



# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

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## Memorandum Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: FEBRUARY 13, 2023  
SUBJECT: SUPPLEMENTAL PACKET

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### **COMMITTEE OF THE WHOLE**

Consent agenda items – GFOA Reserve Policies – Council Member Lord Page 3  
Power Point for Ordinance 22-11 presentation. Page 6

### **REGULAR MEETING**

#### **Consent Agenda**

Resolution 23-013, A Resolution of the City Council of Homer, Alaska in Support of the City of Homer's Application to the State of Alaska Department of Transportation and Public Facilities (AK DOT&PF) Transportation Alternatives Program (TAP) for the Homer All Ages and Abilities Pedestrian Path (HAPP) and Committing Local Match Funds. City Manager.

Written Public Comments. Page 15

Resolution 23-014, A Resolution of the City Council of Homer, Alaska Intending to Add Rogers Loop Off-Street Parking Project to its Capital Improvement Plan and to Work with Homer Trails Alliance on Trails and Trailhead Related Projects if the Organization Receives a Transportation Alternative Program (TAP) Grant from the Alaska Department of Transportation and Public Facilities (AK DOT&PF). Aderhold/Davis.

Written Public Comments. Page 15

#### **City Manager's Report**

FY23 Q2 Financial Report Page 24

#### **Resolutions**

Resolution 23-015, A Resolution of the City Council of Homer, Alaska Supporting the Homer Planning Commission's Reconsideration of its February 1, 2023 Approval of a Preliminary Plat for the Forest Trails Subdivision; and Urging the

Planning Commission to Include a Reference to New Requirements Related to Sidewalks Laid out in Homer City Code  
11.04.120. Davis/Erickson.

Planning Commission Agenda Item Report from Feb 1 Meeting as backup.

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BEST PRACTICES

# Strategies for Establishing Capital Asset Renewal and Replacement Reserve Policies

Governments should adopt a written policy addressing capital asset reserve for renewal and replacement. The establishment of a capital asset reserve provides governments additional flexibility in a strong capital asset management program.

Governments of all sizes can benefit from capital asset renewal and replacement reserve policies as part of a government's approach to Capital Asset Management. Well-designed capital reserve policies support proactive financial management given the many demands on a government's resources. Reserve policies help governments prudently manage their substantial investments in capital improvements and give them a strategic tool to use in optimizing asset repair and replacement.

Fiscal constraints including financial capacity and an inability to contemplate all capital expenditures that may arise in a budget cycle, along with environmental issues and weather events, introduce uncertainty and an inability to budget and plan for every contingency. As part of the capital planning process, GFOA recommends that governments establish Capital Planning Policies that undertake a multi-year planning and budgeting process to accumulate funding for anticipated capital needs. Vigilant Multi-Year Capital Planning and careful funding decisions should be made for categories such as fleet, technology and smaller facility needs, though these may not be itemized in a CIP.

Reserves may be used to proactively manage capital assets, for instance by annually setting aside 20% of a five-year asset's replacement costs so that funding is available when replacement is necessary. In contrast, reserves can also be available for unforeseen or catastrophic capital needs. In either case, the development and use of capital reserves should be supported by clear policies identifying how the reserve will be formed, how it may be used, and other considerations.

Capital reserves development and use should be designed to best serve the particulars of a given organization.

**GFOA recommends that governments adopt a written policy addressing capital asset reserve for renewal and replacement. Though maintenance and/or renewal and replacement capital projects should be funded each year through the budgeting process, the establishment of a capital asset reserve provides governments additional flexibility in a strong capital asset management program.**

Reasons for Adopting a Capital Reserve for Renewal & Replacement Policy:

- **Shared Vision:** A formally adopted policy promulgates a shared understanding of the proper level and use of reserves, facilitating healthy working relationships.
- **Objectivity:** Utilizing reserve policies to manage the decision-making process provides a rational framework to guide decision-making and promotes responsible long-term planning.
- **Fiscal Justification:** Public agencies face scrutiny over whether to raise taxes, rates or fees. Having a capital reserve policy in place along-side these discussions serves as a valuable tool for making and explaining difficult decisions.
- **Credit strength:** Implementation of a capital assets reserve for renewal and replacement policy is also viewed positively by bond rating agencies as it demonstrates strong financial management.
- **Public Awareness:** Adopting a Capital Reserve for Renewal and Replacement Policy can help better communicate the need for prudent planning, asset management and establishment and maintenance of reserve levels.

Steps in the establishment of a capital reserve policy:

- Define what problem/risk needs to be mitigated or managed. Identify the goals of the entity's capital reserve(s).
- Define the intended use of reserve funds. For reserves intentionally accumulated toward periodic capital expenditure, set parameters around the accumulation and use of funds. In addition, for reserves that will be used for unforeseen events, set parameters for minimum and maximum reserve levels as well as a framework for replenishment should the reserve fall below the minimum level.

- Develop utilization/evaluation criteria for use of reserves based on principles such as safety and security, maintenance and utility costs, asset readiness metrics, availability of repair parts and materials, sustainability, technological innovations, aesthetics and general appearance and other criteria identified by the organization.
- Establish periodic, systematic review of all reserves to ensure they are serving their intended purpose. This would include assessing utilization/evaluation criteria. Benchmarking should be conducted regarding reserve levels and reserve policies using rating agency financial metrics, risk-based reserve analysis (asset management/ condition and age-based risk of failure), and by comparison to similar sized entities.
- Ensure reserve policies coincide with all rate/user charge, debt ratio covenants, and similar requirements if a capital asset reserve is being used for enterprise/utility operations,
- Review the legal framework to ensure compliance with state and local laws/ordinances.

Examples of annual funding allocations/levels for a capital asset reserve are as follows:

- Maintain a minimum ending balance equal to a dollar amount or a percentage of the five-year average of the entity's annual capital budget. (The actual dollar amount or percentage should be set based on the particular entity's capital needs and financial capabilities.)
- Annually contribute an amount based on a percentage of the annual depreciation of the entity's assets. Funding sources will vary and may include transfers from the General Fund, proceeds from property sales or one-time revenues, etc. An entity may wish to consider initial funding levels for the first one to five years with a plan for increasing funding thereafter until the target funding level is achieved. In addition, organizations should consider the pros and cons of the level of reliance on one-time versus recurring revenues based upon the financial conditions of the jurisdiction and the goals of the reserve.

Together with established capital reserves and supporting policies, jurisdictions should also develop a detailed capital asset life cycle model for all capital assets via a multi-year capital planning process. This will help minimize reliance on reserves and move an organization toward properly budgeting its capital needs.

**Board approval date:** Friday, March 8, 2019

# Ordinance 23-11

Amending the FY22/23 Operating Budget to appropriate an amount not to exceed \$650,000 from the General Fund CARMA for developing a new Comprehensive Plan and Title 21 Zoning And Planning Code

ORD 23-XX

# Agenda

- Ordinance 23-11
- Comprehensive Plan
- Title 21 Zoning and Planning Code
- Project Timeline to Date
- What Homer Receives from Contract
- Anticipated Outcomes
- Next Steps



# Ordinance 23-11

- Approval would amend the FY22/23 Operating Budget to appropriate an amount not to exceed \$650,000 from the General Fund CARMA (Capital Asset Repair & Maintenance Allowance) to secure the services of a professional consultant to facilitate the development of a new Comprehensive Plan and a complete update of the Title 21 Zoning and Planning Code



# Comprehensive Plan

- Establishes, at a high level, a vision, goals, and objectives for the future development of the City
- Works jointly with the Zoning Code
- The Comprehensive Plan underwent a technical update in 2018, last full update in 2008
- Since the Zoning and Planning Code implements the vision of the Comprehensive Plan, it is highly recommended to undergo a full update of the Comprehensive Plan in advance of a Code rewrite

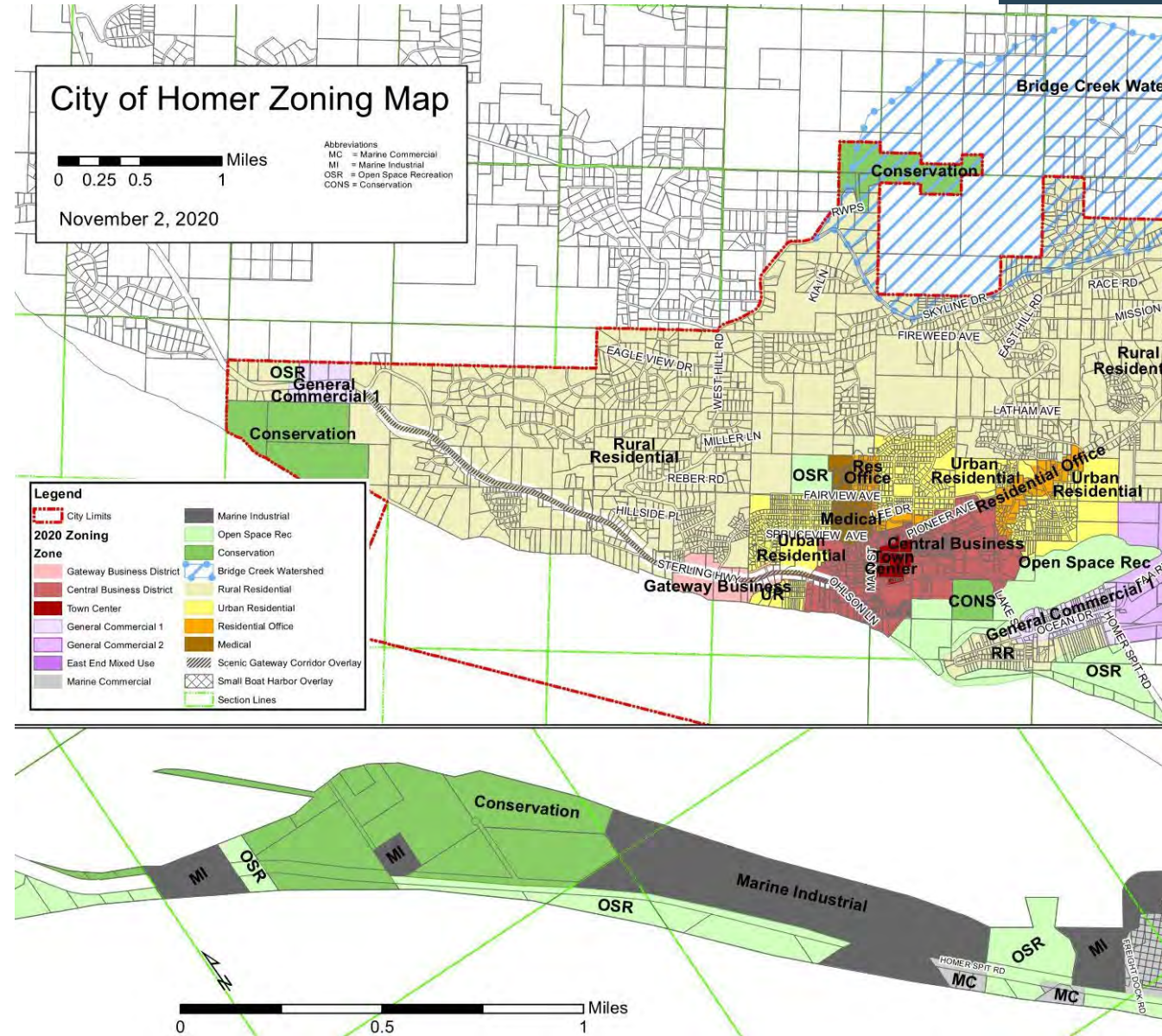


# HOMER COMPREHENSIVE PLAN 2018

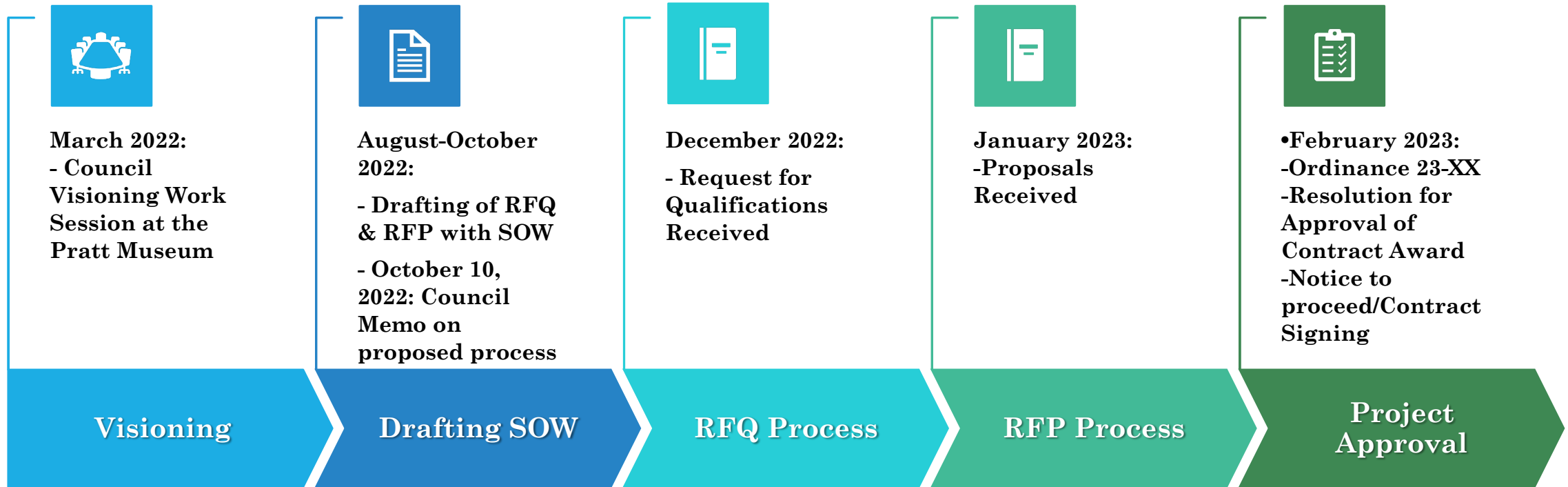


# Title 21 Zoning & Planning Code

- The regulatory framework that implements the vision, goals, and objectives established in the Comprehensive Plan
- Defines the processes, establishes zoning districts, and associated development standards for land use development in the City



# Project Timeline



# What Homer Receives from Contract

## Comprehensive Plan

- 1. A new Comprehensive Plan
- 2. A vision and guidance for the updating the Zoning Code
- 3. Public and key stakeholder outreach
- 4. Detailed consideration of the topics of parking, density, form/layout, building height, sustainability, etc.
- 5. Alignment with Council Goals and other City plans
- 6. Implementation Plan

## Title 21 Zoning & Planning Code

- 1. A completely updated Title 21 Zoning and Planning Code
- 2. A modernized and user-friendly code
- 3. A code that provides for the implementation of the vision of the new Comprehensive Plan
- 4. Public and key stakeholder outreach
- 5. Alignment with Council Goals and other City plans

# Anticipated Outcomes

- A Comprehensive Plan that guides the future development of the City over the next 20 years and addresses the unique planning challenges of the community, such as:
  - Limited developable land and a strong demand for housing
  - Consideration of our unique geographical and topographical conditions such as steep slopes and drainage
  - Knowledge of how the city will grow, given proposed capital projects such as the proposed large vessel harbor
- An updated Zoning and Planning Code that allows the City to realize the vision and goals defined in the Comprehensive Plan with:
  - Modernized processes and development standards such as allowing a denser, mixed use town center with housing, and streets more inviting to pedestrians & bicyclists
  - Greater efficiency, clarity, and user friendliness built into the zoning code
  - Benefits future development of Homer for all residents, businesses, and property owners

# Next Steps

- February 27, 2023 Council Meeting:
  - Ordinance 23-11 Public Hearing
  - A resolution providing a recommendation on selecting a consultant firm and awarding a contract
- February 28-March 3, 2023: Notice to proceed/Contract Signing
- March 2023: Project Phase I: Comprehensive Plan Kick-off
- Spring 2023: First public outreach event
- Completion of contract: Two years or as extended

Shavelson/Weiss  
P.O. Box 1498  
Homer, AK 99603

VIA EMAIL ONLY  
(clerk@cityofhomer-ak.gov)

February 12, 2023

Homer City Council  
Homer City Hall  
491 East Pioneer Avenue  
Homer, AK 99603

Dear City Council Members:

We are writing to support Resolutions 23-013 & 23-014 on the February 13 Consent Agenda.

We believe trails and pedestrian walkways are vital to the health of our local families and community; they create the connectivity we need to get outside and move, they provide places to gather and socialize with our neighbors and they provide the access routes to get us from one place to another.

Not surprisingly, study after study shows trails and pedestrian walkways not only enhance the quality of life for local residents, but they also play a significant role boosting property values and small business revenues.

Accordingly, we strongly support Resolutions 23-013 & 23-014.

Thanks to the City Manager and staff, Council members Aderhold & Davis and the Homer Trails Alliance for bringing these items forward.

Sincerely,

Bob Shavelson & Miranda Weiss  
Homer Residents

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[Home](#) > [Submit Written Testimony to City Council](#) > [Webform results](#) > Submission #72

#### Submission information

Form: [Submit Written Testimony to City Council](#) [1]  
Submitted by Visitor (not verified)  
Sat, 02/11/2023 - 9:53am  
146.71.65.85

**First Name** Sydney

**Last Name** Thielke

**Email** xc\_ski@hotmail.com

**Phone Number** (406) 570-3031

**Are You A City or Non-City Resident?** Non-City Resident

**Which City Council Meeting do you want to participate in?** Regular Meeting

**Date of Meeting you want to participate in?** Mon, 02/13

#### **What type of comments will you be giving?**

Public Comments Upon Matters Already on the Agenda - Citizen may comment on regular agenda items not scheduled for public hearing such as Consent Agenda items, Memorandums, Pending Business, New Business, Resolutions, and Ordinances to be introduced.

#### **Written Testimony**

I am writing to SUPPORT RESOLUTION 23-00X. The Homer Trails Alliance has been diligently working to develop sustainable trails for community use. This proposal would increase the accessibility of numerous trails, improve the safety of trail access and become an asset to the greater Homer community.

#### **Electronic Signature**

Sydney Thielke

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree that I am the person identified above and that I acknowledge and agree to the above Terms of Acceptance.

**Source URL:** <https://www.cityofhomer-ak.gov/node/60081/submission/50341>

#### **Links**



[1] <https://www.cityofhomer-ak.gov/cityclerk/submit-written-testimony-city-council>

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[Home](#) > [Submit Written Testimony to City Council](#) > [Webform results](#) > Submission #73

#### Submission information

Form: [Submit Written Testimony to City Council](#) [1]

Submitted by Visitor (not verified)

Sun, 02/12/2023 - 9:44pm

146.71.68.38

**First Name** Kathy

**Last Name** Sarns Irwin

**Email** kathysarns@gmail.com

**Phone Number** 9074357375

**Are You A City or Non-City Resident?** City Resident

**Which City Council Meeting do you want to participate in?** Regular Meeting

**Date of Meeting you want to participate in?** Mon, 02/13

#### **What type of comments will you be giving?**

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#### **Written Testimony**

I support RESOLUTION 23-00X for a safe parking area at Rogers Loop trailhead. Summer and winter trail use has grown tremendously and it's unsafe parking on the road. I also strongly support and hope that the City of Homer agrees to WORK WITH HOMER TRAILS ALLIANCE ON TRAILS AND TRAILHEAD RELATED PROJECTS IF THE ORGANIZATION RECEIVES A TRANSPORTATION ALTERNATIVES PROGRAM GRANT FROM THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES. Homer needs more trails for the growing numbers of outdoor recreation users ( winter and summer) supporting a healthier community.

#### **Electronic Signature**

Kathy Sarns Irwin

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree that I am the person identified above and that I acknowledge and agree to the above Terms of Acceptance.

**Source URL:**<https://www.cityofhomer-ak.gov/node/60081/submission/50346>

**Links**

[1] <https://www.cityofhomer-ak.gov/cityclerk/submit-written-testimony-city-council>

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[Home](#) > [Submit Written Testimony to City Council](#) > [Webform results](#) > Submission #74

#### Submission information

Form: [Submit Written Testimony to City Council](#) [1]

Submitted by Visitor (not verified)

Sun, 02/12/2023 - 9:49pm

146.71.68.38

**First Name** Patrick

**Last Name** Irwin

**Email** pat49below@gmail.com

**Phone Number** 9074357077

**Are You A City or Non-City Resident?** City Resident

**Which City Council Meeting do you want to participate in?** Regular Meeting

**Date of Meeting you want to participate in?** Mon, 02/13

#### **What type of comments will you be giving?**

Public Comments Upon Matters Already on the Agenda - Citizen may comment on regular agenda items not scheduled for public hearing such as Consent Agenda items, Memorandums, Pending Business, New Business, Resolutions, and Ordinances to be introduced.

#### **Written Testimony**

I support RESOLUTION 23-00X for a parking area at Rogers Loop trailhead. I also support the City of Homer WORKING WITH HOMER TRAILS ALLIANCE ON TRAILS AND TRAILHEAD RELATED PROJECTS IF THE ORGANIZATION RECEIVES A TRANSPORTATION ALTERNATIVES PROGRAM GRANT FROM THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES. Homer needs more trails and needs safer access to trails.

#### **Electronic Signature**

Patrick Irwin

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree that I am the person identified above and that I acknowledge and agree to the above Terms of Acceptance.

**Source URL:**<https://www.cityofhomer-ak.gov/node/60081/submission/50347>

**Links**

[1] <https://www.cityofhomer-ak.gov/cityclerk/submit-written-testimony-city-council>

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[Home](#) > [Submit Written Testimony to City Council](#) > [Webform results](#) > Submission #75

#### Submission information

Form: [Submit Written Testimony to City Council](#) [1]  
Submitted by Visitor (not verified)  
Sun, 02/12/2023 - 11:16pm  
146.71.65.193

**First Name** Dots  
**Last Name** Sherwood  
**Email** dotsvet@gmail.com  
**Phone Number** 9073997387  
**Are You A City or Non-City Resident?** City Resident

**Which City Council Meeting do you want to participate in?** Regular Meeting

**Date of Meeting you want to participate in?** Mon, 02/13

#### **What type of comments will you be giving?**

Public Comments Upon Matters Already on the Agenda - Citizen may comment on regular agenda items not scheduled for public hearing such as Consent Agenda items, Memorandums, Pending Business, New Business, Resolutions, and Ordinances to be introduced.

#### **Written Testimony**

Dear Homer City Council and Mayor Castner,

I wish to add my voice in support of RESOLUTION 23-00X so that our community can have safe off-street parking compared to the current parking situation at Roger's Loop trailhead. Just this week, it was so delightful to see SO many families and young children venturing out on skis to enjoy this incredible natural landscape and this improvement is much needed with increased use of trails so that everyone, including people living with disabilities, can park their vehicles and exit/enter without the current level of risk on the side of the road. I also ask the City of Homer to support fully the Homer Trails Alliance in their application for a Transportation Alternatives Program Grant from the AK DOT and Public Facilities. What an amazing opportunity to expand the trails system which will have far reaching and long-term benefits for the health and well being of our community and visitors. Thank you for your support too! Dots.

#### **Electronic Signature**

Dots Sherwood

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree that I am the person identified above and that I acknowledge and agree to the above Terms of Acceptance.

**Source URL:** <https://www.cityofhomer-ak.gov/node/60081/submission/50348>

**Links**

[1] <https://www.cityofhomer-ak.gov/cityclerk/submit-written-testimony-city-council>



# City of Homer

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

Finance Department

491 East Pioneer Avenue  
Homer, Alaska 99603

[finance@cityofhomer-ak.gov](mailto:finance@cityofhomer-ak.gov)

(p) 907-235-8121

(f) 907-235-3140

## Memorandum

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Elizabeth Walton, Finance Director  
DATE: February 7, 2023  
SUBJECT: FY2023 2<sup>nd</sup> Quarter Financials

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This memo is broken into two sections. The first section provides some analysis of the second quarter data from the perspective of the Finance Department. The second section provides some background information that may be helpful in interpreting the associated spreadsheet.

### **General Fund:**

Preliminary estimates show the General Fund experiencing roughly a \$3.2 million operating surplus after the first two quarters of FY23. This surplus does not account for the HART maintenance transfer approved in the FY22/23 operating budget as those will not be transferred until the end of the fiscal year after final costs have been determined.

#### Financial Analysis:

- Kenai Peninsula Borough collected sales tax revenue was originally budgeted at \$6 million, amended to \$8.7 million and actual revenue received fiscally to date is \$5.4 million. Remote sales tax revenue was budgeted at \$207,225 and actual revenue received fiscally to date is \$153,585.
- The investment category shows revenue/losses for long-term investments. There are periods in which we experience losses, but in the end (maturity) the City will likely experience net gains on our investment decisions.
- Most General Fund expenditure categories are keeping pace with being two quarters of the way through the fiscal year. Looking at historical trends, the collective expenditure is in line with historical spending.

### **Water and Sewer Fund:**

Preliminary estimates show the Water and Sewer Fund experiencing just shy of a \$550k operating surplus after the first two quarters of FY23. This surplus does not factor in the budgeted transfers to CARMA (\$340,969). This expense will be posted in the 4<sup>th</sup> quarter.



## Financial Analysis:

- Utility total revenues are keeping pace with budget expectations and historical trends. Historically, water revenues are down slightly and sewer revenues are above trends. This can be attributed to changes in water and sewer rates over the years.
- Utility expenditures are also keeping pace with being two quarters of the way through the fiscal year.

## **Port and Harbor Fund:**

Preliminary estimates show the Port and Harbor Fund experiencing just over a \$1.8 million operating surplus after the first two quarters of FY23. Remember this surplus doesn't factor in the budgeted transfers to reserves (\$1,052,860). This expense will be posted in the 4<sup>th</sup> quarter.

## Financial Analysis:

- Seasonality is a huge factor in the harbor operations and the timing of receiving its revenues. The largest single component of revenue for the harbor is stall revenues and it is collected in the first half of the fiscal year. The Harbor budgeted roughly \$1.59 million in reserved stall revenue and actual revenue received fiscally to date is \$1.6 million. There is a year-end accounting entry to adjust for period reporting, so this value is subject to change.
- Harbor revenues are exceeding historical trends and everything is on track towards meeting budget expectations.
- The majority of harbor expenditure categories are keeping pace with being two quarters of the way through the fiscal year.
- The Outfall Line budget is extremely overrun. This overage is attributed to changes in DEC permitting and the new testing requirements to receive these permits. The Port also contracted with a firm to review the permit application prior to submitting and this cost attributed to the overage. The FY24/25 operating budget will factor in these new permit requirements.

## **Background Information:**

The purpose of these reports is to provide a budget versus actual comparison for City Council and at the same time illustrating the operating revenues and expenditures each fund has experienced within a given time period.

Therefore, it is important to remember that these reports are not all inclusive and do not represent all financial activity of the City. The focus is to report on those revenues and expenditures that present themselves as operating and are included in our budget.

The purpose of the historical analysis section is to provide City Council and the public comparative data for the same date range. As time goes on, this data will allow for better trend analysis and benchmarking.

## **General Fund:**

### Revenue Breakdown:

- Property tax is collected and administered by the Kenai Peninsula Borough and remitted to the City. The majority of these payments are remitted in September, October and November. Taxpayers can either split tax installments in two (first half due on September 15 and second half due on November 15) or can pay taxes in full on October 15.
- Sales tax is collected and administered by the Kenai Peninsula Borough (KPB) and then remitted to the City. KPB remits sales tax revenue to the City on a monthly basis, but there is a two month “lag” in the revenue received. This means that the revenue that is received by the City in one month is not a reflection on sales tax actually earned in that particular month.
- Use of money represents the interest income earned (lost) on investments held.
- Intergovernmental revenues include: Prisoner Care Contract with the State of Alaska for \$440,066; Pioneer Avenue Maintenance Contract with the State of Alaska for \$34,000; Police Special Services Contract with the State of Alaska for \$36,000; and the Borough 911 Contract with the Kenai Peninsula Borough for \$52,800.
- Charges for services include revenues received from the charges the City charges for some services it provides (i.e. application fees, ambulance fees, camping fees).
- Airport revenues represent those revenues collected through business at the Homer airport (leases, car rental, concessions, and parking fees).
- Operating transfers represent the admin fees charged to Water, Sewer and Port funds. The budget transfer from HART-Roads and HART-Trails to contribute to road and trail maintenance is also under this category. The \$10,000 transfer is representative of the amount the Utility Fund transfers to the General Fund to contribute to Public Works maintenance costs connected with Utility facilities and equipment.

## **Water and Sewer Fund:**

### Revenue Breakdown:

- Revenues received into the water fund include: metered sales, connection fees, investment income, penalties, and hydrant transfer from the General Fund.
- Revenues received into the sewer fund include: metered sales, inspection fees and dump station fees.

### Expenditure Highlights:

- General Fund Admin Fees were waived for the Utility Fund in FY22 and FY23, per the amended FY22/23 Operating Budget (ORD 22-20).
- Other transfers include: transfer to health insurance fund (balancing mechanism), transfers to revolving energy fund, hydrant transfer to the water fund and \$10,000 transfer to General Fund for Public Works maintenance.

## **Port and Harbor Fund:**

### Revenue Breakdown:

- Administration revenues include: rents and leases, storage fees, investment income and any surplus revenues.
- Harbor revenues primarily represent stall revenues, but it also includes income received from energy charges, parking revenue and commercial ramp wharfage.
- Pioneer dock revenues include: Coast Guard leases, fuel wharfage, water sales and docking fees.
- Fish dock revenues include: ice sales, cold storage, crane rental, seafood wharfage and fish tax.
- Deep water dock revenues primarily represent docking and water sales at the deep water dock.

### Expenditure Highlights:

- General Fund Admin Fees were waived for the Port Fund in FY22 and FY23, per the amended FY22/23 Operating Budget (ORD 22-20).
- Debt Service transfer represents the Lot 42 loan with the General Fund. The Port has budgeted to pay this loan off by the end of FY23.
- Harbor transfers to reserves have not been posted for the Harbor, as we are waiting until the end of the fiscal year to align with new processes.
- Load and Launch Ramp transfers to reserves have been made, as these revenues are expected to exceed expenditures. These revenues in excess are accounted for separately from the larger harbor reserves.

## **Treasurer's Report:**

The treasurer's report illustrates the investment positions of the City of Homer. It details the total amount held in our bank accounts and the timeline of maturity.

Quarterly General Fund  
Expenditure Report  
Thru Quarter Ended December 31, 2022

	Current Fiscal Analysis			Historical
	FY23	FY23 YTD		7/1/21 -
	AMENDED BUDGET	ACTUAL		12/31/21
	\$	%	ACTUAL	
<b>Revenues</b>				
Property Taxes	\$ 3,883,898	\$ 3,911,771	101%	\$ 3,679,357
Sales and Use Taxes	8,962,391	5,547,502	62%	5,066,329
Permits and Licenses	44,261	14,506	33%	17,319
Fines and Forfeitures	17,393	9,054	52%	17,810
Use of Money	153,499	15,879	10%	(39,572)
Intergovernmental	562,866	316,733	56%	324,833
Charges for Services	518,992	311,814	60%	447,607
Other Revenues	-	694		78,006
Airport	194,643	115,234	59%	107,939
Operating Transfers	907,807	-	0%	846,091
<b>Total Revenues</b>	<b>\$ 15,245,750</b>	<b>\$ 10,243,186</b>	<b>67%</b>	<b>\$ 10,545,719</b>
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 1,822,723	\$ 791,921	43%	\$ 572,233
Clerks	923,374	378,574	41%	411,088
Planning	451,763	217,493	48%	201,401
Library	1,031,478	478,861	46%	422,255
Finance	950,283	428,130	45%	380,709
Fire	1,619,444	746,685	46%	678,361
Police	4,103,074	2,173,473	53%	2,026,928
Public Works	3,426,209	1,509,275	44%	1,409,377
Airport	238,518	120,323	50%	94,237
City Hall, HERC	195,049	71,068	36%	78,619
Non-Departmental	94,000	69,000	73%	-
<b>Total Operating Expenditures</b>	<b>\$ 14,855,915</b>	<b>\$ 6,984,803</b>	<b>47%</b>	<b>\$ 6,275,208</b>
Transfer to Other Funds				
Leave Cash Out	\$ 122,629	\$ -	0%	\$ 136,126
Other	257,206	-	0%	-
<b>Total Transfer to Other Funds</b>	<b>\$ 379,835</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 136,126</b>
Transfer to CARMA				
General Fund Fleet CARMA	\$ -	\$ -	0%	\$ 2,469
General Fund CARMA	-	-	0%	\$ 45,673
Seawall CARMA	10,000	-	0%	-
<b>Total Transfer to CARMA Funds</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 48,142</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 15,245,750</b>	<b>\$ 6,984,803</b>	<b>46%</b>	<b>\$ 6,459,476</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ (0)</b>	<b>\$ 3,258,382</b>		

Quarterly Water and Sewer Fund  
Expenditure Report  
Thru Quarter Ended December 31, 2022

	Current Fiscal Analysis			Historical
	FY23	FY23 YTD		7/1/21 -
	AMENDED BUDGET	ACTUAL		12/31/21
		\$	%	ACTUAL
<b>Revenues</b>				
Water Fund	\$ 2,013,406	\$ 1,035,401	51%	\$ 1,099,158
Sewer Fund	1,754,682	1,072,272	61%	968,249
<b>Total Revenues</b>	<b>\$ 3,768,088</b>	<b>\$ 2,107,674</b>	<b>56%</b>	<b>\$ 2,067,407</b>
<b>Expenditures &amp; Transfers</b>				
<u>Water</u>				
Administration	\$ 215,482	\$ 127,827	59%	\$ 124,288
Treatment Plant	666,885	314,280	47%	295,574
System Testing	28,750	16,809	58%	12,948
Pump Stations	101,020	45,124	45%	51,098
Distribution System	371,410	143,284	39%	163,543
Reservoir	30,196	15,633	52%	6,787
Meters	190,760	79,304	42%	54,485
Hydrants	220,388	97,353	44%	97,850
<u>Sewer</u>				
Administration	\$ 205,215	\$ 118,577	58%	\$ 110,574
Plant Operations	753,303	366,743	49%	334,924
System Testing	15,240	7,560	50%	5,609
Lift Stations	225,231	85,283	38%	99,239
Collection System	303,421	140,956	46%	133,905
<b>Total Operating Expenditures</b>	<b>\$ 3,327,300</b>	<b>\$ 1,558,732</b>	<b>47%</b>	<b>\$ 1,490,824</b>
Transfer to Other Funds				
Leave Cash Out	\$ 76,755	\$ -	0%	\$ 72,026
GF Admin Fees	-	-	0%	-
Other	23,063	-	0%	23,492
<b>Total Transfer to Other Funds</b>	<b>\$ 99,819</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 95,518</b>
Transfers to CARMA				
Water	\$ 106,804	\$ -	0%	\$ -
Sewer	234,166	-	0%	-
<b>Total Transfer to CARMA Funds</b>	<b>\$ 340,969</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,768,088</b>	<b>\$ 1,558,732</b>	<b>41%</b>	<b>\$ 1,586,341</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ (0)</b>	<b>\$ 548,941</b>		

Quarterly Port and Harbor Fund  
Expenditure Report  
Thru Quarter Ended December 31, 2022

	Current Fiscal Analysis			Historical
	FY23	FY23 YTD		7/1/21 -
	AMENDED BUDGET	ACTUAL		12/31/21
		\$	%	ACTUAL
<b>Revenues</b>				
Administration	\$ 603,464	\$ 418,589	69%	\$ 288,605
Harbor	3,428,020	2,580,784	75%	2,608,009
Pioneer Dock	331,140	172,567	52%	196,712
Fish Dock	572,242	378,007	66%	371,840
Deep Water Dock	176,953	127,007	72%	107,292
Outfall Line	4,800	-	0%	-
Fish Grinder	7,998	7,365	92%	7,018
Load and Launch Ramp	126,663	52,972	42%	59,376
<b>Total Revenues</b>	<b>\$ 5,251,279</b>	<b>\$ 3,737,290</b>	<b>71%</b>	<b>\$ 3,638,853</b>
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 733,520	\$ 477,291	65%	\$ 451,469
Harbor	1,456,148	645,284	44%	613,334
Pioneer Dock	87,309	52,484	60%	46,862
Fish Dock	695,185	277,878	40%	287,974
Deep Water Dock	93,107	47,950	51%	50,149
Outfall Line	6,500	17,626	271%	-
Fish Grinder	30,333	14,395	47%	11,025
Harbor Maintenance	471,464	238,801	51%	194,806
Main Dock Maintenance	43,657	23,868	55%	17,997
Deep Water Dock Maintenance	54,157	23,667	44%	19,814
Load and Launch Ramp	97,477	45,337	47%	42,904
<b>Total Operating Expenditures</b>	<b>\$ 3,768,858</b>	<b>\$ 1,864,580</b>	<b>49%</b>	<b>\$ 1,736,336</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 62,025	\$ -	0%	\$ 66,243
GF Admin Fees	-	-	0%	-
Debt Service	67,325	-	0%	70,338
Other	300,212	-	0%	-
<b>Total Transfer to Other Funds</b>	<b>\$ 429,562</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 136,581</b>
<b>Transfers to Reserves</b>				
Harbor	\$ 1,023,675	\$ -	0%	\$ -
Load and Launch Ramp	29,186	-	0%	34,201
<b>Total Transfer to Reserves</b>	<b>\$ 1,052,860</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 34,201</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 5,251,279</b>	<b>\$ 1,864,580</b>	<b>36%</b>	<b>\$ 1,907,118</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ (0)</b>	<b>\$ 1,872,710</b>		

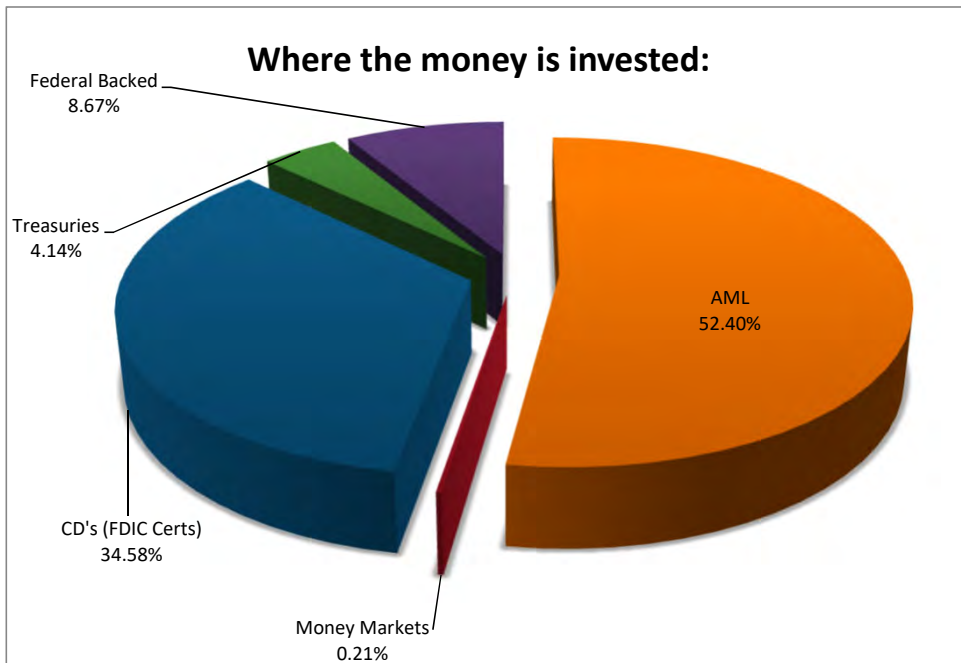
## CITY OF HOMER Treasurer's Report

As of:

**December 31, 2022**

<b>INVESTMENT BY INSTITUTION:</b>	<b>\$ Invested</b>	<b>% Of \$ Invested</b>
Alaska Municipal League	\$ 19,700,194	52%
Pro-Equities	\$ 17,895,625	48%
<b>Total Cash and Investments</b>	<b>\$ 37,595,819</b>	<b>100%</b>

<b>MATURITY OF INVESTMENTS:</b>		<b>% Of Investment by Maturity Date</b>
1 to 30 Days	1/30/2023 \$ 19,780,730	53%
30 to 120 Days	4/30/2023 \$ 2,252,734	6%
120 to 180 Days	6/29/2023 \$ 533,654	1%
180 to 365 Days	12/31/2023 \$ 1,599,552	4%
Over 1 Year	\$ 13,429,148	36%
<b>TOTAL</b>	<b>\$ 37,595,819</b>	<b>100%</b>



These investments are made in accordance with the City of Homer's investment policy pursuant to Ordinance 93-14, Chapter 3.10. The balances reported are unaudited.



# AGENDA ITEM REPORT

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## Forest Trails Subdivision Preliminary Plat

**Item Type:** Action Memorandum  
**Prepared For:** Planning Commission  
**Meeting Date:** 01 Feb 2023  
**Staff Contact:** Rick Abboud, City Planner  
**Attachments:** [Preliminary plat](#)  
[Surveyor's Letter](#)  
[Surveyor's Email Forest Trails Subd KPB - Exceptions](#)  
[Public Works Memo](#)  
[USACE JD Map](#)  
[Calvin & Coyle Trail Map](#)  
[Public Notice](#)  
[Aerial Map](#)

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### Summary Statement:

Applicants:	Nick Botkin	Kenton Bloom, P.L.S.
	Delta JL, LLC	Seabright Survey + Design
	3397 Hollywood Oaks Dr.	1044 East End Road, Suite A
	Fort Lauderdale, FL 33312	Homer, AK 99603
Location:	1441 East End Road (East of Paul Banks Elementary School)	
Parcel ID:	17903021	
Size of Existing Lot(s):	4.85 Acres	
Size of Proposed Lot(s):	13 Lots ranging from .231 - .381 Acres	
Zoning Designation:	Rural residential District	
Existing Land Use:	Vacant	
Surrounding Land Use:	North: Commercial/residential/vacant	



South: School lot  
East: School lot  
West: Conservation/residential

Comprehensive Plan: Chapter 4, Goal 1, Objective A, 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 lower densities in outlying areas.

Wetland Status: There is a creek that has been determined to be a wetland.

Flood Plain Status: Zone D, flood hazards undetermined.

BCWPD: Not within the Bridge Creek Watershed Protection District.

Utilities: City water and sewer are available.

Public Notice: Notice was sent to 41 property owners of 35 parcels as shown on the KPB tax assessor rolls.

**Analysis:** This subdivision is within the Rural Residential District. This plat divides one lot into 13 lots and dedicates a right-of-way, drainage, and pedestrian easements.

### **Homer City Code 22.10.051 Easements and rights-of-way**

- A. The subdivider shall dedicate in each lot of a new subdivision a 15-foot-wide utility easement immediately adjacent to the entire length of the boundary between the lot and each existing or proposed street right-of-way.

**Staff Response:** The plat meets these requirements.

- B. The subdivider shall dedicate in each lot of a new subdivision any water and/or sewer easements that are needed for future water and sewer mains shown on the official Water/Sewer Master Plan approved by the Council.

**Staff Response:** The plat meets these requirements.

- C. The subdivider shall dedicate easements or rights-of-way for sidewalks, bicycle paths or other non-motorized transportation facilities required by HCC 11.04.120.

**Staff Response:** The plat meets these requirements. The recommendations in the Public Works Memo are being met. The applicant will be working with public works to provide a walkable area/path on the south side of the right-of-way, this will become part of the development agreement. Two pedestrian easements are dedicated to the school district property to the south.

- D. The City Council may accept the dedication of easements or rights-of-way for non-motorized transportation facilities that are not required by subsection (c) of this section, if the City Council determines that accepting the dedication would be Consistent with the adopted plans of the City.

**Staff Response:** The plat meets these requirements.

**Preliminary Approval, per KPB code 20.25.070 Form and contents required.** The commission will consider a plat for preliminary approval if it contains the following information at the time it is presented and is drawn to a scale of sufficient size to be clearly legible.

- A. Within the Title Block:
  - 1. Names of the subdivision which shall not be the same as an existing city, town, tract or subdivision of land in the borough, of which a plat has been previously recorded, or so nearly the same as to mislead the public or cause confusion;
  - 2. Legal description, location, date, and total area in acres of the proposed subdivision; and
  - 3. Name and address of owner(s), as shown on the KPB records and the certificate to plat, and registered land surveyor;

**Staff Response:** The plat meets these requirements.

- B. North point;

**Staff Response:** The plat meets these requirements.

- C. The location, width and name of existing or platted streets and public ways, railroad rights-of-way and other important features such as section lines or political subdivisions or municipal corporation boundaries abutting the subdivision;

**Staff Response:** The plat meets these requirements.

- D. A vicinity map, drawn to scale showing location of proposed subdivision, north arrow if different from plat orientation, township and range, section lines, roads, political boundaries and prominent natural and manmade features, such as shorelines or streams;

**Staff Response:** The plat meets these requirements.

- E. All parcels of land including those intended for private ownership and those to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purposes, conditions or limitation of reservations that could affect the subdivision;

**Staff Response:** The plat meets these requirements.

- F. The names and widths of public streets and alleys and easements, existing and proposed, within the subdivision; [Additional City of Homer HAPC policy: Drainage

easements are normally thirty feet in width centered on the drainage. Final width of the easement will depend on the ability to access the drainage with heavy equipment. An alphabetical list of street names is available from City Hall.]

**Staff Response:** The plat meets these requirements.

- G. Status of adjacent lands, including names of subdivisions, lot lines, lock numbers, lot numbers, rights-of-way; or an indication that the adjacent land is not subdivided;

**Staff Response:** The plat meets these requirements.

- H. Approximate location of areas subject to inundation, flooding or storm water overflow, the line of ordinary high water, wetlands when adjacent to lakes or non-tidal streams, and the appropriate study which identifies a floodplain, if applicable;

**Staff Response:** The plat meets these requirements.

- I. Approximate locations of areas subject to tidal inundation and the mean high water line;

**Staff Response:** The plat meets these requirements.

- J. Block and lot numbering per KPB 20.60.140, approximate dimensions and total numbers of proposed lots;

**Staff Response:** The plat meets these requirements.

- K. Within the limits of incorporated cities, the approximate location of known existing municipal wastewater and water mains, and other utilities within the subdivision and immediately abutting thereto or a statement from the city indicating which services are currently in place and available to each lot in the subdivision;

**Staff Response:** The plat meets these requirements.

- L. Contours at suitable intervals when any roads are to be dedicated unless the planning director or commission finds evidence that road grades will not exceed 6 percent on arterial streets, and 10 percent on other streets;

**Staff Response:** The plat meets these requirements.

- M. Approximate locations of slopes over 20 percent in grade and if contours are shown, the areas of the contours that exceed 20 percent grade shall be clearly labeled as such;

**Staff Response:** The plat meets these requirements.

- N. Apparent encroachments, with statement indicating how the encroachments will be resolved prior to final plat approval; and

**Staff Response:** The plat meets these requirements.

- O. If the subdivision will be finalized in phases, all dedications for through streets as required by KPB 20.30.030 must be included in the first phase.

**Staff Response:** The plat meets these requirements. A cul-de-sac dedication was requested from the City of Homer, as the property to the east is owned by the Kachemak Heritage Land Trust and held for conservation and we would not expect to make a road connection through the property. The other properties to the east are developed on a cul-de-sac. The rest of the land is adjacent to a lot owned by the Kenai Peninsula School District in support of Paul Bank Elementary School. We do not find that any additional roadway connections are warranted.

**Public Works Comments:**

1. Existing code allows for a 50' radius for the cul-de-sac.
2. Request a 40' drainage easement based on the centerline of the drainage way.

A development agreement is required

**Fire Department Comments:** No comments

**Exception Requests:** The surveyor plans on requesting exception to borough code as described below.

*20.30.130 A - We are requesting an exception for the minimum radius for Curve 1. The minimum radius per COH design standards is 150' and we are in conformance with that requirement. AK DOT wants to see the intersection of the proposed ROW and East End Road as far to the east as possible due to the proximity of Paul Banks Elementary School. This configuration allows the proposed ROW to meet East End Rd at a 90 degree angle while maximizing the distance from the Paul Banks entrance and minimizing the amount of acreage lost to the east.*

*We are also requesting an exception for the 90 degree angle in the proposed ROW centerline. The right angle turn will have a stop sign and will slow traffic into the subdivision, and allows for more standard rectangular lot configurations.*

*20.30.130 B – We are requesting an exception for the minimum 100-foot tangent required between Curve 5 & 6. The reverse curve is at the end of the road where there will be minimal traffic. This design brings the ROW closer to the midpoint of the east subdivision boundary line which splits the acreage more equally on either side of the ROW.*

The City of Homer has no objections to the requests for exception described above.

**Staff Recommendation:**

Planning Commission recommend approval of the preliminary plat with the following comment.

1. The City of Homer does not object to requests for exception to code listed on this staff report.

**Attachments:**

[Preliminary plat](#)

[Surveyor's Letter](#)

[Surveyor's Email Forest Trails Subd KPB - Exceptions](#)

[Public Works Memo](#)

[USACE JD Map](#)

[Calvin & Coyle Trail Map](#)

[Public Notice](#)

[Aerial Map](#)



- NOTES**
- THE 15' FRONTING RIGHTS-OF-WAY AND THE 20' WITHIN 5' OF SIDE LOT LINES IS A UTILITY EASEMENT GRANTED THIS PLAT AND PERMANENT STRUCTURES SHALL BE CONSTRUCTED ON PAVED SURFACE WITH A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE SAID EASEMENT.
  - ALL WASTEWATER DISPOSAL SYSTEMS SHALL COMPLY WITH EXISTING APPLICABLE LAWS AT THE TIME OF CONSTRUCTION.
  - NO ACCESS TO STREET MAINTAINED RIGHTS-OF-WAY PERMITTED UNLESS APPROVED BY THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION.
  - PROPERTY OWNER SHALL CONTACT THE ARMY CORPS OF ENGINEERS PRIOR TO ANY ON-SITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT REGIONAL DECISION OF AFFECTED PROPERTY OWNERS AND RESPONSIBILITY FOR OBTAINING ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS.
  - THESE LOTS ARE SUBJECT TO CITY OF HOMER ZONING REGULATIONS. REFER TO HOMER CITY CODE FOR ALL CURRENT ZONING AND SITE DEVELOPMENT REGULATIONS. OWNERS SHOULD CHECK WITH THE CITY OF HOMER PRIOR TO DEVELOPMENT ACTIVITIES.
  - THE CENTERLINE OF THE EXISTING "CANTRELL CREEK" AS SHOWN IS THE CENTERLINE OF A 15' WIDE DRAINAGE EASEMENT GRANTED THIS PLAT TO THE CITY OF HOMER.
  - NO STRUCTURES ARE PERMITTED WITHIN THE PANNABLE PORTION OF THE FLAG LOTS.
  - THERE ARE LIMITATIONS ON FUTURE SUBDIVISION OF THESE LOTS DUE TO ISSUES REGARDING ACCESS, DEVELOPMENT TRAILS IN THE AREA AND TOPOGRAPHY.
  - THERE IS A RIGHT OF WAY EASEMENT OF NO DEFINED LOCATION THAT AFFECTS THIS SUBDIVISION, GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED BY 29 PG 180 1982.
  - THERE IS A RIGHT OF WAY EASEMENT OF NO DEFINED LOCATION THAT AFFECTS THIS SUBDIVISION, GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED BY 48 PG 180 1980.

**GPS CONTROL DATA**

1. A SERIES OF MEASUREMENTS FOR THIS SURVEY IS FROM GPS POINT OBSERVATIONS TAKEN ON THE MEANWATER POSITION AS SHOWN ON THIS PLAT. THESE MEASUREMENTS WERE OBTAINED USING A GARMIN 60CSX GPS RECEIVER WITH REAL TIME CORRECTIONS OBTAINED FROM THE GPS OBSERVATION POINT BASED ON THE USE OF THE REAL TIME CORRECTIONS SERVICE PROVIDED BY THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION.

2. THE MEASUREMENTS AND DISTANCES WERE OBTAINED BY MEASURING AND SCALING FROM AROUND USING LASERS. DISTANCES WERE OBTAINED USING A SOKKIA TOTAL STATION. THESE DISTANCES WERE OBTAINED BY MEASURING AND SCALING DISTANCES OF COMMERCIAL QUALITY.

3. THE RESULTING COORDINATE VALUES WERE TRANSLATED TO A LOCAL COORDINATE SYSTEM BASED ON USGS POSITION POINTS. THE COORDINATE SYSTEM IS BASED ON USGS POSITION POINTS. THE COORDINATE SYSTEM IS BASED ON USGS POSITION POINTS. THE COORDINATE SYSTEM IS BASED ON USGS POSITION POINTS.

- LEGEND**
- 1- SET 2" AC 7968-S 2023
  - 2- FIN 2.5" RC MON PIPE
  - 3- FIN 1" G.P.P.
  - 4- FIN 5/8" REBAR
  - 5- FIN 1/2" REBAR
  - 6- FIN 2" AC 7538-S 2018
  - 7- FIN 2.5" RC MON 1201-S 1988
  - 8- FIN 2.5" RC MON 1912
  - 9- FIN 2.5" RC MON 208-S 1971



**WASTEWATER DISPOSAL**  
 PLANS FOR WASTEWATER DISPOSAL THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE DEPARTMENT OF CONSERVATION.

ENGINEER	LICENSE	DATE
KENTON T. BLOOM	15-7968	01/20/23

**CURVE TABLE**

CURVE #	LENGTH	RADIUS	DELTA	CHL BEARING	CHL LENGTH
C1	85.24'	150.00'	32°32'20"	N16°24'40"W	84.10'
C2	35.29'	20.00'	101°08'33"	S72°08'20"E	30.89'
C3	18.03'	120.00'	8°48'30"	S17°16'53"E	18.01'
C4	31.45'	20.00'	90°05'19"	S45°10'40"E	28.31'
C5	117.84'	200.00'	33°49'30"	S72°53'50"W	116.14'
C6	100.61'	170.00'	33°49'30"	N72°53'50"E	98.72'
C7	22.84'	50.00'	28°17'33"	N69°09'52"E	44.63'
C8	20.09'	50.00'	23°01'28"	S88°10'52"E	19.98'
C9	59.09'	50.00'	67°42'51"	N40°48'24"W	58.71'
C10	112.68'	50.00'	129°07'11"	N57°38'57"E	90.30'
C11	24.07'	25.00'	58°09'40"	S82°24'40"E	23.15'
C12	91.41'	230.00'	22°46'12"	N102°13'24"E	90.80'

**CERTIFICATE OF ACCEPTANCE**

THE UNDERSIGNED OFFICER, AUTHORIZED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF HOMER FOR PUBLIC USE AND FOR PUBLIC PURPOSES THE PLAT PRESENTED TO AND APPROVED BY THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THE PLAT HEREIN AS FOLLOWS:

CANTRELL CREEK ROAD 60' WIDE RIGHT OF WAY  
 THE UTILITY EASEMENT WITHIN THE 15' FRONTING RIGHTS-OF-WAY AND 20' WITHIN 5' OF SIDE LOT LINES  
 THE 15' WIDE DRAINAGE EASEMENT CENTERED ON "CANTRELL CREEK"  
 THE 10' WIDE PEDESTRIAN ACCESS EASEMENTS

THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC OR ANY GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

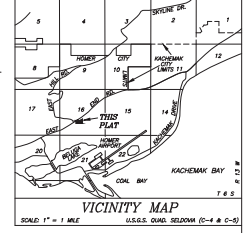
BY: \_\_\_\_\_ AUTHORIZED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_  
 KENNA PENINSULA BOROUGH

**PLAT APPROVAL**

THIS PLAT WAS APPROVED BY THE KENNA PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF \_\_\_\_\_

BY: \_\_\_\_\_ AUTHORIZED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_  
 KENNA PENINSULA BOROUGH

ROW DIMENSIONS, CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_  
 CITY OF HOMER



**CERTIFICATE OF OWNERSHIP**

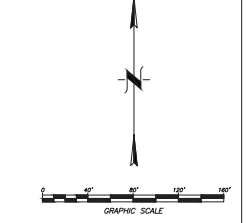
WE HEREBY CERTIFY THAT KEITH A. LEE IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, THAT ON BEHALF OF KEITH A. LEE HE HEREBY ACCEPTS THIS PLAN OF SUBDIVISION, AND BY OUR FREE CONSENT DEDICATE ALL RIGHTS OF WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN HEREON.

KEITH A. LEE, MEMBER  
 5387 HOLLYWOOD OAKS DRIVE  
 FORT LAUDERDALE, FL 33312

**NOTARY'S ACKNOWLEDGMENT**

FOR: \_\_\_\_\_  
 ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

NOTARY PUBLIC FOR ALASKA  
 MY COMMISSION EXPIRES \_\_\_\_\_



**HOMER RECORDING DISTRICT** KPB FILE NO. 2023-000

**FOREST TRAILS SUBDIVISION**

A REPLAT OF THAT PORTION OF THE NE 1/4 SEC. 16, EXCEPTING THEREFROM THAT PORTION CONVEYED TO AN OUTSTATE BY WARRANTY DEED (BK 315 PG 548 1997), T. 6 S., R. 13 W., SERVED MERIDIAN, CITY OF HOMER, KENNA PENINSULA BOROUGH, THIRD ALDENAL DISTRICT, ALASKA CONTAINING 4.853 ACRES

**SEABRIGHT SURVEY + DESIGN**  
 KENTON T. BLOOM, P.L.S.  
 1044 BAY ROAD, SUITE A  
 HOMER, ALASKA 99601  
 (907) 299-1091

CLIENTS: KEITH A. LEE  
 5387 HOLLYWOOD OAKS DR.  
 FORT LAUDERDALE, FL 33312

DRAWN BY: KB CWD BY: KB JOB #2023-80  
 DATE: 01/20/23 SCALE: 1"=40' SHEET #1 OF 1





## SEABRIGHT SURVEY+DESIGN

Kenton T. Bloom, P.L.S.

1044 East Road Suite A

Homer, Alaska 99603

(907) 299-1091

[seabrightz@yahoo.com](mailto:seabrightz@yahoo.com)

December 29, 2022

City of Homer  
491 E Pioneer Ave  
Homer, AK 99603

RE: Preliminary Plat Submittal for "Forest Trails Subdivision"

Dear Planning Dept.,

We are pleased to submit the above reference preliminary plat for your review. Included in this submittal packet you will find:

- 2 full size plat copies
- 3 11x17 plat copies
- Signed (KPB) plat submittal form
- 1 11x17 asbuilt detail diagram
- \$1300 check for prelim review fee (1x \$1200 check + 1x \$100 check)

Please let us know if there are any concerns or clarifications we can address.

Cordially,

*Kenton Bloom*

Kenton Bloom, PLS  
Seabright Survey + Design

From: [Kenton Bloom](#)  
To: [Rick Abboud](#)  
Cc: [Bella Vaz](#)  
Subject: Forest Trails Subd KPB Exceptions  
Date: Wednesday, January 11, 2023 1:51:00 PM

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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Rick,

Here are the exceptions that we plan to request upon our preliminary submittal of Forest Trails Subdivision to the Kenai Peninsula Borough. We have provided justification for these requests. Please feel free to provide any additional feedback. We look forward to further discussing the HCC design requirements for this subdivision next week.

20.30.130 A - We are requesting an exception for the minimum radius for Curve 1. The minimum radius per COH design standards is 150' and we are in conformance with that requirement. AK DOT wants to see the intersection of the proposed ROW and East End Road as far to the east as possible due to the proximity of Paul Banks Elementary School. This configuration allows the proposed ROW to meet East End Rd at a 90 degree angle while maximizing the distance from the Paul Banks entrance and minimizing the amount of acreage lost to the east.

We are also requesting an exception for the 90 degree angle in the proposed ROW centerline. The right angle turn will have a stop sign and will slow traffic into the subdivision, and allows for more standard rectangular lot configurations.

20.30.130 B – We are requesting an exception for the minimum 100-foot tangent required between Curve 5 & 6. The reverse curve is at the end of the road where there will be minimal traffic. This design brings the ROW closer to the midpoint of the east subdivision boundary line which splits the acreage more equally on either side of the ROW.

Cordially,

Katie  
Seabright Survey + Design  
1-907-299-1580



## City of Homer

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

### Public Works

3575 Heath Street

Homer, AK 99603

[publicworks@cityofhomer-ak.gov](mailto:publicworks@cityofhomer-ak.gov)

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum

TO: Rick Abboud, City Planner

THROUGH: Janette Keiser, PE, Public Works Director/City Engineer

FROM: Aaron Yeaton, GIS Technician, Public Works Department

DATE: January 12, 2023

SUBJECT: Forest Trails Subdivision Pedestrian Amenities

- I. **Purpose.** The purpose of this memorandum is to make recommendations regarding non-motorized transportation amenities within the proposed Forest Trails Subdivision.
- II. **Overview.** The Forest Trails Subdivision is situated on the south side of East End Road between Paul Banks Elementary School and the Calvin and Coyle Trail. The East End Road sidewalk accesses the elementary school, but then transitions to the north side of East End Road via a crosswalk. The trail head for the Calvin and Coyle Trail is at the end of Mariner Drive, east of the subject development, but a portion of the Trail runs in property, owned by the Kachemak Heritage Land Trust immediately adjacent to the subject development.
- III. **Does this development trigger the need for non-motorized transportation?** The subdivision, as shown in the preliminary layout, is subject to HCC 11.04.120, which mandates that developers are required to provide amenities for non-motorized transportation in designated circumstances. In the case of the subject property, the triggering circumstances are:
  - (1) the property comes within 100 feet of an educational facility (Paul Banks Elementary School); and
  - (2) There is an existing non-motorized transportation facility on an adjacent property (the Calvin and Coyle Trails).

Requiring non-motorized transportation amenities satisfies the City's intent to improve connectivity and accessibility to schools, the greater community and local recreational opportunities as recommended in the Homer Non-Motorized Transportation Plan.

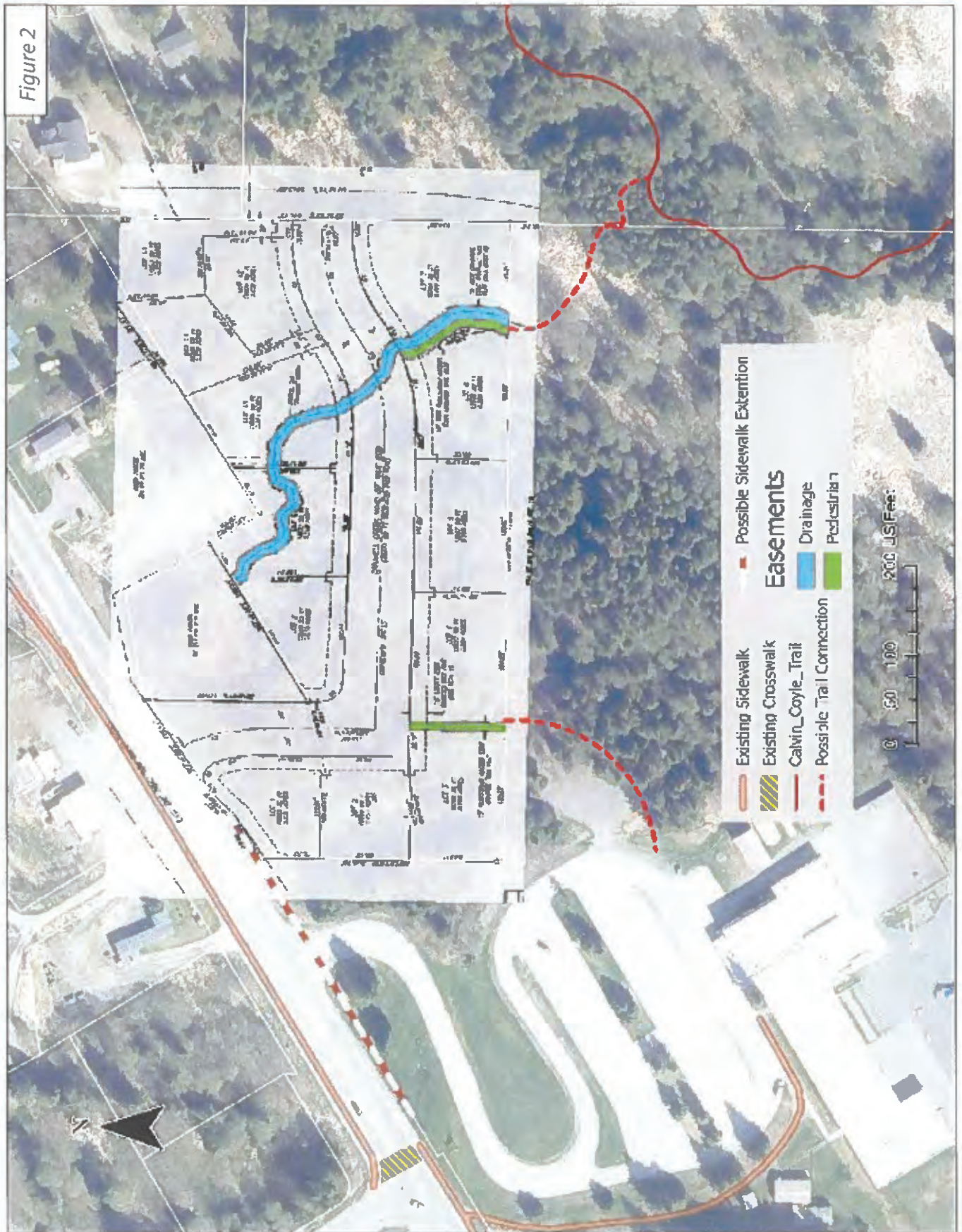
**IV. What kinds of non-motorized transportation amenities should be provided?**

- A. The preliminary plat shows a 10' wide pedestrian easement along the joint property line between Lots 6 and 7, connecting Cantrell Creek Road the south boundary of the subdivision, which is the northern boundary of the Land Trust property. A trail in this easement would connect the subdivision to the Calvin and Coyle Trail, via a short extension developed in the future by others. This would provide subdivision residents with easy access to this lovely trail system. (See Figures 1 and 2.)
- B. The preliminary plat shows a 10' wide pedestrian easement along the joint property line between Lots 3 and 4. A trail in this easement would connect the subdivision to Paul Banks Elementary, via a short extension developed in the future by others.
- C. Public Works does not believe a sidewalk on Cantrell Creek Road is warranted, but recommends that a widened shoulder be provided to accommodate pedestrians.
- D. While it would be beneficial to extend the existing sidewalk on the south side of East End Road to the intersection with Cantrell Creek, Public Works does not feel it is the developer's sole responsibility to provide this. The City work show the extension in the new Non-Motorized Transportation Plan as a preferred route and collaborate with the Developer and the AK Dept. of Transportation to realize it.

**V. Recommendations.**

- A. The 10' wide pedestrian easement between Lots 3 & 4 should be adopted.
- B. The 10' wide pedestrian easement contiguous with the proposed drainage easement that is shared between Lots 6 & 7 should be adopted.
- C. The developer should provide a widened shoulder along Cantrell Creek Road to accommodate pedestrian travel within the subdivision and to East End Road.
- D. The City and the Developer should work with the Kenai Peninsula Borough to provide pedestrian access through Parcel 17903018 to connect the western pedestrian easement with Paul Banks Elementary School.
- E. The City and the Developer should work with the Kenai Peninsula Borough and Kachemak Heritage Land Trust to provide pedestrian access through Parcels 17903018 and 17903056 to connect the western pedestrian easement with the Calvin and Coyle Trail.





**POA-2022-00431**



**Legend**

- Mileposts
- Major Roads
- Township Lines
- Section Lines
- Parcels

Homer, AK

Page 23 of 61

- = review parcel
- = perennial stream (water of the U.S.; 625 linear foot)

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Do not use for navigation.

DATE PRINTED: 10/27/2022

**Notes**  
 JD Map - drawn 27 Oct 2022 by  
 Jen Martin

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## NOTICE OF SUBDIVISION

Public notice is hereby given that a preliminary plat has been received proposing to subdivide or replat property. You are being sent this notice because you are an affected property owner within 500 feet of a proposed subdivision and are invited to comment.

Proposed subdivision under consideration is described as follows:

### Forest Trails Subdivision Preliminary Plat

The location of the proposed subdivision affecting you is provided on the attached map. A preliminary plat showing the proposed subdivision may be viewed at the City of Homer Planning and Zoning Office. Subdivision reviews are conducted in accordance with the City of Homer Subdivision Ordinance and the Kenai Peninsula Borough Subdivision Ordinance. A copy of the Ordinance is available from the Planning and Zoning Office. **Comments should be guided by the requirements of those Ordinances.**

A public meeting will be held by the Homer Planning Commission on Wednesday, February 1, 2023 at 6:30 p.m. In-person meeting participation is available in Cowles Council Chambers located downstairs at Homer City Hall, 491 E. Pioneer Ave., Homer, AK 99603. To attend the meeting virtually, visit zoom.us and enter the Meeting ID & Passcode listed below. To attend the meeting by phone, dial any one of the following phone numbers and enter the Webinar ID & Passcode below, when prompted: 1-253-215-8782, 1-669-900-6833, (toll free) 888-788-0099 or 877-853-5247.

Meeting ID: 979 8816 0903

Passcode: 976062

Additional information regarding this matter will be available by 5 p.m. on the Friday before the meeting. This information will be posted to the City of Homer online calendar page for February 1, 2023 at <https://www.cityofhomer-ak.gov/calendar>. It will also be available at the Planning and Zoning Office at Homer City Hall and at the Homer Public Library.

Written comments can be emailed to the Planning and Zoning Office at the address below, mailed to Homer City Hall at the address above, or placed in the Homer City Hall drop box at any time. Written comments must be received by 4 p.m. on the day of the meeting.

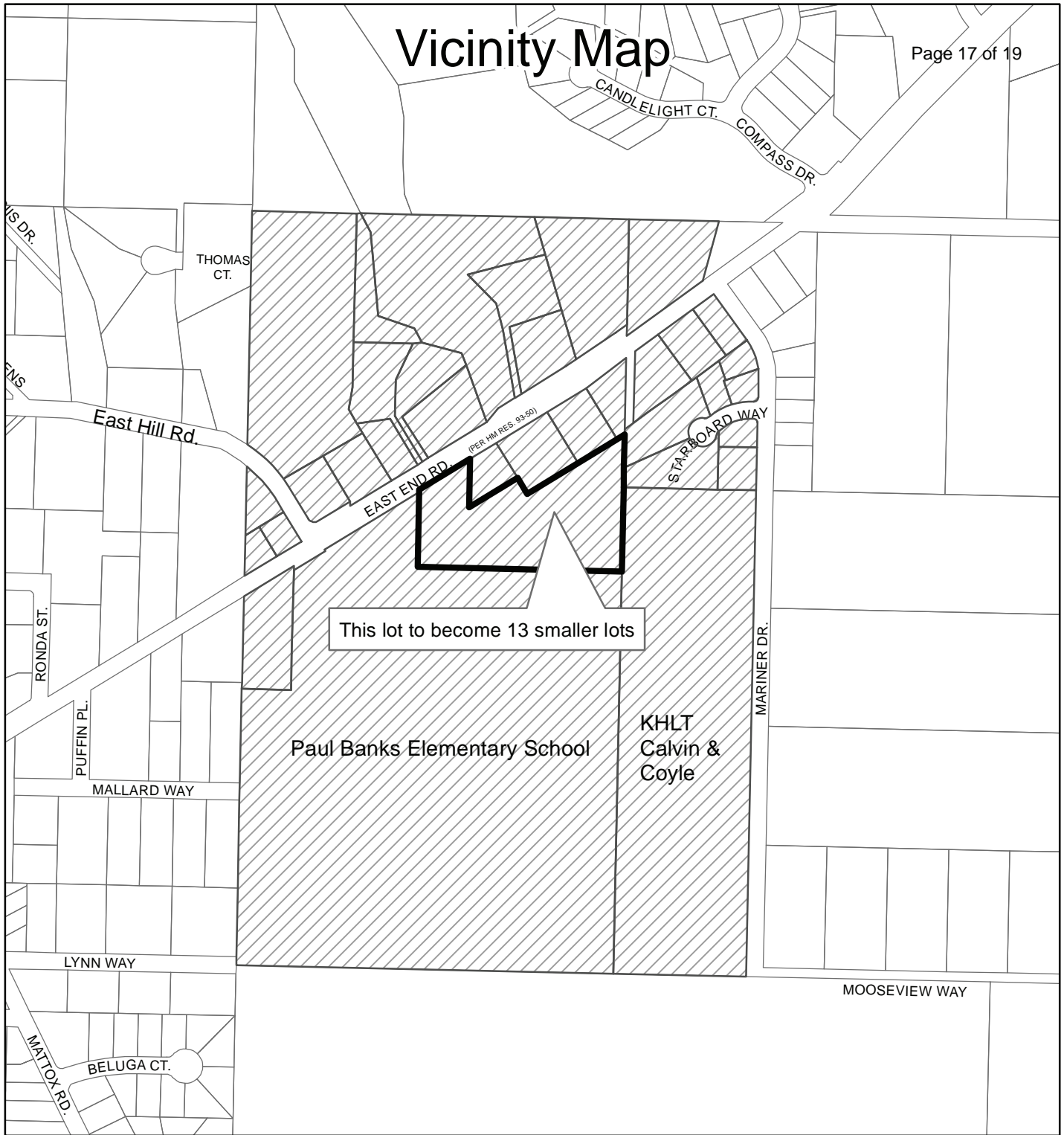
If you have questions or would like additional information, contact Rick Abboud at the Planning and Zoning Office. Phone: (907) 235-3106, email: [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov), or in-person at Homer City Hall.

**NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 500 FEET OF PROPERTY.**



## VICINITY MAP ON REVERSE

# Vicinity Map

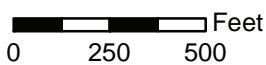


City of Homer  
Planning and Zoning Department

January 19, 2023

## Request for Forest Trails Subdivision Preliminary Plat

Marked lots are within 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.*

- NOTES**
- THE 15' FRONTING RIGHTS-OF-WAY AND THE 30' WITHIN 5' OF SIDE LOT LINES IS A UTILITY EASEMENT GRANTED THIS PLAT AND PERMANENT STRUCTURES SHALL BE CONSTRUCTED ON PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE SAID EASEMENT.
  - ALL WASTEWATER DISPOSAL SYSTEMS SHALL COMPLY WITH EXISTING APPLICABLE LAWS AT THE TIME OF CONSTRUCTION.
  - NO ACCESS TO STREET MAINTAINED RIGHTS-OF-WAY PERMITTED UNLESS APPROVED BY THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION.
  - PROPERTY OWNER SHALL CONTACT THE ARMY CORPS OF ENGINEERS PRIOR TO ANY ON-SITE DEVELOPMENT OR CONSTRUCTION ACTIVITY TO OBTAIN THE MOST CURRENT REGIONAL DECISION OF AFFECTED PROPERTY OWNERS AND RESPONSIBILITY FOR OBTAINING ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS.
  - THESE LOTS ARE SUBJECT TO CITY OF HOMER ZONING REGULATIONS. REFER TO HOMER CITY CODE FOR ALL CURRENT ZONING AND SITE DEVELOPMENT REGULATIONS. OWNERS SHOULD CHECK WITH THE CITY OF HOMER PRIOR TO DEVELOPMENT ACTIVITIES.
  - THE CENTERLINE OF THE EXISTING "CANTRELL CREEK" AS SHOWN IS THE CENTERLINE OF A 15' WIDE DRAINAGE EASEMENT GRANTED THIS PLAT TO THE CITY OF HOMER.
  - NO STRUCTURES ARE PERMITTED WITHIN THE PANHANDLE PORTION OF THE FLAG LOTS.
  - THERE ARE LIMITATIONS ON FUTURE SUBDIVISION OF THESE LOTS DUE TO ISSUES REGARDING ACCESS, DEVELOPMENT TRAILS IN THE AREA AND TOPOGRAPHY.
  - THERE IS A RIGHT OF WAY EASEMENT OF NO DEFINED LOCATION THAT AFFECTS THIS SUBDIVISION, GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED BY 29 PG 180 1982.
  - THERE IS A RIGHT OF WAY EASEMENT OF NO DEFINED LOCATION THAT AFFECTS THIS SUBDIVISION, GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED BY 48 PG 180 1980.

**GPS CONTROL DATA**

- VALUES OF OBSERVATIONS FOR THIS SURVEY IS FROM GPS SEVERAL OBSERVATIONS TAKEN ON THE ADJACENT PARCELS AS SHOWN ON THIS PLAT. THESE ADJACENT PARCELS AND COORDINATE OBSERVATIONS FROM THE GPS OBSERVATIONS WERE BASED ON THE USE OF THE FOLLOWING VALUES FOR COORDINATE TRANSFORMATION. TRANSFORMED COORDINATES SHOULD BE USED TO LOCATE AND VERIFY EXISTING CORNERS AND MONUMENTS.
- THE BEARINGS AND DISTANCES WERE DETERMINED BY MEASURING AND SCALING FROM AROUND USING LASERS. DISTANCES WERE MEASURED AS A SINGLE POINT. THESE BEARINGS WERE DETERMINED BY USING GRID MATHS. THESE DISTANCES WERE CORRECTED BY USING GRID MATHS. THESE DISTANCES WERE CORRECTED BY USING GRID MATHS. THESE DISTANCES WERE CORRECTED BY USING GRID MATHS.
- THE RESULTING COORDINATE VALUES WERE TRANSLATED TO A LOCAL COORDINATE SYSTEM BASED ON USGS PROJECTION "NAD83" IN 100,000' BY 100,000' ALL COORDINATE VALUES REPRESENT GRID DISTANCES ORIENTED TO THE NORTH.

**LEGEND**

- 1- SET 2" AC 7968-S 2023
- 2- FND 3/4" IRON PIPE
- 3- FND 1" GALV.
- 4- FND 5/8" REBAR
- 5- FND 1/2" REBAR
- 6- FND 2" AC 7538-S 2018
- 7- FND 2.5" RC MON 1201-S 1988
- 8- FND 2.5" RC MON 1912
- 9- FND 2.5" RC MON 208-S 1971



**WASTEWATER DISPOSAL**  
 PLANS FOR WASTEWATER DISPOSAL THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE DEPARTMENT OF CONSERVATION.

ENGINEER	LICENSE	DATE

CURVE TABLE				
CURVE #	LENGTH	RADIUS	CHL. BEARING	CHL. LENGTH
C1	85.24'	150.00'	327°32'00"	116°24'46"W
C2	35.29'	20.00'	101°08'33"	37°08'20"E
C3	18.03'	120.00'	8°38'30"	51°16'53"E
C4	31.45'	20.00'	90°05'19"	54°51'40"E
C5	117.84'	200.00'	33°49'30"	37°53'50"W
C6	100.61'	170.00'	33°49'30"	47°25'50"E
C7	22.84'	50.00'	281°17'33"	188°09'52"E
C8	20.09'	50.00'	230°12'28"	58°10'52"E
C9	59.09'	50.00'	67°42'31"	140°48'24"W
C10	112.69'	50.00'	129°07'11"	165°38'52"E
C11	24.07'	25.00'	88°09'40"	38°24'40"E
C12	91.41'	230.00'	22°46'12"	107°21'34"E

**CERTIFICATE OF ACCEPTANCE**

THE UNDERSIGNED OFFICER, AUTHORIZED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF HOMER FOR PUBLIC USE AND FOR PUBLIC PURPOSES THE PLAT PRESENTED TO AND DISCUSSED IN THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THE PLAT HEREIN AS FOLLOWS:

CANTRELL CREEK ROAD 60' WIDE RIGHT OF WAY THE UTILITY EASEMENT WITHIN THE 15' FRONTING RIGHTS-OF-WAY AND 30' WITHIN 5' OF SIDE LOT LINES THE 15' WIDE DRAINAGE EASEMENT CENTERED ON "CANTRELL CREEK" THE 10' WIDE PEDESTRIAN ACCESS EASEMENTS

THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC OR ANY GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

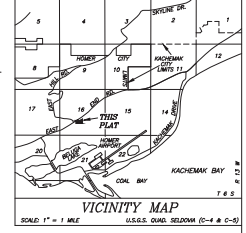
BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 AUTHORIZED OFFICIAL  
 KENAI PENINSULA BOROUGH

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 CITY MANAGER  
 CITY OF HOMER

**PLAT APPROVAL**

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF \_\_\_\_\_

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 AUTHORIZED OFFICIAL  
 KENAI PENINSULA BOROUGH

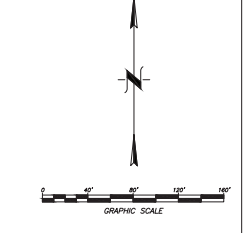


**CERTIFICATE OF OWNERSHIP**  
 WE HEREBY CERTIFY THAT THE REAL ESTATE IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, THAT ON BEHALF OF SAID REAL ESTATE WE HEREBY ACCEPT THIS PLAN OF SUBDIVISION, AND BY OUR FREE CONSENT DEDICATE ALL RIGHTS OF WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN HEREON.

NOTARIAL MEMBER  
 KENTON T. BLOOM, P.L.S.  
 1044 BAY ROAD, SUITE A  
 HOMER, ALASKA 99601

**NOTARY'S ACKNOWLEDGMENT**

FOR: \_\_\_\_\_  
 ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.  
 MY COMMISSION EXPIRES \_\_\_\_\_



**HOMER RECORDING DISTRICT**

**FOREST TRAILS SUBDIVISION**  
 A REPLAT OF THAT PORTION OF THE NE 1/4 SEC 16, EXCEPTING THEREFROM THAT PORTION CONVEYED TO AN DONOR BY WARRANTY DEED (BK 315 PG 548 PROVL. T. 6 S. R. 13 W., SERVED MERIDIAN, CITY OF HOMER, KENAI PENINSULA BOROUGH, THIRD ALDICIAL DISTRICT, ALASKA) CONTAINING 4.853 ACRES  
**SEABRIGHT SURVEY + DESIGN**  
 KENTON T. BLOOM, P.L.S.  
 1044 BAY ROAD, SUITE A  
 HOMER, ALASKA 99601  
 (907) 299-1091  
 CLIENTS: 2023.04.01 L.L. LLOYD  
 5387 HOLLYWOOD OAKS DR.  
 FORT LAUDERDALE, FL 33312  
 DRAWN BY: KH CWD BY: KH JOB #2023-80  
 DATE: 01/2023 SCALE: 1"=40' SHEET #1 OF 1

# Aerial Map

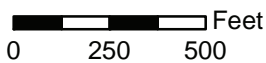


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