", "Long-term Needs" and "Implementation Strategies" considerations in this Chapter.

i. The Planning Commission may require you to make some special improvements. Are you planning on doing any of the following, or do you have suggestions on special improvements you would be willing to make? (**circle each answer**)

1. Y N Special yards and spaces. An Impoundment Area east of the main building will be contained on an approx. 80' X 55', (4400SF) gravel pad. An approx.. 40' X 15' carport structure for impounded vehicles and materials will be placed in a separate fenced yard to the east of the main building. Existing 40' Conex containers will be placed on either side of the structure within the fenced area.

2. Y N Fences, walls and screening. See Site Plan. The above described Impound Area will be surrounded by approx. 270 LF of chain link security fence with privacy slats inserted. There will be a locking access gate to this area. Surrounding fencing will be designed to seclude these storage connexes and carport from public view. Concrete modular retaining walls will be used at steep slopes to the north and south as needed to minimize erosion. Approx. 170 LF.

3. Y N Surfacing of parking areas. Employee parking to the west of the building and Public Parking to the northeast will be paved. Employee and Impound Area will be gravel surface.

4. Y N Street and road dedications and improvements (or bonds).

5. Y N Control of points of vehicular ingress & egress.

6. Y N Special provisions on signs.

7. Y N Landscaping. A detailed landscaping plan will be submitted for review and approval prior implementation.

8. Y N Maintenance of the grounds, buildings, or structures. This will be a City of Homer maintained facility.

9. Y N Control of noise, vibration, odors, lighting, heat, glare, water and solid waste pollution, dangerous materials, material and equipment storage, or other similar nuisances.

Lighting and Material and Equipment storage, listed above, are the only anticipated issues that would apply to this project.

Lighting: - Lighting will be designed and installed in accordance with the Homer Community Design Manual.

Materials and Equipment Storage: - A separate Impound Yard will be used to store impounded vehicles and materials in both (2) 40' Conex containers and a fenced storage area. Surrounding fencing will be designed to seclude these storage connexes and carport from public view.

10. Y N Time for certain activities.

11. YES / YES A time period within which the proposed use shall be developed. Construction is scheduled to be carried out between March 2019 and April 2020.
12. NO / NO A limit on total duration of use.
13. N / N Special dimensional requirements such as lot area, setbacks, building height.
14. N / N Other conditions deemed necessary to protect the interest of the community.

PARKING

- How many parking spaces are required for your development? 12 public, 7 employee
If more than 24 spaces are required see HCC 21.50.030(f)(1)(b). N/A
- How many spaces are shown on your parking plan? 14 public, (includes 1 Van Accessible Handicap space), 11 employee, 6 covered Police Vehicle spaces
- Are you requesting any reductions? No.

Include a site plan, drawn to a scale of not less than 1" = 20' which shows existing and proposed structures, clearing, fill, vegetation and drainage.

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge, and that I, as applicant, have the following legal interest in the property:

CIRCLE ONE: Owner of record Lessee Contract purchaser

Applicant signature: Carey Meyer Date: 12/12/18

Property Owner's signature: Kate Koestes Date: 12.12.18



CITY OF HOMER

PERMIT NO. 2947

WATER / SEWER PERMIT

SERVICE CODE

SERVICE ADDRESS 625 Grubstake Avenue

APPLICATION DATE 11-15-18 ACCOUNT #
APPLICANT City of Homer OWNER Same
MAILING ADDRESS 491 E Pioneer Avenue Homer Alaska 99603
PHONE NUMBER (HOME) 907-235-8121 (WORK)

LOT 3-A-1 BLOCK SUBDIVISION Waddell Park 2016 Replat
KPB PARCEL # 177-120-34 CONTRACTOR TBD
SIZE OF SERVICE 1 1/2" SIZE OF METER 2"
DATE CONNECTED ORION #
METER READING RT/SEQ #
REQUESTED SERVICE: WATER Water SEWER Sewer
WATER RATE: Commercial/Residential SEWER RATE: Commercial/Residential
Living Units in Apartments
Served by mainline lift station Y/N

FEES

CODES

Table with 2 columns: Fee Description and Amount. Includes items like WATER PERMIT/INSPECTION PERMIT (\$375.00), METER LEASE FEE (\$878.60), DEPOSIT (\$370.00), CONNECTION FEE (\$75.00), SEWER PERMIT/INSPECTION PERMIT (\$330.00), and SUBTOTAL (\$2,028.60).

- 2107 T
2102 T (prv also)
2103
2101 T
2108 T
WADEF
SEDEF
2111
2112
122

Received By:JEH
Paid By:COH
Date:11/15/18

*** READ INSTALLATION INSTRUCTIONS ON SECOND PAGE ***

SIGNATURE [Signature] 11/15/18
*CUSTOMER RESPONSIBLE FOR MONTHLY BILLINGS

COMMENTS
*Customer must be owner or an authorized agent or renter/lessee.

Original - Applicant, Copy : Planning, PW, Finance)



CITY OF HOMER
APPLICATION & PERMIT TO CONSTRUCT AND MAINTAIN
DRIVEWAY ON PUBLIC RIGHT-OF-WAY

PART 1: To Be Completed by Permittee

Permit No: 2024

Permittee: City of Homer Date: 5-Nov-18
Address: 491 Pioneer Avenue Phone: 907-235-8121
Lot: 3-A-1 Block: _____
Sub: Waddell Park 2016 Replat

CONTRACTOR: TBD

KPB Parcel Number: 177-120-34 Residential Commercial

Field inspection an notice required 24 hours in advance of construction.
Call Public Works Inspector at 235-3170.

The permittee certifies that: (1) he/she is the owner and/or authorized agent of the property, (2) that the conditions, restrictions and regulations of the City will be complied with, (3) that he/she will maintain the driveway in accordance with City standards, and (4) that the minimum clearance between the proposed finished driveway grade and the lowest aerial utility conductor shall not be less than 18 feet.

I have read the above application and know the contents thereof, the same is true and correct. I agree the above work will be done in accordance with all State and City laws and ordinances, and further agree to hold the City harmless from any and all claims of whatever kind or nature which may arise from activities under this permit.

Signed by Permittee Carey Meyer \$45.00 CSM
Code 2105 (Initials)

PART 2: For Public Works Department Use

No Yes Culvert Required Minimum CMP Culvert 18"x20'
 No Yes Paving Required Maximum driveway width at culvert: _____
 Applicant required to install a culvert if later conditions warrant.

SPECIAL INSTRUCTIONS This permit encompasses two approaches off Grubstake Ave and one approach off Snowbird

Initial inspection by: _____ Date: _____
Permit granted by: _____ Date: _____
Final inspection by: _____ Date: _____

Driveway Does Does not meet requirements

Improvements or corrections required: _____

CONSTRUCTION APPROVED BY: _____ Date: _____

PERMIT APPROVED BY: Carey Meyer (Public Works Inspector) Date: 11/5/18
(Director of Public Works)

- DISTRIBUTION: 1 ~ Permittee (completed part 1)
2 ~ Inspector (permit granted)
3 ~ Planning Department (address file)
4 ~ Inspector (final inspection/and approval)

Received By: _____
Paid By: _____
Date: _____

DRIVEWAY CONSTRUCTION INSTRUCTIONS

A permit to use or occupy roads or streets with access or driveway approaches must be obtained before any work shall be undertaken within the limits of a street right-of-way. **The cost of all the construction AND maintenance of the work shall be borne by the applicant, his grantees, successors and assigns (11.80.090)**

Our inspector will review the driveway site with permittee and/or contractor before construction begins and will advise permittee and/or contractor of the City requirements and grant the permit accordingly. **24 hours notice in advance of construction is required ~ 235-3170.**

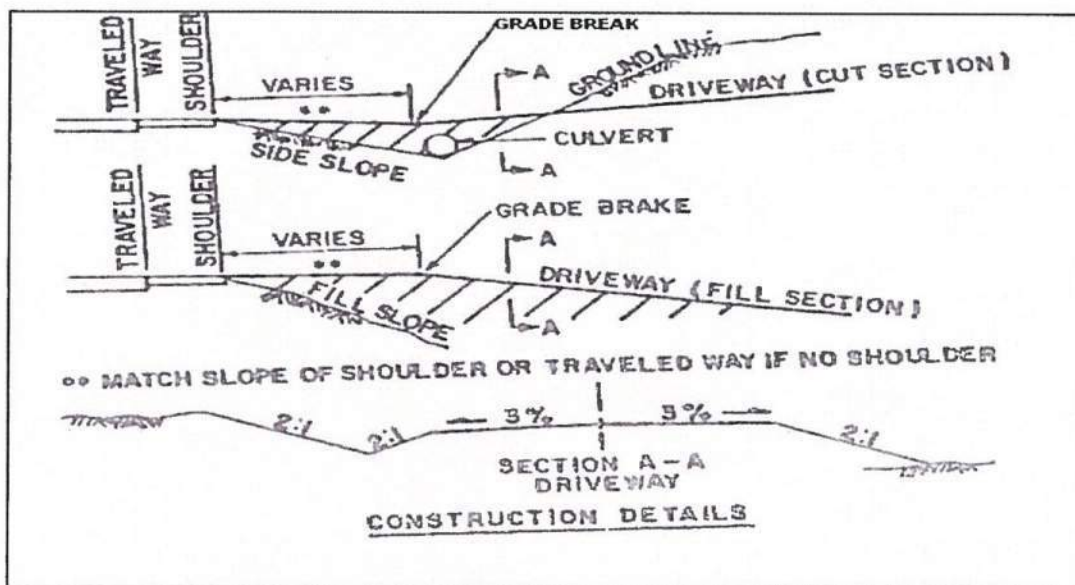
After the driveway is completed, our inspector will inspect the work. If it is acceptable, the inspector will note on the permit that the construction is approved. If not acceptable, the inspector will advise the permittee and/or contractor and note on permit why it is unacceptable to the City.

Should the permittee and/or contractor not know the exact date that the driveway construction will begin, the Public Works **Inspector must be notified at least 24 hours in advance as to when the work will begin.**

Any questions regarding the City's requirements regarding construction should be directed to the Public Works Inspector (235-3170).

CONSTRUCTION NOTES:

1. Stabilized fill material is required for the top two feet of the driveway for a distance of 15 feet from the shoulder line. Fill will not contain material exceeding two inches in diameter, and the top six inches within the R.O.W. must match the top course material of the road surface, however, not exceeding one inch in diameter.
2. Driveway will be constructed to match slope of shoulder or traveled way if no shoulder, for a distance as directed by the inspector.
3. Stabilized material for bedding for a minimum distance of six inches around the culvert will not contain material exceeding two inches in diameter.
4. All construction materials, methods and practices shall be in accordance with HMC Title 13, Standard Construction Practices.
5. Contractor must be licensed in the State of Alaska, bonded and insured to work in the City R.O.W.





DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REGULATORY DIVISION
44669 STERLING HIGHWAY, SUITE B
SOLDOTNA, AK 99669-7915

October 22, 2108

Regulatory Division
POA-2013-186

City of Homer
Mr. Carey Meyer
3575 Heath Street
Homer, Alaska 99603

Dear Mr. Meyer:

This letter responds to your October 4, 2018, request for a Department of the Army (DA) jurisdictional determination for your proposed construction of the new Homer Police Station on a 1.5-acre lot at 3755 Snowbird Street. It has been assigned number POA-2013-186, Unnamed Tributary to Beluga Slough, which should be referred to in all correspondence with us. The project site is located within Section 20, T. 6 S., R. 13 W., Seward Meridian; USGS Quad Map Seldovia C-5; Latitude 59.6444° N., Longitude 151.5289° W.; Kenai Peninsula Borough (KPB); Waddell Park 2016 Replat, Lot 3-A-1; in Homer, Alaska; KPB Parcel #177-120-34.

Based on our review of the information you provided and available to us, we have determined the subject property does not contain waters of the United States (U.S.) under Corps of Engineers (Corps) jurisdiction. Therefore, a DA permit is not required. A copy of the Approved Jurisdictional Determination form is available at the following address: www.poa.usace.army.mil/Missions/Regulatory/Jurisdictional-Determinations/Jurisdictional-Determination-Archive/ under the above file number. Please contact us if you decide to alter the method, scope, or location of your proposed activity.

This approved jurisdictional determination is valid for a period of five (5) years from the date of this letter, unless new information supporting a revision is provided to us before the expiration date.

Enclosed is a Notification of Administrative Appeal Options and Process and Request for Appeal form regarding this approved jurisdictional determination (see section labeled "Approved Jurisdictional Determination").

Section 404 of the Clean Water Act requires that a DA permit be obtained for the placement or discharge of dredged and/or fill material into waters of the U.S., including jurisdictional wetlands (33 U.S.C. 1344). The Corps defines wetlands as those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Section 10 of the Rivers and Harbors Act of 1899 requires that a DA permit be obtained for structures or work in or affecting navigable waters of the U.S. (33 U.S.C. 403). Section 10 waters are those waters subject to the ebb and flow of the tide shoreward to the mean high water mark, and/or other waters identified by the Alaska District.

Nothing in this letter excuses you from compliance with other Federal, State, or local statutes, ordinances, or regulations.

Please contact me via email at jen.l.martin@usace.army.mil, by mail at the address above or by phone at (907) 753-2370, if you have questions. For more information about the Regulatory Program, please visit our website at www.poa.usace.army.mil/Missions/Regulatory.

Sincerely,



Jen Martin
Project Manager

Enclosures

CC:

City of HOMER-Planning Department: planning@ci.homer.ak.us
Applicant: cmeyer@ci.homer.ak.us

**NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND
REQUEST FOR APPEAL**

Applicant: City of Homer		File Number: POA-2013-186	Date: October 29, 2018
Attached is:		See Section below	
	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A	
	PROFFERED PERMIT (Standard Permit or Letter of permission)	B	
	PERMIT DENIAL	C	
X	APPROVED JURISDICTIONAL DETERMINATION	D	
	PRELIMINARY JURISDICTIONAL DETERMINATION	E	

SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at

http://www.usace.army.mil/CECW/Pages/reg_materials.aspx or Corps regulations at 33 CFR Part 331.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C: PERMIT DENIAL: You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

D: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: PRELIMINARY JURISDICTIONAL DETERMINATION: You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also you may provide new information for further consideration by the Corps to reevaluate the JD.

SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision and/or the appeal process you may contact:

Jen Martin, Project Manager
Alaska District Corps of Engineers
Kenai Regulatory Field Office (CEPOA-RD-S-K)
44669 Sterling Highway, Suite B
Soldotna, Alaska 99669-7915
(907) 753-2730

If you only have questions regarding the appeal process you may also contact:

Regulatory Program Manager
U.S. Army Corps of Engineers, Pacific Ocean Division
CEPOD-PDC, Bldg 525
Fort Shafter, HI 96858-5440

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15 day notice of any site investigation, and will have the opportunity to participate in all site investigations.

Signature of appellant or agent.

Date:

Telephone number:

PUBLIC HEARING NOTICE

Public notice is hereby given that the City of Homer will hold a public hearing by the Homer Advisory Planning Commission on Wednesday, January 16, 2019 at 6:30 p.m. at Homer City Hall, 491 East Pioneer Avenue, Homer, Alaska, on the following matter:

A request for Conditional Use Permit (CUP) 19-02 for a police station at 625 Grubstake Avenue. A CUP is required for more than 8,000 square feet of building area according to HCC 21.18.040(d), and for “other uses approved pursuant to HCC 21.04.020” (unlisted uses) according to HCC 21.18.030(n). The proposed site consists of a 12,000 square-foot police station building that includes a jail, a fenced evidence storage area, and a carport structure. The location is lot 3-A-1 Waddell Park 2016 Replat, NE ¼ Sec. 20, T. 6 S., R. 13 W., S.M.

Anyone wishing to present testimony concerning this matter may do so at the meeting or by submitting a written statement to the Homer Advisory Planning Commission, 491 East Pioneer Avenue, Homer, Alaska 99603, by 4:00 p.m. on the day of the meeting.

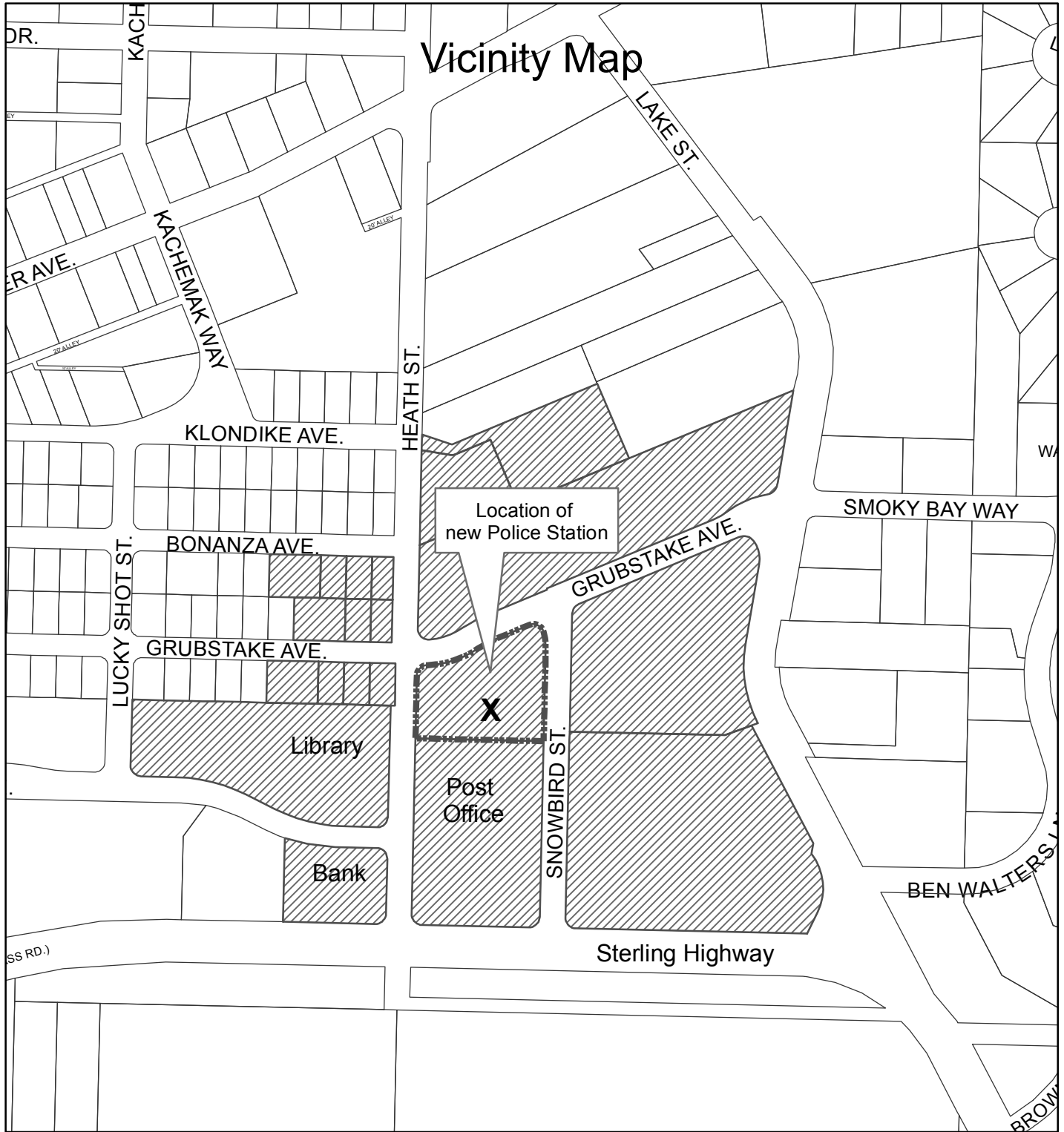
The complete proposal is available for review at the City of Homer Planning and Zoning Office located at Homer City Hall. For additional information, please contact Rick Abboud at the Planning and Zoning Office, 235-3106.

NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 300 FEET OF PROPERTY.

.....

VICINITY MAP ON REVERSE

Vicinity Map

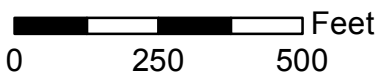


*City of Homer
Planning and Zoning Department*

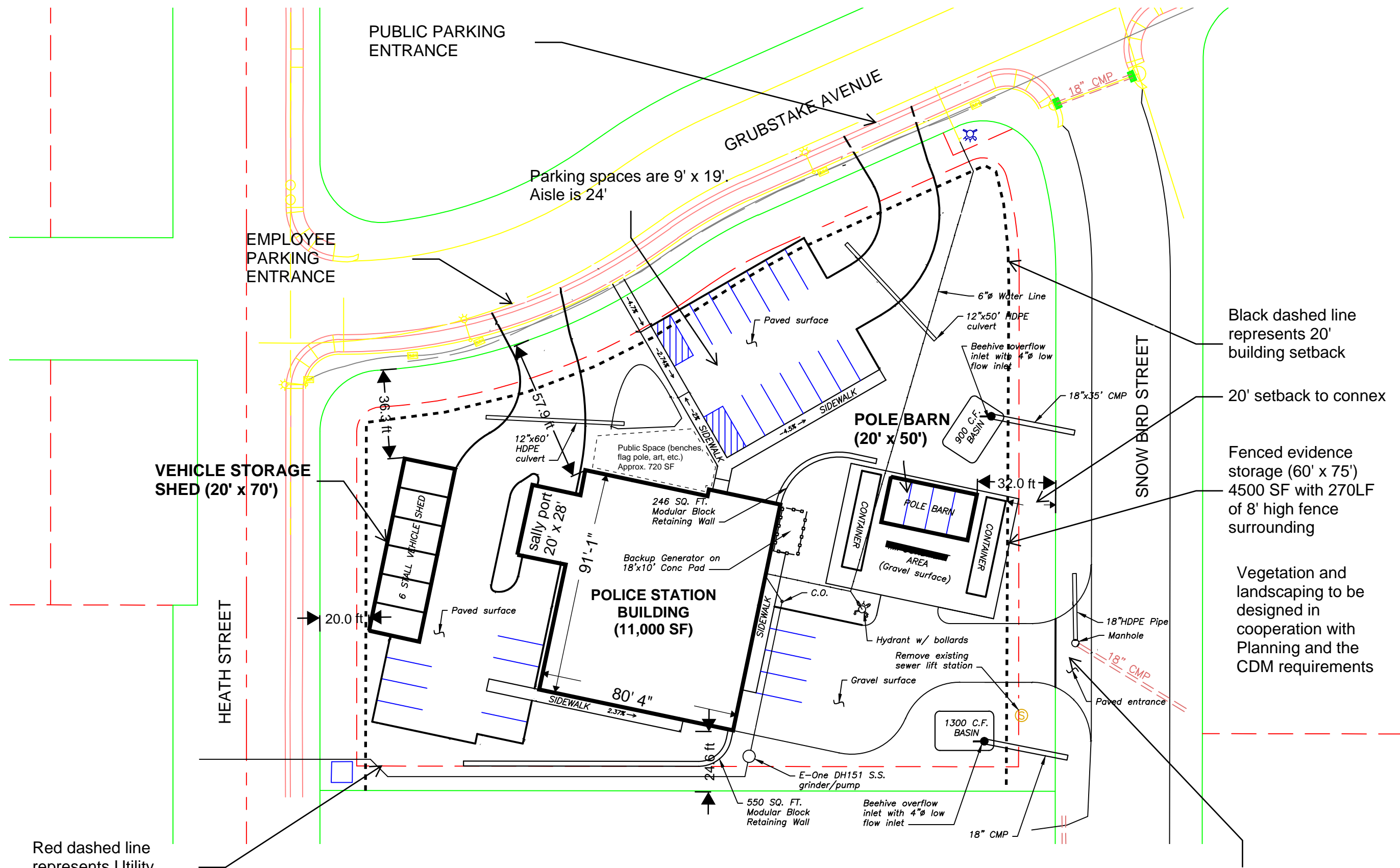
January 3, 2019

Request for CUP 19-02 Police Station

Marked Lots are w/in 300 feet
and property owners notified.



*Disclaimer:
It is expressly understood the City of
Homer, its council, board,
departments, employees and agents are
not responsible for any errors or omissions
contained herein, or deductions, interpretations
or conclusions drawn therefrom.*



- NOTES:**
- 30-foot curb cut at both north entrances.
 - Water main and sanitary sewer requires 7 foot minimum cover.

**PROPOSED POLICE STATION
BUILDING SITE PLAN**
(1" = 40')

CITY OF HOMER
POLICE STATION
35% SITE PLAN PROGRESS PRINT
(CITY REVIEWED AND UPDATED 11-13-2018)


BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 11/13/2018
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2018130

SHEET NO.:
C-1

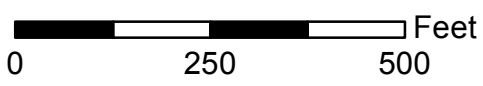



Aerial Map



City of Homer
 Planning and Zoning Department
 January 3, 2019

Request for CUP 19-02 Police Station

*Disclaimer:
 It is expressly understood the City of Homer, its council, board, departments, employees and agents are not responsible for any errors or omissions contained herein, or deductions, interpretations or conclusions drawn therefrom.*



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

Staff Report PL 19-07

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: January 16, 2019
SUBJECT: Review of permitted and conditionally permitted uses

Introduction

Reviewing for consideration of reducing in the number of conditional use permits has been added to the worklist. In order to get a better overall look of uses throughout the districts, I have created a table of uses that better displays the uses across the various districts.

Caution: The spreadsheet is based on code and is not 'official'. It has been altered slightly to combine some of the most similarly described uses. Many of the combinations are a result of slight difference in word tenses or a uses that are listed with different connecting words (ex: the use of word 'and' in one and 'or' in the other; like 'public and private schools' verses 'public or private schools'). I hope to create a list of items for the Clerk to approve and adjust the language accordingly. A larger future project might deal with some other language issues that would require code amendments. It was far too easy to get sidetracked when working on this.

Analysis

The best opportunities for reducing CUP's lies within the 'more than one' structure CUP requirements. I would like to take a close look at the development requirements for this type of project in the commercial districts and identify concerns that we could address without the use of a CUP. We should be able to review and create design standards to address common concerns of the CUP's. We can add things like all dumpsters must be screened on three sides or all lighting must be down lit, which are recommendations of all the CUP's. Our coverage standards should be able to address density concerns. Buffer requirement can be made to address concerns to being adjacent to residential uses.

The next most popular CUP request deals with the greater than 8000 square feet of building area or greater than 70% lots area (in some commercial districts like MC or MI) or 30% in other commercial districts.

Staff Recommendation

Review the CUP uses and identify uses for more detailed study and considerations for elimination.

Attachments

Uses table

1	Allowed Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
2	Accessory uses to the uses permitted in the GC2 district that are clearly subordinate to the main use of the lot or building, such as wharves, docks, restaurant or cafeteria facilities for employees; or caretaker or dormitory residence if situated on a portion of the principal lot; provided, that separate permits shall not be issued for the construction of any type of accessory building prior to that of the main building;								✓								
3	Agricultural activities, including general farming, truck farming, livestock farming, nurseries, and greenhouses; provided, that: 1. Other than normal household pets, no poultry or livestock may be housed and no fenced runs may be located within 100 feet of any residence other than the dwelling on the same lot; 2. No retail or wholesale business sales office is maintained on the premises;	✓															
4	Agricultural activities, including general farming, truck farming, nurseries, tree farms and greenhouses;									✓							
5	Air charter operations and floatplane tie-up facilities;							✓									
6	Airports and air charter operations;								✓								
7	Apartment units located in buildings primarily devoted to business or commercial uses;				✓												
8	Appliance sales and service;							✓									
9	As an accessory use incidental to residential use, storage of personal commercial fishing gear in a safe orderly manner and separated by at least five feet from any property line;		✓														
10	As an accessory use incidental to residential use, the private outdoor storage of noncommercial equipment, including noncommercial trucks, boats, and not more than one recreational vehicle in a safe and orderly manner and separated by at least five feet from any property line, provided no stored equipment, boat or vehicle exceeds 36 feet in length;	✓	✓														
11	As an accessory use, one small wind energy system per lot having a rated capacity not exceeding 10 kilowatts;	✓	✓	✓	✓												✓
12	As an accessory use, one small wind energy system per lot.							✓	✓	✓	✓	✓					
13	Auto and trailer sales or rental areas;							✓									
14	Auto fueling stations and drive-in car washes;							✓									
15	Auto repair and auto and trailer sales or rental areas, but only on Main Street from Pioneer Avenue to the Sterling Highway, excluding lots with frontage on Pioneer Avenue or the Sterling Highway, subject to the following additional requirements: Vehicles awaiting repair or service, inoperable vehicles, vehicles for parts, and vehicles awaiting customer pickup shall be parked indoors or inside a fenced enclosure so as to be concealed from view, on all sides. The fence shall be a minimum height of eight feet and constructed to prohibit visibility of anything inside of the enclosure. The portion of any vehicle exceeding eight feet in height may be visible outside of the fence. Vehicle parts (usable or unusable), vehicle service supplies, and any other debris created in the repair or servicing of vehicles shall also be stored indoors or inside the fenced enclosure out of view of the public;				✓												
16	Auto repair;							✓									
17	Auto, trailer, truck, recreational vehicle and heavy equipment sales, rentals, service and repair, excluding storage of vehicles or equipment that is inoperable or in need of repair;								✓								
18	Auto, trailer, truck, recreational vehicle and heavy equipment sales, rentals, service and repair;									✓							
19	Banks, savings and loans, credit unions and other financial institutions;							✓									
20	Boat and marine equipment sales, rentals, manufacturing, storage yard, service and repair;									✓							
21	Boat and marine equipment sales, rentals, service and repair;							✓									
22	Boat launching or moorage facilities, marinas, boat charter services;											✓					
23	Boat launching or moorage facilities, marinas;										✓						
24	Building supply and equipment sales and rentals;							✓		✓							
25	Business offices for water-dependent and water-related activities such as fish brokers, off-shore oil and gas service companies, and stevedores;										✓						
26	Campgrounds;										✓						
27	Caretaker, business owner or employee housing as an accessory use to a primary use, and limited to no more than 50 percent of the floor area of a building and for use by an occupant for more than 30 consecutive days;										✓	✓					
28	Cold storage facilities;								✓	✓	✓	✓					
29	Construction, assembly and storage of boats and boat equipment;								✓								

1	Allowed Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
30	Customary accessory uses that are clearly subordinate to the main use of the lot or building such as piers or wharves; provided, that separate permits shall not be issued for the construction of an accessory structure prior to that of the main structure;										✓						
31	Customary accessory uses to any of the permitted uses listed in the CBD district; provided, that a separate permit shall not be issued for the construction of any detached accessory building prior to that of the main building;				✓												
32	Customary accessory uses to any of the permitted uses listed in the GBD district; provided, that separate permit shall not be issued for the construction of any type of accessory building prior to that of the main building.						✓										
33	Customary accessory uses to any of the permitted uses listed in the GC1 district; provided, that no separate permit shall be issued for the construction of any type of accessory building prior to that of the main building;							✓									
34	Customary accessory uses to any of the permitted uses listed in the UR district; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;		✓														
35	Customary accessory uses to any of the uses permitted in the EEMU district that are clearly subordinate to the main use of the lot or building, including without limitation wharves, docks, storage facilities, restaurant or cafeteria facilities for employees; or caretaker or employee dormitory residence if situated on a portion of the same lot as the principal use; provided, that no permit shall be issued for the construction of any type of accessory building prior to the establishment of the principal use;									✓							
36	Day care facilities;																✓
37	Day care homes and facilities; provided, however, that outdoor play areas must be fenced;	✓		✓	✓	✓											
38	Day care homes;																✓
39	Day care homes; provided, however, that outdoor play areas must be fenced;		✓														
40	Day care homes; provided, that a conditional use permit was obtained for the dwelling, if required by HCC 21.24.030; all outdoor play areas must be fenced;							✓									
41	Dormitory;				✓			✓	✓								
42	Drive-in car washes;									✓							
43	Dry cleaning, laundry, and self-service laundries;							✓		✓							
44	Dry docks;											✓					
45	Duplex dwelling, excluding mobile home;		✓														
46	Duplex dwelling;	✓															✓
47	Dwelling units and nonresidential uses in the same building, if each use is otherwise allowed by this chapter;					✓	✓										
48	Dwelling units located in buildings primarily devoted to business uses;							✓									
49	Entertainment establishments;				✓	✓		✓									
50	Farmers' market;				✓	✓	✓										
51	Financial institutions;				✓	✓											
52	Fish and wildlife habitat protection and enhancement.							✓						✓			
53	Floatplane tie-up facilities and air charter services;				✓												
54	Garden supplies and greenhouses;							✓		✓							
55	General business offices and professional offices;							✓	✓								
56	Heavy equipment and truck sales, rentals, service and repair;							✓									
57	Heliports;																
58	Home occupations on a lot whose principal permitted use is residential, provided they conform to the requirements of HCC21.51.010;									✓							
59	Home occupations, provided they conform to the requirements of HCC 21.51.010;	✓	✓	✓	✓	✓	✓										
60	Hotels and motels;				✓	✓	✓	✓	✓								
61	Itinerant merchants, provided all activities shall be limited to uses permitted outright under this zoning district;				✓			✓	✓	✓	✓	✓					
62	Lodging as an accessory use, limited to no more than 50 percent of the floor area of a building;										✓						
63	Lumberyards;							✓									
64	Manufacture and assembly of pottery and ceramics, musical instruments, toys, novelties, small molded products, electronic instruments and equipment and electrical devices;								✓								
65	Manufacturing of electronic equipment, electrical devices, pottery, ceramics, musical instruments, toys, novelties, small molded products and furniture;							✓									

1	Allowed Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
66	Manufacturing, fabrication and assembly;									✓							
67	Manufacturing, processing and packing of sea products;											✓					
68	Manufacturing, processing, cooking, and packing of seafood products;										✓						
69	Marijuana cultivation facilities, manufacturing facilities, retail facilities, and testing facilities as defined by State law.				✓			✓	✓	✓							
70	Marine equipment sales, rentals, service, repair and storage;										✓	✓					
71	Marine recreation activities such as fishing and boating;												✓				
72	Marine-life and wildlife sanctuary or preserve;												✓	✓			
73	Marine-life raising or production for recreational purposes, but not for commercial fishing purposes;												✓				
74	Ministorage;				✓												✓
75	Mobile commercial structures;								✓	✓							
76	Mobile food services on City-owned land only;					✓											
77	Mobile food services;				✓			✓	✓	✓	✓	✓					
78	Mobile homes, subject to the requirements of HCC 21.54.100;	✓			✓												✓
79	More than one building containing a permitted principal use on a lot;					✓				✓		✓					
80	Mortuaries and crematoriums;									✓							
81	Mortuaries;				✓			✓									
82	Multiple-family dwelling, only if the structure conforms to HCC 21.14.040(a)(2) and excluding mobile home;		✓	✓													
83	Multiple-family dwelling, provided the structure conforms to HCC 21.14.040(a)(2);	✓															✓
84	Museums and libraries;				✓	✓	✓										
85	Museums, libraries and similar institutions;				✓												
86	Nursing facilities, convalescent homes, homes for the aged, assisted living homes;				✓												
87	Offices for tourism-related charter and tour businesses, such as fishing, flightseeing, day excursions and boat charters and tours;										✓						
88	Offices;					✓											
89	One detached dwelling unit, excluding mobile homes, as an accessory building to a principal single-family dwelling on a lot subject to the requirements of HCC 21.12.040	✓															
90	One detached dwelling unit, excluding mobile homes, as an accessory building to a principal single-family dwelling on a lot.		✓	✓	✓												
91	Open air businesses;							✓	✓	✓							
92	Open space, but not including outdoor recreational facilities described in HCC 21.12.030;	✓															
93	Open space, not including outdoor recreational facilities;		✓														
94	Open space, such as park, playground and related recreation activities;												✓				
95	Open space;						✓										
96	Other customary accessory uses incidental to any of the permitted uses listed in the RR district; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;	✓															
97	Other customary accessory uses incidental to any of the principal permitted uses listed in the BCWP district, such as limited personal use gardening as described in HCC 21.40.090(c);																✓
98	Other customary accessory uses to any of the permitted uses listed in the Residential Office District; provided, that no separate permit shall be issued for the construction of any detached accessory building prior to that of the main building;				✓												
99	Parking lots and parking garages, in accordance with Chapter 21.55 HCC;				✓	✓		✓	✓	✓							
100	Parks and open space;				✓	✓		✓		✓							
101	Parks;				✓	✓					✓	✓					
102	Personal service (establishments);				✓	✓	✓			✓							
103	Plumbing, heating and appliance service shops, only if such use, including the storage of materials, is wholly within an enclosed building;				✓	✓											
104	Plumbing, heating and appliance service shops;									✓							
105	Port and harbor facilities;											✓					
106	Private exterior storage of the occupant's personal noncommercial equipment, including noncommercial trucks, boats, campers and not more than one recreational vehicle in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;				✓												
107	Private floatplane tie-down as an accessory use incidental to residential use;	✓	✓														

1	Allowed Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
108	Private stables;	✓								✓							
109	Private storage in yards, in a safe and orderly manner, of equipment, including trucks, boats, recreational vehicles and automobiles; provided, that all are in good mechanical and operable condition, and if subject to licensing, currently able to meet licensing requirements; and further provided, that the stored items do not create impervious cover in excess of the limits in HCC21.40.070;																✓
110	Private, public, and commercial schools;					✓											
111	Production, processing, assembly and packaging of fish, shellfish and seafood products;								✓	✓							
112	Professional offices and general business offices;			✓	✓												
113	Public and private schools;		✓				✓										✓
114	Public parks and playgrounds;	✓	✓	✓													✓
115	Public, private and commercial schools;				✓												
116	Publishing, printing and bookbinding;				✓	✓		✓	✓								
117	Recreation vehicle sales, rental, service and repair;							✓									
118	Recreational vehicle parks only if located south of the Sterling Highway (Homer Bypass) from Lake Street west to the boundary of the Central Business District abutting Webber Subdivision, and from Heath Street to the west side of Lakeside Village Subdivision, provided they shall conform to the standards in HCC 21.54.200 and following sections;				✓												
119	Recreational vehicle parks, provided they shall conform to the standards in Article II of Chapter 21.54 HCC;							✓					✓				
120	Recreational vehicle parks, provided they shall conform to the standards in Chapter 21.54 HCC;								✓		✓	✓					
121	Recreational vehicles, subject to the standards in HCC 21.54.320(a), (b) and (c);									✓							
122	Recreational vehicles, subject to the standards set out in HCC 21.54.320;	✓	✓	✓													
123	Religious, cultural and fraternal assembly;			✓	✓	✓	✓			✓							✓
124	Research and development laboratories								✓	✓							
125	Restaurant as an accessory use;											✓					
126	Restaurants and clubs;						✓										
127	Restaurants, clubs and drinking establishments that provide food or drink for consumption on the premises;				✓	✓											
128	Restaurants, including drive-in restaurants, clubs and drinking establishments;							✓		✓							
129	Restaurants;										✓						
130	Retail and wholesale sales of building supplies and materials, only if such use, including storage of materials, is wholly contained within one or more enclosed buildings;				✓												
131	Retail business where the principal activity is the sale of merchandise and incidental services in an enclosed building;				✓	✓											
132	Retail business(es);						✓	✓		✓							
133	Retail sale of building supplies and materials, only if such use, including storage of materials, is wholly contained within an enclosed building;					✓											
134	Retail stores limited to the sale of seafood products, sporting goods, curios, and arts and crafts;										✓						
135	Rooming house and bed and breakfast;							✓									✓
136	Rooming house, bed and breakfast and hostel;	✓	✓	✓	✓	✓	✓										
137	Single-family and duplex dwelling, excluding mobile homes;			✓													
138	Single-family and duplex dwellings, only as an accessory use incidental to a permitted principal use; provided, that no permit shall be issued for the construction of an accessory dwelling prior to the establishment of the principal use;									✓							
139	Single-family dwelling, excluding mobile home;		✓														
140	Single-family dwelling;	✓															✓
141	Single-family, duplex, and multiple-family dwellings, but not including mobile homes or townhouses;					✓											
142	Single-family, duplex, and multiple-family dwellings, including townhouses, but not including mobile homes;				✓		✓										
143	Storage and distribution services and facilities, including truck terminals, warehouses and storage buildings and yards, contractors' establishments, lumberyards and sales, or similar uses;								✓	✓							
144	Storage of heavy equipment, vehicles or boats;									✓							
145	Storage of personal commercial fishing gear in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to residential use;	✓															
146	Storage of personal commercial fishing gear in a safe and orderly manner;																✓

1	Allowed Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
147	Storage of the occupant's personal commercial fishing gear in a safe and orderly manner and separated by at least five feet from any property line as an accessory use incidental to a permitted or conditionally permitted principal use;			✓													
148	Studios;				✓	✓	✓			✓							
149	Taxi operation limited to a dispatch office and fleet parking of no more than five vehicles; maintenance of taxis must be conducted within an enclosed structure, and requires prior approval by the City Planner of a site, access and parking plan;				✓												
150	Taxi operation;							✓	✓	✓							
151	Temporary (seasonal) roadside stands for the sale of produce grown on the premises;	✓															✓
152	The outdoor harboring or keeping of dogs, small animals and fowl as an accessory to a residential use in a manner consistent with the requirements of all other provisions of the Homer City Code and as long as such animals are pets of the residents of the dwelling and their numbers are such as not to unreasonably annoy or disturb occupants of neighboring property;		✓							✓							
153	The outdoor harboring or keeping of dogs, small animals and fowl as an accessory use in a manner consistent with the requirements of the Homer City Code and as long as such animals are kept as pets and their numbers are such as not to unreasonably annoy or disturb occupants of neighboring property;			✓													
154	The repair, replacement, reconstruction or expansion of a single-family or duplex dwelling, including a mobile home, that existed lawfully before its inclusion in the GC1, GC2 or EEMU zoning districts, notwithstanding any provision of Chapter 21.61 HCC to the contrary; provided, that a mobile home may not be used to replace or expand such a dwelling;									✓							
155	Townhouses subject to the standards of HCC 21.53.010(c), (f), (h), (i), and (o) only;					✓											
156	Trade, skilled or industrial schools;							✓	✓	✓							
157	Transient or itinerant merchants, provided all activities shall be limited to uses permitted outright under this zoning district, and only on City-owned land;					✓											
158	Underground bulk petroleum storage;								✓								
159	Up to four recreational vehicles on a lot as a temporary dwelling not to exceed 90 days' occupancy per vehicle in any calendar year;																✓
160	Warehouse and marshaling yards for storing goods awaiting transfer to marine vessels or off-loaded from a marine vessel and awaiting immediate pickup by land-based transportation;											✓					
161	Warehousing, commercial storage and mini-storage;							✓		✓							
162	Welding and mechanical repair;							✓		✓							
163	Wharves and docks, marine loading facilities, ferry terminals, marine railways;											✓					
164	Wholesale businesses, including storage and distribution services incidental to the products to be sold;							✓		✓							

1	Conditional Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D	
2	Agricultural activity and stables, if they conform to HCC 21.40.090, but not including farming of swine;																✓	
3	Any structures used for uses permitted outright in the district;												✓					
4	Assisted living home;	✓	✓															
5	Auto fueling stations;				✓					✓								
6	Boat sales, rentals, service, repair and storage, and boat manufacturing;											✓						
7	Bulk petroleum product storage above ground;								✓									
8	Bulk petroleum product storage;									✓								
9	Bulk petroleum storage;											✓						
10	Campgrounds;							✓	✓			✓	✓					
11	Cemeteries;	✓															✓	
12	Commercial greenhouses and tree nurseries offering sale of plants or trees grown on premises;	✓																
13	Construction camps;								✓	✓								
14	Crematoriums;							✓										
15	Customary accessory uses to any of the permitted uses listed in the TCD district; provided, that a separate permit shall not be issued for the construction of any type of accessory building prior to that of the main building;					✓												
16	Day care facilities; provided, however, that outdoor play areas must be fenced;	✓	✓	✓				✓	✓									
17	Drinking establishments;										✓							
18	Drive-in car washes, but only on the Sterling Highway from Tract A-1 Webber Subdivision to Heath Street;				✓													
19	Educational and interpretive displays and signs.													✓				
20	Extractive enterprises related to other uses permitted in the district;											✓						
21	Extractive enterprises, including crushing of gravel, sand and other earth products and batch plants for asphalt or concrete;									✓								
22	Extractive enterprises, including the mining, quarrying and crushing of gravel, sand and other earth products and batch plants for asphalt or concrete;								✓									
23	Fishing gear and boat storage;												✓					
24	Greenhouses and garden supplies;				✓	✓												
25	Group care home;	✓	✓	✓														
26	Group care homes and assisted living homes;				✓	✓			✓									
27	Helipads											✓						
28	Helipads, but only as an accessory use incidental to a hospital conditional use			✓														
29	Heliports;											✓						
30	Hospitals and medical clinics;			✓														
31	Hospitals;		✓															
32	Hotels and motels;										✓							
33	If approved by a conditional use permit, the setback from a dedicated right-of-way may be reduced.						✓											
34	If approved by a conditional use permit, the setback from a dedicated right-of-way, except from the Sterling Highway or Lake Street, may be reduced				✓													
35	If approved by conditional use permit, buildings up to 55 feet in height may be allowed.								✓									
36	Impound yards;								✓	✓								
37	Indoor recreational facilities and outdoor recreational facilities;				✓													
38	Indoor recreational facilities;	✓	✓			✓		✓	✓	✓	✓	✓	✓					
39	Junk yard;								✓	✓								
40	Kennels;	✓							✓	✓								
41	Light or custom manufacturing, repair, fabricating, and assembly, provided such use, including storage of materials, is wholly within an enclosed building;				✓	✓												
42	Lodging;										✓							
43	Manufacturing of electronic equipment, electrical devices, pottery, ceramics, musical instruments, toys, novelties, small molded products and furniture					✓												
44	Mobile home parks;	✓			✓			✓	✓									
45	More than one building containing a permitted principal use on a lot.	✓	✓	✓	✓		✓	✓	✓		✓						✓	
46	Mortuaries;			✓														
47	Multiple-family dwelling;							✓										
48	No building may be located in a required setback area without an approved conditional use permit.										✓	✓						
49	No lot shall contain more than 8,000 square feet of building area (all buildings combined), nor shall any lot contain building area in excess of 30 percent of the lot area,			✓	✓	✓	✓	✓	✓	✓								

1	Conditional Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
50	No lot shall contain more than 8,000 square feet of building area (all buildings combined), nor shall any lot contain building area in excess of 70 percent of the lot area without an approved conditional use permit.										✓	✓					
51	One small wind energy system having a rated capacity exceeding 10 kilowatts; provided, that it is the only wind energy system of any capacity on the lot.	✓	✓	✓	✓	✓	✓										
52	Other conservation uses that will enhance the Conservation District, approved by the Planning Commission, provided, however, a finding of no adverse impact to the integrity of the fish and wildlife resources and habitat must be found.													✓			
53	Other open space and recreation uses;												✓				
54	Other uses approved pursuant to HCC 21.04.020			✓	✓	✓	✓	✓	✓	✓							
55	Other uses similar to uses permitted and conditionally permitted in the BCWP district, as approved by written decision of the Planning Commission upon application of the property owner and after a public hearing;															✓	
56	Outdoor recreational facilities;	✓	✓			✓		✓	✓	✓	✓	✓	✓				
57	Overslope development.																✓
58	Parking areas;												✓				
59	Parking lots and parking garages, in accordance with Chapter 21.55					✓											
60	Parking lots incidental to a permitted or conditionally permitted use.													✓			
61	Pedestrian trails, including boardwalks and viewing platforms.													✓			
62	Pipelines and railroads;	✓	✓		✓			✓	✓				✓				
63	Planned unit developments									✓							
64	Planned unit development, excluding all industrial uses;		✓	✓	✓												
65	Planned unit development, limited to residential uses only;	✓															
66	Planned unit development, limited to water-dependent or water-related uses and excluding all dwellings;											✓					
67	Planned unit developments, excluding residential uses;							✓									
68	Planned unit developments, limited only to uses otherwise permitted in this district;					✓											
69	Planned unit developments, limited to water-dependent and water-related uses, with no dwelling units except as permitted by HCC 21.28.020(o);										✓						
70	Planned unit developments;							✓									
71	Plumbing, heating and appliance repair shops, but only if such use, including storage of goods and materials, is wholly contained within one or more enclosed buildings;					✓											
72	Private stables and the keeping of larger animals not usually considered pets, including paddocks or similar structures or enclosures utilized for keeping of such animals as an accessory use incidental to a primary residential use; such use shall be conditioned on not causing unreasonable disturbance or annoyances to occupants of neighboring property, and on sufficient land to harbor such animals;		✓														
73	Public or private schools;			✓													
74	Public utility facilities and structures;	✓		✓	✓				✓	✓	✓	✓	✓				
75	Public utility facilities and structures that cannot be reasonably located in another district.													✓			
76	Public utility facility or structure;							✓									✓
77	Public school and private school;	✓															
78	Religious, cultural and fraternal assembly;	✓	✓														
79	Retail sales of hardware, appliances and furniture, building supplies and materials, but only if such use, including storage of goods and materials, is wholly contained within one or more enclosed buildings;					✓											
80	Self-service laundries;					✓											
81	Shelter for the homeless, provided any lot used for such shelter does not abut a residential zoning district;				✓				✓								
82	Shelter for the homeless, provided any lot used for such shelter does not abut an RO, RR, or UR zoning district;							✓									
83	Storage of heavy equipment or boats over 36 feet in length as an accessory use incidental to a permitted or conditionally permitted principal use;		✓														
84	Storage of heavy equipment, vehicles or boats over 36 feet in length as an accessory use incidental to a permitted or conditionally permitted principal use;	✓															

1	Conditional Uses	RR	UR	RO	CB D	TC D	GB D	GC 1	GC 2	EE MU	MC	MI	OS R	CO	SG CO D	BC WP D	SB HO D
85	The location of a building within a setback area required by HCC 21.28.040(b). In addition to meeting the criteria for a conditional use permit under HCC 21.71.030, the building must meet the following standards: 1. Not have a greater negative effect on the value of the adjoining property than a building located outside the setback area; and 2. Have a design that is compatible with that of the structures on the adjoining property.										✓	✓					
86	Timber harvesting operations, timber growing, and forest crops, provided they conform to HCC 21.40.100;																✓
87	Townhouses;		✓	✓				✓									
88	Uses, activities, structures, exceptions, or other things described as requiring a conditional use permit in HCC 21.40.080(a), 21.40.110(b) or any other provision of this chapter;																✓
89	Where a suitable fire suppression system is provided a building may exceed 35 feet in height, if and to the extent approved by a conditional use permit.					✓											

1	Prohibited Uses	SGCOD	BCWPD
2	All uses that would cause a degradation of the water quality or endanger the suitability of the Bridge Creek Reservoir as a water supply source for the City's public water utility. [Ord. 08-29, 2008].		✓
3	Any use or structure requiring an Alaska Department of Environmental Conservation (ADEC) approved septic or sewer system that is not connected to a properly functioning ADEC approved septic or sewer system;		✓
4	Asphalt manufacture or refining; paving mixture (batch) plant;	✓	
5	Automobile and vehicle sales, showrooms and sales lots; vehicle repair or auto repair; vehicle maintenance; public garage;	✓	
6	Car washes, truck washes, and other vehicle washes;	✓	
7	Dog lots or other aggregations of more than six dogs over the age of five months;		✓
8	Farming of swine;		✓
9	Heavy equipment sales, service, and storage;	✓	
10	Impound yards;		✓
11	Itinerant merchants;	✓	
12	Junkyards and recycling yards and facilities;		✓
13	Junkyards; impound yards; automobile wrecking; recycling yards; and similar uses;	✓	
14	Mobile food service. [Ord. 08-29, 2008].	✓	
15	Mobile home parks;	✓	
16	Racetracks;		✓
17	Recreational vehicle sales, storage, repair;	✓	
18	Service stations;	✓	
19	Short- and long-term commercial storage facilities warehousing and mini-storage;	✓	
20	Taxi operation, dispatch office and vehicle fleet parking, storage and maintenance;	✓	
21	Use of motorized vehicles, off-road vehicles, personal motorized watercraft or motorized boats on City of Homer properties or upon or in the waters on those properties, unless the use is expressly authorized by the City of Homer;		✓



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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 9th, 2019
SUBJECT: January 14th City Manager Report

Workout While Learning About Ocean Ecology on the Homer Spit

Kachemak Bay National Estuarine Research Reserve (KBNERR) has requested a letter of support from the City of Homer for a grant from Alaska Sea Grant to work with community partners and create a series of workout signs along the Homer Spit Trail that highlight ecological features of the surrounding ecosystem. The goal would be to increase ocean literacy within Homer while providing recreational users with a structured workout routine.

The proposed signage would start at the base of the Homer spit and extend 3.0 miles to Nick Dudiak Fishing Lagoon as an end point. In total, 10 signs would be posted with different exercises or stretches while incorporating ocean literacy about tides, currents, marine life, and fisheries. KBNERR will work with a physical therapist to develop the workout portion of the signs' content. The attached letter expresses the City of Homer's support for this innovative and unique project. If funding is successful, Park Coordinator Matt Steffy will work with KBNERR on signage and placement.

Senior Officials Workshop for All-Hazard Preparedness

Please set aside Thursday, February 21st from 11am to 5pm for a Senior Officials Workshop on All-Hazard Mitigation sponsored by FEMA. The workshop will be held at the College and will be hosted by Texas A & M Engineering Services Extension (TEEX) with the goal of bringing senior executive officials together to understand their important role in disaster planning and mitigation. We will also work through a mid-summer tsunami evacuation as a table top drill. In addition to City Council and all City staff who would be mobilized to participate in the Emergency Operations Center, we will invite community partners to attend. See attached flyer from TEEX for more information. Thank you in advance for setting aside an entire day for this important workshop.

It's Official – 302 Acres Preserved in Bridge Creek Watershed

City Council approved approximately \$30,000 in the 2018 budget to cover costs related to establishing a conservation easement for over 300 acres of wetlands in the Bridge Creek Watershed. On December 13th, 2018, Nancy Hillstrand and Kachemak Heritage Land Trust (KHLT) signed papers to permanently protect her 302 acres near Bridge Creek for valuable wildlife habitat, open space, and water quality. The name of this special place is Let Nature Sing Wilderness Preserve. From the KHLT news release:

The Bridge Creek Reservoir is important moose and bear habitat, as well as being highly valuable to the City as the sole water supply for the surrounding area. Bridge Creek is also a tributary of the Anchor River, meaning that it contributes directly to healthy salmon, Dolly Varden, and steelhead habitat. Protection of this land in the Bridge Creek Watershed ensures that groundwater and streams have a clean and healthy environment through which to filter before entering the Reservoir. Keeping this piece of land in a virtually pristine condition directly benefits the entire ecosystem, from Homer Residents to baby salmon in the Anchor River. KHLT successfully collaborated with the Homer City Council to acquire stewardship funds from the City's Water Reserves in order to maintain the valuable characteristics of this property forever. Nancy says it best, "Thank you, Mother Nature."

Coastal Bluff Analysis

In 2018, the City of Homer entered into a partnership with the Alaska Division of Geological and Geophysical Surveys to complete LIDAR mapping of the Homer bench in order to produce data for a landslide hazard analysis. The funding for this work is directly from FEMA to the State of Alaska. Though the City is not a recipient of the funds, we will be able to use the data as the Planning Commission and City Council work on slope stability issues. The City was recently contacted by the state to support a request to expand the scope of the data analysis so that the City of Homer could receive assistance in reviewing and making policy recommendations regarding development near Homer's coastal bluffs. Currently, the definition of 'coastal bluff' in Homer City Code does not include many of the landforms found near the coast that the Commission wishes to regulate. Examining coastal bluff morphology, examining policy practices of similar communities, and working with the Planning Commission in developing best management practices will allow the City of Homer to address the risks of coastal development to help further the health, safety, and welfare of Homer's citizens.

2020 Census

Before the holiday season, City staff met with Barbara Miranda from the US Census to discuss how the accuracy of the upcoming 2020 census count could be improved. Ms. Miranda was traveling around the Peninsula encouraging communities to create and/or participate in a 2020 Census Complete Count Committee made up of community leaders who could ensure every citizen is counted in the 2020 census. Population data is tied to many different sources of federal programming and funding and it is critical every Homer resident is counted, especially among vulnerable populations that historically tend to be underrepresented. The Census Department estimates that, on average, each citizen is directly tied to \$3,000 in annual federal funding which comes to our community in one way or another. This amount does not count the auxiliary ways census data is tied to funding (like Community Assistance through the state). Furthermore, the census participation rate in 2010 for the Kenai Peninsula was only 52%, which leaves a lot of room for improvement. I put Ms. Miranda in touch with Mobilizing Action through Planning and Partnership of the Southern Kenai Peninsula (MAPP of SKP), an organization that uses this data on a regular basis for their reports and analysis and is a great cross section of community organizations and leaders. The Kenai Peninsula Economic Development District is going to organize a 2020 Census Complete Count Committee on behalf of the Kenai Peninsula Borough to work on outreach for the Peninsula in anticipation of the 2020 Census. The City of Homer will be looking to appoint someone to represent us on that committee.

AML Juneau Winter Legislative Meeting

The February trip to Juneau for the Alaska Municipal League (AML) Winter Legislative Meeting is just around the corner. Our travel schedule will be rigorous, with the majority of us arriving the afternoon of Monday, the 18th, leaving on the Wednesday evening flight, and overnighing in Anchorage in order to make it back in

time for the Senior Officials Workshop for All-Hazards Preparedness on Thursday, the 21st. There will be a Juneau meeting schedule in addition to the two full days of work sessions AML has planned (see attached draft agenda). Suggestions I have for meetings and topics are listed below. Please provide me with any additional suggestions on meeting topics/agencies as we work on the schedule for the upcoming trip. If you have additional topics that Council has not taken a formal position on, there are two Council meetings to work on resolutions (January 28th and February 11th) before AML.

Meeting/Topic Suggestions

- DCEDD – interpretation of CPV funds moving forward in light of recent court decision
- DOT – follow up on Councilmember Erickson’s request regarding Baycrest Subdivision
- Rep. Vance – COH priorities
- Sen. Stevens – COH priorities
- USCG – large vessel harbor progress update, courtesy visit
- If they happen to be in Juneau when we are, it would be great to make time for a quick visit and words of encouragement for two of our hometown public officials, Jon Faulkner, Deputy Commissioner of Department of Commerce, Community and Economic Development and Adam Crum, Commissioner of the Department of Health and Social Services.

Risk Analysis

The recent insurance renewal with Alaska Municipal League Joint Insurance Association (AML-JIA) provided an excellent opportunity to review points of vulnerability for the City and reflect on how we can be proactive about risk management. I appreciate the suggestions made by Councilmembers and would like to extend the offer to review the mandatory trainings we require for employees (most of which are online) to any member. I will be following up on Council’s suggestions, including driving training for city employees and providing ice cleats for employees to prevent slips. To that end, I requested a risk analysis from AML-JIA, the result of which is summarized in the attached letter. The attached memorandum identified Port & Harbor and Public Works employees as having the vast majority of claims concerning “Foreign Body in Eye.” These departments will be completing an additional training within the next 30 days to reinforce the importance of personal protective equipment (PPE). When seasonal employees are hired in 2019, as always, they will complete in-house safety trainings. Particular attention will be paid to PPE. Supervisors will be reminded that when applicable, they need to address their teams prior to beginning new tasks to remind them to wear proper PPE. Additionally, all employees will continue their annual training. While supervisors make every effort to ensure that all employees wear the proper PPE, clearly there is room for improvement.

KPEDD Working on Jet Service Request

On November 26th, City Council passed a letter of request to the Kenai Peninsula Economic Development District (KPEDD) to solicit their help in attracting seasonal jet service to/from a major West Coast hub, such as Seattle or Portland. I have been in communication with KPEDD who has accepted our request and is working on reaching out to major airlines to gauge their possible interest in a smaller airport at a great destination like Homer.

Enc:

January Anniversaries

City of Homer Letter of Support for KBNERR Grant Application

Senior Officials All-Hazard Planning Workshop Flyer
Draft 2019 AML Winter Legislative Conference Agenda
Risk Analysis Correspondence from AMLJIA



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Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Katie Koester
DATE: January 14, 2019
SUBJECT: January Employee Anniversaries

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

Richard Gibson,	Public Works	19	Years
Teresa Sundmark,	Library	12	Years
Amy Gordon,	Library	12	Years
Tomasz Sulczynski,	IT	11	Years
Larry Baxter,	Police	10	Years
Andrea Browning	Admin	7	Years
Paul McBride	Public Works	7	Years
Burton Gregory,	Harbor	5	Years
Brody Jones,	Public Works	5	Years
Bobby Dash,	Dispatch	4	Years
Jona Focht,	Dispatch	4	Years
Lynda Gilliland	Finance	1	Year



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Office of the City Manager

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January 14th, 2019

Dana Nelson
Kachemak Bay Natural Estuarine Research Reserve
University of Alaska Anchorage
2181 Kachemak Drive
Homer, Alaska 99603

Dear Ms. Nelson and Alaska Sea Grant Staff,

The City of Homer supports Kachemak Bay Natural Estuarine Research Reserve (KBNERR)'s pursuit of Alaska Sea Grant funding for a series of informational signs along the Homer Spit Trail. This "Creative" Improvement Project will educate residents and visitors alike on the unique ecological functions of Kachemak Bay while also encouraging outdoor exercise and enjoyment along one of Homer's most treasured trails.

We look forward to coordinating the location selection, installation, and design aspects of this project with KBNERR, an organization that has continued to demonstrate dedication to community outreach and education through various programs and projects over the years.

Please feel free to contact me with any questions or concerns.

Thank you,

Katie Koester
City Manager

SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS

MGT-312

DHS/FEMA-funded course



SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS

MGT-312

This workshop provides a forum for senior officials to understand strategic and executive-level issues related to all-hazard disaster preparedness, to share proven strategies and best practices, and to enhance coordination among whole of community officials responsible for emergency preparedness, response, and recovery. The workshop emphasizes planning, operational coordination and public information and warning through extensive group discussions and a table-top exercise. The final outcome of the seminar is the development of an action plan to improve the preparedness posture of the community/organization.

Course Length

One Day (6 hours)

Venue

Jurisdiction

Class Size

Approximately 30 participants

CE Units

0.60 CEUs

Workshop Topics

- Planning for success through utilization of the National Preparedness System, the preparedness cycle, identifying the role senior officials play in the planning process, and gaining an understanding of the importance of having plans in place that are adequate, feasible and all-hazards based.
- Effective operational coordination with emphasis on the importance of having coordinated operational structures and the integration of all critical stakeholders.
- Includes a table-top exercise designed specifically for the jurisdiction(s). The exercise incorporates community response, public information, and community resilience and recovery.
- Developing a broad action plan, based on lessons learned from the workshop, to guide future personal, departmental, and jurisdictional emergency preparedness planning.

Course Materials:

Participants receive an executive handbook on all hazards preparedness. This reference book contains chapters on:

- Getting involved before a disaster
- Mission Area Guide for the five DHS/FEMA mission areas (Prevention, Protection, Mitigation, Response and Recovery)
- Crisis Communications
- Overview of the five National Planning Frameworks
- National Response Framework
- National Disaster Recovery Framework
- List of Resources

Participants:

- Elected Officials
- Senior Appointed Officials
- Emergency Management Directors
- Educational Institution Administration
- Public and Private Sector Executives
- Chiefs / Department Heads
- Public Health Officials
- Non-Governmental Organizations (NGOs)
- State / Federal Agency Representatives
- Public Information Officers

For more information, contact::

TEXAS A&M ENGINEERING EXTENSION SERVICE

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**Senior Officials Workshop (MGT-312)
&
Crisis Leadership and Decision Making Seminar (MGT-340)
Attendee List**

This is a suggested, but not all inclusive list of possible attendees and is intended to serve as a guide with which organizers can begin developing their own list.

- Elected officials (city, county, state, and tribal)
- City and county managers
- Emergency management directors/coordinators
- Directors of local response agencies
- Chiefs/department heads:
 - Emergency Medical Services (EMS)
 - Finance and administration
 - Fire
 - Hazardous Materials (HazMat)
 - Human resources
 - Information Technology (IT)
 - Law enforcement
 - Legal
 - Parks and recreation
 - Public health
 - Public works (utilities, waste management, water)
 - Purchasing/contracting
 - Risk management
 - 911/Dispatch
- Public Information Officers
- Resident federal agency representatives (e.g., FBI, ATF, Secret service, FEMA, TSA)
- Chief Executive Officers (CEO)/administrators of hospitals
- Airport and port facility managers
- Department of Defense (DoD) installation commanders and representatives
- Stadium and sports facility managers and directors of security
- Public and private sector executives (e.g., Communications, Transportation, Utilities)
- Non-governmental Organizations (NGOs) (e.g., Red Cross, Salvation Army, etc.)
- School and university administrators

These are management-level courses designed for senior elected, appointed, and whole of community leaders. It may also include leaders from other community entities, both public and private, who have a role in disaster preparedness, response and recovery.

**Alaska Municipal League
Winter Legislative Conference**
February 19-21, 2019 ~ Treadwell Room
Baranof Hotel, Juneau, Alaska

Tuesday, February 19, 2019

- 8 am Breakfast (included)
- 9-11:30am Legislative Review
 - Review status and analysis of all current legislation
- 11:30 am Lunch (included) - Invited speakers
- 1pm Federal issues update
- 3pm Alaska Conference of Mayors Meeting
- 5:30pm Governor's reception

Wednesday, February 20, 2019

- 8 am Breakfast
- 9-11am Agency/Administration meetings
- Noon Lunch (included) - Invited speakers
- 1-4pm Invited speakers and roundtable discussions
- 5:30pm AML legislative reception

Thursday, February 21, 2019

- 8 am Breakfast (included)
- 9-11am Legislative meetings – arranged meetings specific to issues
- Noon Lunch on your own
- 1-4pm AML board meeting

MEMORANDUM

DATE: December 21, 2018
TO: Katie Koester, City Manager
FROM: Tony Blodgett, CSP, Risk Control Specialist
SUBJECT: Loss Analysis (Fiscal Years 2009-2019)



The Alaska Municipal League Joint Insurance Association (AMLJIA) was asked to look into loss trends that may negatively affect the City of Homer (City). I had the opportunity to speak with you to develop parameters for the analysis. During my analysis, I identified a possible trend. Generally, though because the City's incidents within the data pool were few compared to the average of the pool as a whole, I was unable to definitively identify any other trends.

I looked back 10 fiscal years for a combined total and percentage, with a focus on Major Cause Categories to identify possible trends. During the analysis, there were three Major Cause Categories that were viewed as possible areas the city should continue to focus its efforts, "Strain or injured by," "Miscellaneous (Foreign Body in Eye)" and "Falls, Slips, and Trips."

The City accounts for 2.4% of the pool's payroll. Comparing your losses, in the "Strain or Injured by" category, there were 17 (1.8% of pool) compared to 912 total incidents. In the "Fall, Slip or Trip" category, there were 15 (1.3% of pool) compared to 1,091 total incidents. Lastly, the city experienced six (17% of pool) in the "Foreign Body in Eye" category compared to 35 total incidents. The majority of these incidents occurred primarily in the public works department and harbor and port operations. I will discuss this finding further.

As I alluded to above, objectively, the data shows no specific trends for the City of Homer when compared to the entire pool, however, the indicated percentage of "Foreign Body in Eye," is concerning. You may want to suggest that public works and harbor employees wear personal protective equipment (safety glasses). While the City may have had streak of bad luck in the eye department, it is enough of an anomaly to warrant further attention and comment. Under the current workers' compensation schedule, loss of an eye would cost at least the minimum of 25 percent of the whole person or \$44,250. That's not to mention the hardships for the employee. Loss of both eyes would be considerably worse.

I recommend that you and city officials, department heads, supervisors, and individual employees continue to keep safety and risk management at the forefront of your thoughts when conducting your work or job tasks. Although there are no trends, a singular accident, such as the loss of vision or body part cannot only have substantial direct costs (workers' compensation costs or medical bills), but can also have indirect costs (loss of morale, stress, inability of other employee affected by incident to focus on tasks, etc.). I congratulate you and the City on your proactive interest in protecting your employees and the City's finances.

If there are any questions regarding this report, please contact me at (800) 337-3682.

