

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:** None
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. HAPC minutes from May 4, 2016 **Page 1**
 - B. Decision and Finding for CUP 16-02 at 3936 Svedlund Street **Page 7**
 - C. Time Extension: Kachemak Drive to Waterman Road ROW **Page 13**
6. **Presentations:** None
7. **Reports:** Staff Report PL 16-26 City Planner's Report **Page 15**
8. **Public Hearings: None.** 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. None
9. **Plat Consideration:** None
10. **Pending Business:** None
11. **New Business:**
 - A. Staff Report 16-27 Hickerson Memorial Cemetery **Page 19**
12. **Informational Materials:**
 - A. City Manager's Report, May 4, 2016 **Page 23**
13. **Comments of the Audience:** Members of the audience may address the Commission on any subject. (3 min)
14. **Comments of Staff**
15. **Comments of the Commission**
16. **Adjournment:** Next regular meeting is scheduled for June 1, 2016. Meetings will adjourn promptly at 9:30 p.m. An extension is allowed by a vote of the Commission.

Session 16-07, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Vice Chair Stroozas at 6:30 p.m. on May 4, 2016 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS BOS, BRADLEY, ERICKSON, HIGHLAND, STROOZAS, VENUTI

ABSENT: STEAD

STAFF: CITY PLANNER ABBOUD
DEPUTY CITY CLERK JACOBSEN

Approval of Agenda

Vice Chair Stroozas called for a motion to approve the agenda.

HIGHLAND/BRADLEY SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Public Comment

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

Reconsideration

Adoption of Consent Agenda

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

- A. Approval of Minutes of March 16, 2016 Regular Meeting Minutes
- B. Time Extension: Foothills Sunset View Estate Add. No. 2

Vice Chair Stroozas called for a motion to adopt the consent agenda.

HIGHLAND/BOS SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

Presentations

Reports

- A. Staff Report PL 16-20, City Planner's Report

City Planner Abboud reviewed the staff report.

Commissioner Bos agreed to attend the May 9th City Council meeting and Commissioner Stroozas agreed to attend on June 13th. Commission Bradley said she could attend on May 23rd if there is anything to report.

Public Hearings

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

- A. Staff Report PL 16-21 CUP 16-02 at 3936 Svedlund Street for more than one building and a combined square footage of more than 8000 square feet

City Planner Abboud reviewed the staff report. He noted letter provided as a laydown item from neighboring property owner John Mitchell.

Barb Smith, applicant, said she is here to answer questions and she invited Troy Jones who will be doing the dirt work for the project to help with questions as well. Her husband couldn't be here tonight. Mrs. Smith explained the work they have done over the last three years has improved the area, having cleaned up and removed some of the cabins. The rest of the old cabins will go and be replaced with new code compliant structures, and there will be fewer buildings on the property than are there now. She pointed out they have areas designated on their drawings showing where the water will be directed to be absorbed. They are also considering installing a French drain on the uphill side to help improve drainage.

Vice Chair Stroozas opened the public hearing.

Michael McGuire, property owner adjacent to this project, commented the work the applicant has done has been great and he is generally supportive of the improvements they propose. He is concerned about the amount water catchment from the rooflines and how the water will be funneled on the property. While it doesn't trigger engineering, as a property owner below, it seems that most the water directed from the roof just sinks. The water catchment concerns him because it seems the water is hitting something and dropping on the properties below. He has talked to the applicant about the French drain that would move water to the east side. There seems to have been a rather large ditch on the north end of the property that turns into a semi shallow swale. He doesn't know what it's doing or where the drainage ends up, but it appears with the fill and lay of the land they are directing water off the property. He isn't comfortable with the water just sitting and leaching downhill eventually, especially with heavy rains and spring melt off. In the work he's doing with his dirt worker on his own property with vegetation and buffer trying to deal with all the water coming off the hill and piping it someplace that makes sense to everyone

is their main concern and focus. He thinks the property owner is willing to work with the neighbors; he would just suggest a little more engineering and water planning.

Maryann Lyda, city resident and neighboring property owner, said she hopes they aren't planning to put the back alleyway through. She doesn't need a speed zone going through there. The land over there by the trees fills up with water every spring and it only takes 2 or 3 days for the water to disappear. There's a lot of water that comes over that hill. ACS had water under their area two years ago and she's had water in her front yard going down that ditch nonstop. Her biggest concern is she doesn't want to see the alley go through.

There were no further public comments and the hearing was closed. Vice Chair Stroozas opened the floor to rebuttal and questions for staff and the applicant.

Troy Jones, president of East Road Services, responded to questions about the drainage and the alley. Mr. Jones said he is very familiar with the subject property and drainage is always a situation in Homer with the slope and water moving down the hill. There won't be any increase in the water on the property, the number of buildings and square footage of roof is decreasing. It is the best practice in the construction business and dirt work to make those settling ponds; it's the same thing that's at the college. Grass is planted in the pond and when water drains into it, it settles back into the soil. He doesn't know when the north ditch was put in, but it's been there quite a while. It's well rooted with alders and grass now, which slows down the movement of the water. He doesn't know if there is a city storm drain in the vicinity that the French drain could dump into, but that might help mitigate some of the water flow.

City Planner Abboud noted the catchment and storm drains on Pioneer aren't sized for anything other than runoff from Pioneer Avenue. The ditch there is a retention structure, and the end of the ditch could be plumbed up to hold a little more. There's no cut, fan, or push that is obvious so he thinks the water goes down and then disperses.

Mr. Jones said he thinks the plan for the alley is to leave it alone and sees no reason to open it up. It isn't creating any issues as its better not to disturb it.

HIGHLAND/ERICKSON MOVED TO APPROVE STAFF REPORT PL 16-21 AND CUP 16-02 AT 3936 SVEDLUND STREET FOR MORE THAN ONE BUILDING AND A COMBINED SQUARE FOOTAGE OF MORE THAN 8000 SQUARE FEET WITH STAFF RECOMMENDATIONS, CONDITIONS, AND FINDINGS.

Commissioner Highland referenced Mr. Mitchell's suggestions in his letter and asked if something should be included to strengthen the drainage requirements. City Planner Abboud said they could add language if they feel it's warranted and can state valid reasoning for it. Mr. Mitchell's recommendations are highly technical and he thinks they could design retention areas that won't require an engineer.

There was some brief discussion regarding the storm water plan. City Planner Abboud commented there is language in code that says you can't create ponding or offsite negligence, noting that sometimes it's tough to prove as development happens in an area. He thinks what is being recommended is appropriate.

Commissioner Venuti asked Mr. McGuire about about the drainage work on his property and Mr. McGuire gave a brief explanation.

Deputy City Clerk Jacobsen reminded the commission that the public hearing was closed and the time for questioning the audience ended.

HIGHLAND/VENUTI MOVED TO ADD CONDITION 5 THAT THE SITE DRAINAGE BE DIRECTED TO RUN OFF TO THE AREAS DESIGNATED ON THE SITE PLAN ON PAGE 17 OF THE PACKET.

There was brief discussion.

VOTE (Amendment): YES: HIGHLAND, ERICKSON, VENUTI, STROOZAS, BRADLEY, BOS

Motion carried.

Commissioner Venuti asked if they need to add a condition specific to Fire Marshall approval. City Planner Abboud said he will have to get something from the Fire Marshall before he can permit it, so it isn't necessary to add a condition.

VOTE (Main motion): YES: BOS, HIGHLAND, ERICKSON, VENUTI, STROOZAS, BRADLEY

Motion carried.

B. Staff Report PL 16-22 Pratt Museum Zoning Map Amendment

Commissioner Bradley stated she has a conflict of interest as an employee of the Pratt Museum.

HIGHLAND/BOS MOVED THAT COMMISSIONER BRADLEY HAS A CONFLICT OF INTEREST.

There was no discussion.

VOTE: YES: ERICKSON, STROOZAS, BOS, HIGHLAND, VENUTI

Commissioner Bradley left the table.

City Planner Abboud reviewed the staff report.

Bill Smith and Patrice Krant, members of the Pratt Museum Board addressed the Commission. Mr. Smith explained that Diane Converse, Museum Director, was ill and could not attend tonight. He explained the museum has been working on a plan to improve the facility for a number of years. They need to consolidate into one district before they can apply for their CUP. Mr. Smith spoke briefly of the stages of the development touching on some information specific to the site plan.

Ms. Krant thanked for the staff for their work and recommendations regarding the rezone. She emphasized the importance of the need of the new and more modern building for the purpose of handling and preserving their collections.

Vice Chair Stead opened the public hearing.

Ralph Broches, city resident and neighboring property owner, commented in support of the zoning changes. His only concern would be if it affected his properties zoning, but it does not appear to do that. He is in favor of the new building and agrees that zoning to Commercial Business District is the most appropriate.

Lou Stewart, city resident and neighboring property owner, has properties on the northern boundary. He commented in support of the zoning change to Central Business District for the museums property. He commented briefly about his concerns on the preliminary drawings relating to opening up a driveway onto Spruceview. On page 33 he noted Spruceview is the third street the north boundary and is the one that would impact his lots.

There were no further comments and the hearing was closed.

There was no rebuttal and no questions for staff. City Planner Abboud noted that a CUP will be forthcoming and that will be the time to address the site design.

BOS/HIGHLAND MOVED THAT THE PLANNING COMMISSION SUPPORTS AMENDING THE ZONING MAP TO CHANGE THE DESIGNATION OF THE SPLIT ZONED LOT AT 3779 BARTLETT STREET TO COMMERCIAL BUSINESS DISTRICT FOR THE ENTIRE LOT.

There was no discussion.

VOTE: YES: STROOZAS, VENUTI, HIGHLAND, BOS, ERICKSON

Motion carried.

Commissioner Bradley returned to the table.

Plat Consideration

Pending Business

New Business

Informational Materials

- A. City Manager's Report – April 25, 2016
- B. Memo from the Port and Harbor Advisory Commission re: marijuana in the Marine Commercial District

Comments of the Audience

Comments of Staff

Comments of the Commission

Commissioner Highland had no comments.

Commissioner Bradley thanked everyone.

Commissioner Erickson commented the worksession was interesting and she looks forward to more planning for the cemetery and talking about what will make it nicer. As one person commented it has really fallen into disrepair over the years and it's not a comforting place to go. It will be nice to give it some definition moving forward, so she appreciates that conversation.

Commissioner Bos echoed those sentiments about the cemetery. Everywhere he's been, towns have been really proud of their cemeteries and he doesn't get that feeling from the public about our cemetery. He commended Mr. Stroozas on his job chairing the meeting tonight.

Commissioner Venuti updated the Commission on some work by the Borough Planning Commission. He said one common topic they address is material extraction sites, known as gravel pits. The Borough permits the sites and enforces the rules that apply but there is little protection for the neighbors. Whenever there is a gravel pit on the agenda the house is full and most walk away disappointed because the decisions are weighted in favor of the applicant. It's ongoing and the commission is trying to come up with more practical rules. It's easy to see the value in that it's a major investment, creates jobs and produces a needed commodity, so it's an interesting process. A solution is local option zoning and there are four of those zones. We are fortunate that we are in a city where we have zones. Another topic is property owners along the river wanting to put in light penetration ramps so people can fish without damaging the environment. It's interesting work and he enjoys it. He also said they have talked about the great job the Planning Department job does, so they got together and got a gift card for the Planning staff and Deputy City Clerk.

Vice Chair Stroozas commented as a Planning Commission they have the opportunity to plan for the cemetery. It isn't a very nice looking place to go and he liked the idea of working toward something like Soldotna's cemetery. He likes the columbarium for people to do cremations and not have an environmental impact. They take up less space and families still have a place to remember their family members. He announced Saturday the Chamber is hosting the annual clean-up day, the Shorebird Festival is the following week, and then the first cruise ship comes in. He wished success to everyone.

Commissioner Erickson commented that she would like to talk about how the Commission can make better weighted decisions regarding CUP applicants and the neighbors.

Adjourn

There being no further business to come before the Commission, the meeting adjourned at 7:58 p.m. The next regular meeting is scheduled for May 18, 2016 at 6:30 p.m. in the City Hall Cowles Council Chambers. A worksession will be held at 5:30 p.m.

MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: _____



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HOMER ADVISORY PLANNING COMMISSION

Approved CUP 16-02 at the Meeting of May 4, 2016

RE: Conditional Use Permit (CUP) 16-02

Address: 3936 Svedlund Street

Legal Description: GLACIER VIEW SUB NO 1 SUPPLEMENTAL PLAT LOT 5 BLK 3, and GLACIER VIEW SUB NO 1 SUPPLEMENTAL PLAT LOT 6 BLK 3

DECISION

Introduction

Scott Smith, on behalf of the YWAM (Youth With A Mission) Arctic Mercy, the land owner (the “Applicants”) applied to the Homer Advisory Planning Commission (the “Commission”) for a Conditional Use Permit (CUP) under Homer City Code HCC 21.16.030 (e)&(h) which allows “more than one building containing a permitted principle use on a lot,” and “more than 8,000 square feet of building area” in the Residential Office district.

The applicant proposes to replace four existing cabins with four new monthly rental cabins, and construct a maintenance building, a covered pavilion and a manager’s residence. There is an existing nonconforming 7-unit apartment building due to a reduced setback to Svedlund Street. The site consists of two parcels for a total of 1.66 acres and the site is served with public water and sewer.

The application was scheduled for a public hearing before the Commission on May 4, 2016, as required by Homer City Code 21.94. Notice of the public hearing was published in the local newspaper and sent to 38 property owners of 40 parcels.

At the May 4, 2016 meeting of the Commission, the Commission unanimously approved the request with six Commissioners present.

Evidence Presented

City Planner Abboud reviewed the staff report and the Barb Smith, the applicant’s wife was available for questions. Prior to the public hearing, neighboring property owner John Mitchell submitted comments that were provided at the meeting, stating concerns about drainage. At the public hearing, two neighbors provided oral testimony. Michael McGuire,

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 6: 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.

Finding 7: The construction of a single family residence, covered pavilion and replacement of four rental cabins is not detrimental to the health, safety or welfare of the surrounding neighborhood 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 8: With the recommended conditions, the proposal will comply with the applicable regulations and conditions specified in this title for such use.

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

Finding 9: No evidence has been found that the proposal is contrary to the applicable land use goals and objects of the Comprehensive Plan. The proposal aligns with Goal 5 by replacing existing substandard housing with new modern units. The proposal is not contrary to the applicable land use goals and objects of the Comprehensive Plan.

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

Finding 10: The proposal will comply with the outdoor lighting section of the Community Design Manual.

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

- 1. Special yards and spaces:** No specific conditions deemed necessary
- 2. Fences and walls:** See Condition 4.
- 3. Surfacing of parking areas:** No specific conditions deemed necessary.

property owner to the south, expressed concerns about how the drainage affects his property. Maryann Lyda, property owner to the north, expressed concerns about drainage and a desire for the alley not to be developed. Troy Jones, president of East Road Services responded to questions about the drainage, the alley and vegetation. The Commission discussed and noted that the proposed Parking and Water Runoff Plan on page 17 of the packet was appropriate.

Findings of Fact

After careful review of the record, the Commission approved Condition Use Permit 16-02.

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 21.16.030(h); More than one building containing a permitted principal use on a lot” and HCC 21.16.040(e). “More than 8,000 square feet of building area” authorizes the proposed structures as a 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 proposed housing, accessory structures and building area provide low to medium density residential use and are 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: The proposed housing development 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 located between commercial and single family land uses. 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.

Finding 5: Existing public, water, sewer, and fire services will adequate to serve the proposed uses and structures prior to occupancy.

- 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:** No specific conditions deemed necessary.
- 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.

Conclusion:

Planning Commission approved CUP 16-02 with findings 1-10 and conditions 1-5.

Condition 1: The common lot line must be vacated, or the pavilion moved so it does not cross lot lines and meets the required five foot building setback.

Condition 2: Municipal water and wastewater utilities either must be extended to serve each lot separately, or the common lot line must be vacated.

Condition 3: Outdoor lighting must meet the requirements of HCC 21.59.030 and the Community Design Manual.

Condition 4: Dumpster must be fenced on three sides

Condition 5: The site drainage to be directed to the runoff areas designated on the Parking and Water Runoff Plan.

Date Tom Stroozas, Planning Commission Vice-Chair

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 _____, ____ 2016. A copy was also delivered to the City of Homer Planning Department and Homer City Clerk.

Date Dotti Harness-Foster, Planning Technician

Scott Smith
YWAM
PO Box 959
Homer, AK 99603

John Mitchell
517 Golden Meadow, NW
Albuquerque, NM 87114

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



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

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**MIKE NAVARRE
BOROUGH MAYOR**

5/10/2016

City of Homer
491 East Pioneer Avenue
Homer, Alaska 99603

City of Kachemak
P.O. Box 958
Homer, Alaska 99603

RE: Homer East End Road Kachemak Drive to Waterman Road ROW map
Time Extension Request; KPB File 2010-019

State DOT is requesting a 1-year time extension for Homer East End Road Kachemak Drive to Waterman Road ROW, which is located in the City of Homer and the City of Kachemak.

The proposed subdivision received preliminary plat approval by the KPB Planning Commission on April 26, 2010. Approved time extension requests have since extended preliminary plat approval to April 28, 2016.

The time extension request is tentatively scheduled for the June 13, 2016 Planning Commission meeting as a consent agenda item. Platting staff is recommending that approval be extended through June 13, 2017. No action is needed by the City.

Thank You,

Liz Solomon
Platting Technician
esolomon@kpb.us



Kenai Peninsula Borough Planning Department
 Vicinity Map
 2/17/10

0 250 500 1,000 Feet

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.





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Staff Report 16-26

TO: Homer Advisory Planning Commission
FROM: Julie Engebretsen, Deputy City Planner
DATE: May 18, 2016
SUBJECT: City Planner's Report

Changes in Planning Staffing

Starting Monday May 16, Dotti Harness-Foster will begin working part time in Planning, and part time in the City Manager's office. The current Administrative Assistant, Misty Worland is moving out of town. A part time temporary planning clerk position is being advertised on the City website.

Upcoming Agenda Items:

Council has referred some work on the HART and HAWSP programs to the Planning Commission. See Resolution 16-041(S-2)(A), attached. This task will be on future agendas as time and work load allow.

Please sign up to present at the council meetings.

May 23rd _____

June 13th _____

June 27th _____

Comprehensive Plan: We are currently revising review of Chapter 6 and working with the Parks and Recreation Commission, Economic Development Commission, and Library Advisory Commission. With the change in staffing over the summer it's likely the timing of this project will change.

Attachments

Resolution 16-041(S-2)(A)

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**CITY OF HOMER
HOMER, ALASKA**

City Manager

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RESOLUTION 16-041(S-2)(A)

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A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE HOMER ACCELERATED ROADS AND TRAILS PROGRAM (HART) POLICY MANUAL TO CHANGE THE ALLOCATION OF COSTS FOR STREET RECONSTRUCTION AND NEW STREET CONSTRUCTION, AND THE BASIS FOR ASSESSING SUCH COSTS; AMENDING THE HART AND HOMER ACCELERATED WATER AND SEWER PROGRAM (HAWSP) POLICY MANUALS TO STATE THAT EXPENDITURES UNDER EACH PROGRAM IS SUBJECT TO THE AVAILABILITY OF FUNDS; REFERRING THE DEVELOPMENT OF A MATCHING GRANT PROGRAM FOR SMALL SCALE GREENWAY TRAILS TO THE PARKS AND RECREATION ADVISORY COMMISSION; AND REFERRING OTHER REVISIONS OF THE HART POLICY MANUAL TO THE HOMER ADVISORY PLANNING COMMISSION FOR ITS REVIEW AND RECOMMENDATIONS.

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WHEREAS, It is in the best interest of the City and its residents to encourage the reconstruction of streets and the construction of new streets with funding from Homer Accelerated Roads and Trails Program (HART) funds; and

WHEREAS, Revising the formula for funding street reconstruction and new street construction from HART funds will provide a better incentive for property owners to participate in special assessment districts (SAD) for street reconstruction and new street construction; and

WHEREAS, Uniformity between HART and the Homer Accelerated Water and Sewer Program (HAWSP) with regard to the basis for allocating special assessments is desirable; and

WHEREAS, The HART Policy Manual is in need of updating and reorganization, and it would be appropriate to refer this matter to the Homer Advisory Planning Commission for its review and recommendations.

NOW, THEREFORE, BE IT RESOLVED that Paragraph III.A.1.j of the Homer Accelerated Roads and Trails Program (HART) Policy Manual is amended to read as follows (additions bold and underlined; deletions stricken through):

j. For special assessment districts initiated on or before May 10, 2016, property owner contribution through SAD process by paying \$30 per front foot for gravel and \$17 per front foot for paving cost of a residential standard street and the city pays all costs for

43 additional improvements deemed necessary. For special assessment districts initiated after
44 May 10, 2016, property owner contribution through SAD process of 25% of project cost for
45 street reconstruction or new street construction on an equal assessment per lot basis for cost
46 of a residential standard street and the city pays all costs for additional improvements
47 deemed necessary.

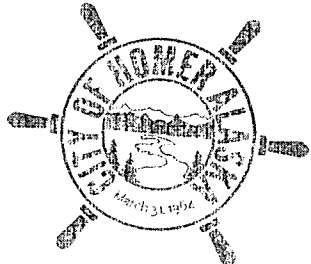
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49 BE IT FURTHER RESOLVED that each of the Homer Accelerated Roads and Trails
50 Program (HART) and Homer Accelerated Water and Sewer Program (HAWSP) Policy Manuals
51 is amended to state that expenditures under each program are subject to the availability of
52 funds, after maintaining a debt-service coverage ratio of 1.25 or above.

53
54 BE IT FURTHER RESOLVED that the Council refers to the Homer Advisory Planning
55 Commission for its review and recommendations the subject of revising the HART Policy
56 Manual to achieve the following goals: (i) update and improve the organization and
57 readability of the HART Policy Manual; (ii) make policies in the HART Policy Manual as
58 consistent as possible with the policies in the Homer Accelerated Water and Sewer Program
59 (HAWSP) Policy Manual; and (iii) review project eligibility; (iv) provide for the funding of
60 special assessment districts for sidewalks with HART funds; and (v) develop a matching grant
61 program for small scale greenway trails.

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63 BE IT FURTHER RESOLVED that the Council refers to the Parks and Recreation Advisory
64 Commission for its review and recommendations the subject of revising the HART Policy
65 Manual to develop a matching grant program for small scale greenway trails.

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67 PASSED AND ADOPTED by the Homer City Council this 9th day of May, 2016.

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69 CITY OF HOMER



Mary E. Wythe
MARY E. WYTHE, MAYOR

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75 ATTEST:
76
77 *Jo Johnson*
78
79 JO JOHNSON, MMC, CITY CLERK
80

81 Fiscal Note: N/A



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Staff Report PL 16-27

TO: Homer Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: May 18, 2016
SUBJECT: Hickerson Cemetery

Introduction

At the work session on May 4th, the Planning Commission heard a presentation about the Soldotna Cemetery, discussed the proposed expansion of the Hickerson Cemetery, and heard comments from neighboring property owners.

Requested Action: Planning Commission make recommendations to the City Council about the cemetery project.

Analysis

Staff would like the Commission to make some recommendations to Council about the Cemetery. I realize the Commission would like more information. But I am concerned that the Commission, staff and neighbors could spend a lot more time on this project and still have Council decide not to move forward. Instead, I think the Commission should express their opinion and some options, so Council can provide direction.

Staff Recommendation

Review the attached draft memo, make any changes, and forward to the City Council

Attachments

1. Draft Memo 5/12/16



City of Homer

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DRAFT Memo from HAPC to City Council May 12, 2016

The Commission held a work session on Wednesday May 4th, and invited neighboring property owners to comment. Part of the work session included a presentation about Soldotna's recent cemetery expansion and cemetery policy updates.

Lessons learned:

- Homer needs to update its cemetery policies to reflect modern cemetery practices.
- Homer should provide a range of burial options, not just gravesites.
- Cemetery fees should be increased as needed to cover future expansion costs.
- Future expansions should be phased, and interment options adjusted to reflect market forces.
- Market demand for plot reservations is greater than the number of people actually being buried. When new plots are available for purchase, they will sell relatively quickly.

Questions Considered:

1. Should the city expand the cemetery?

Commission Consensus: Yes. City and area residents do not have an alternative burial site in the community. It is not reasonable to suddenly stop providing this service with no notice or time for the community to find an alternative. Further, the City has been planning this project for some time, including the land purchase in 2010. Cemetery fees should be increased as needed to cover the costs.

2. Should the phase 1 expansion as designed be carried out?

Commission Consensus: Phase one should be reduced, and somewhat redesigned. There are several interment options that do not require as much land that should be included in the design. Cremains plots, a Columbarium (niche wall for urns), more compact grave layout and possibly a memorial plaque area could all be explored to make better use of the land. This would delay the need for future expansions, as well as better reflect market forces. Many people are cremated, but the current design has no cremains plots (which are smaller than a traditional gravesite); a full size grave is the only option in the current design.

3. What can be done to work with the neighbors?

The Commission held a work session and heard from a few neighbors. There was consensus that a more attractive cemetery, with updated and enforced policies is preferred over the current phase 1 design.

The current cemetery design is thought to have as much as a 50 year lifespan. Rather than look at a full build out, phase 1 should reflect current burial practices. When space starts to run out again in 5-10 years, the next phase of expansion can be adjusted to reflect market forces.

4. Long term, say in the next 10 years, would the City want another organization, private or non-profit, to run the cemetery? What partnership opportunities are there?

Commission Comments: Soldotna has several public/private/non-profit partnerships. These avenues can be explored, but the facility we build today needs to be something that another entity would reasonably want to be part of. For example, most cemeteries have amenities such as benches, some trees, etc. If the phase 1 design can incorporate these ideas, other entities can purchase the amenities over time. Memorial benches purchased by loved ones or nonprofit groups are common at other cemeteries. Further, staff explored how the City of Soldotna manages their recent cemetery expansion. Their adopted policy manual provides explicit rules that Homer lacks. Homer's policies should be updated in conjunction with the cemetery expansion.

5. Should the City be in the cemetery business at all?

Commission Comment: The City got into the business in 1970. Perhaps in the future another organization will have the desire and capacity to take over some of the operational responsibilities. But the facility needs to be functional and of good design for that to occur. No one will want to take over a cemetery that is inefficient in its use of space, policies or operations.

Recommendations:

1. Direct the Planning Commission to continue to work with the neighborhood and public works to research and propose a reduced scale phase one project, to include a mix of burial options, preferably in time for fall construction of phase 1 road, parking and initial gravesites.
2. Delay reserving any new plots in phase 1 until city policies are updated (plots would be sold on the basis of immediate need, but would not be available for pre-purchase).
3. Work with the City Clerk's Office to update City cemetery policies to reflect modern cemetery practices (deliverable by December 2016). Allow pre-purchase of internments immediately after new policies are adopted.



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City Manager's Report

TO: Mayor Wythe and Homer City Council
FROM: Katie Koester, City Manager
DATE: May 4, 2016
SUBJECT: City Manager's Report - May 9, 2016

Happy Public Service Recognition Week

Last week was Public Service Recognition week and is a great opportunity to reflect on the dedicated, talented and hardworking people we have working for the City of Homer. Working in government can be thankless –and it has been a hard year for City of Homer employees with the budget scrutinizing and talk of cuts. These are the people that keep the peace, keep your water clean, your streets sanded, the bills paid, and the City of Homer world turning. Make someone's day the next time you see a City employee and thank them for their work!

Code Blue Grant Award for Gurney for New Ambulance

Chief Painter has been informed that the Code Blue request to fund 50% of a gurney for the new ambulance has been approved. Funding for Code Blue Phase 16 is included in the Governor's budget and there is no indication at this point that it is in jeopardy, but of course that will not be final until the budget is passed and signed. Funding will not be available until about September with the state only picking up a total of \$7,000 towards the project's \$14,010 current estimate. The City will have to commit any unmet match before the gurney will be ordered by Southern Region EMS Council. However, there is the chance that the per gurney allocation will be increased to \$14,000, as was the case last year when unspent funds were reallocated. If an additional appropriation is needed, I will bring an Ordinance forward to Council this fall.

ADEC Extends Comment Period for Changes to the Regional Stakeholder Committee process

Mayor Wythe sent a letter on April 11, 2016 to ADEC requesting an extension period for comments to the proposal to update the portions of Annex B specifically related to the Regional Stakeholder Committee process. Council followed that with Resolution 16-046 opposing proposed updates to Annex B of the Alaska Federal/State preparedness plan for response to oil and hazardous substance discharges/releases (Unified Plan). To help facilitate further public discussion and input on this proposal the deadline for submitting comments has been extended to the close of business May 31, 2016. ADEC will also post a fact sheet available to the public on the Public Notice website.

Utility Poles on Pioneer

Councilmember Lewis brought to my attention a citizen’s concern regarding the safety and unsightliness of the utility poles down Pioneer Avenue (see attached email). The poles are owned by Alaska Communication Services (ACS) and in ADOT right of way. Public Works surveyed the poles and took the attached pictures. However, they are not qualified to say whether or not there is a safety concern with the state of the existing poles. It would be nice to have the poles underground, but there is a large expense associated with that. HCC 22.10.055(b) states that utilities must go underground if they are being majorly modified. However, there is lots of room in city code for the poles to be maintained without requiring underground installation. Major modifications exclude reconducting, reinsulating or in-kind replacement. There is a long list of exceptions to the underground requirement that can be granted by the City Manager. Furthermore, City Council can grant an exemption to the underground requirement.

Natural Gas HSAD Payment and Loan Update

With July 1, the annual installment payment date for the Natural Gas HSAD just around the corner and the proposal to change the penalty structure for the Natural Gas HSAD in Resolution 16-052 before you this evening, I wanted to provide Council with an update on the Natural Gas assessments, loan, and payment schedule.

Natural Gas HSAD Figures:

Total assessed properties in Natural Gas HSAD	3,788
Number of properties exempted by Council after adoption of final roll	4
Number of properties who qualified for low income deferral in 2015	17
Number of delinquent properties (see attached roster)	181
Number of properties who paid in full in 2015	1,317
Number of properties paying in installments	2,269
Total amount due on July 1, 2016 for property in good standing paying in instalments	\$414.27
Delinquent and pays in full by July 1	\$3,934.64
Delinquent and wishes to participate in grace period per Resolution 16-052 due July 1 (Sept. 1, 2016 payment, interest on principal at 10.5%, 10% penalty and July 1, 2016 payment).	\$1,357.89

Cash Flow

Finance Director Li prepared the attached amortization tables reflecting the payment schedule with the Borough for the Natural Gas HSAD. Through free main allowance payments and payments that have been made since the City made our last payment in 2015, we have a balance of \$2.3 million in the natural gas HSAD account. I plan on making a pre-payment on June 1, 2016 to bring our annual payments under what our anticipated cash flow will be with 2,269 parcels making payments.

Delinquent Properties

I have attached a list of the properties that are currently in delinquent status, excluding leases and government parcels. If none of these properties pay, the Natural Gas HSAD will be required to absorb over half a million dollars in delinquent payments (excluding interest). Payments have trickled in, most commonly with the sale of a property. At some point Council should discuss ways to encourage payment from these properties. Options include initiating foreclosure proceedings or contracting with a collections agency. Part of that conversation will be the cost associated with foreclosure and a collections agency would take around 25% of what are relatively easy funds to collect. The Borough publishes a list of properties every year that they initiate foreclosure proceedings on due to back taxes owed. These properties are rarely actually foreclosed on – it is an effective mechanism to get people's attention and payment.

Enc:

Email RE: Pioneer Pole Line

Pictures of Utility Poles on Pioneer Avenue

Amortization Tables for Natural GAS HSAD Loan with KP