



MEMORANDUM

Resolution 25-068, A Resolution of the City of Homer, Alaska Approving a Sublease between Happy Face LLC and Kachemak Communications, LLC occupying the Center North Office of the Upper Level of Main Building (consisting of 309 square feet) located on the property entitled T7S R13W Sec 1 Seward Meridian HM 0890034 LSEHLD Lot 32 Homer Spit AMD and Authorizing the City Manager to Negotiate and Execute the appropriate documents. City Manager/Port Director.

Item Type: Back-Up Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: July 17, 2025
From: Mark Bowman, Port Property Associate
Through: Melissa Jacobsen, City Manager

Happy Face LLC has a lease with the City for the property located at 4400 Homer Spit Road, also identified as Homer Spit Amended Lot 32.

Happy Face LLC and Kachemak Communications, LLC have requested that the City consent to a sublease allowing use of the second floor as an office area.

Both Tenants and Subtenants understand that there is a proposed \$500.00 annual fee payable to the City of Homer, Port and Harbor as part of the Sublease. If that fee is approved by Council at a later date, the Fiscal Note for this sublease will be \$500 of annual revenue to 400-0600-4650. Otherwise there is no Fiscal Note.

An application, along with the required supporting documentation, was submitted and reviewed by Port & Harbor Staff. The application is complete and staff recommend approving this lease application.

RECOMMENDATION:

Approve Resolution 25-068



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

Sublease Application - Staff Review Checklist

Applicant (Primary Lease Holder) Information
Lessee Name: Happy Face LLC
Sublessee Information
Business Name: Kachemak Communications, LLC Primary Contact: Jorden Perez
Sublease Information
Comments regarding description of the subleased premises: Sublease clearly defines the premises.
Authorized use is consistent with the authorized purpose in the primary lease: Yes <u>X</u> No__ Comments:
The applicant's experience in the proposed business or venture is adequate: Yes <u>X</u> No__ Comments:
Is information supporting the financial capability adequate? Yes <u>X</u> No__ Comments:
Subtenant agrees to the terms and conditions of the primary lease. Yes <u>X</u> No__ Comment:
Sublease agrees to the requirement that sublessee agrees to maintain insurance for sublessee's leasehold in the manner and form required under the primary lease and names the City of Homer as an additional insured. Yes <u>X</u> No__ Comment:
The following documents (mark with Y, N or NA) have been provided: Business licenses (Y), KPB Tax Compliance Certification (Y), Articles of Incorporation (Y), DEC (NA), Permits (List) _____, Other City, KPB and State required documents (List):
Port and Harbor Staff Comments: Happy Face LLC, application to sublease office space to Kachemak Communications LLC is consistent with the authorized purpose of their lease. Location of their office on the Spit allows them to be in closer, more convenient proximity to the business activity on the Spit. Port Director Comments: "No concerns with the Sublease." Administrative Supervisor Comments: The application is consistent with the purpose of the Lease and have zero concerns regarding this application. City Manager Comments:
Recommended Action to City Council <input type="checkbox"/> N/A
City Manager Signature: _____ Print Name: _____ Date: _____



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City of Homer Port and Harbor Sublease Application

Applicant (Primary Lease Holder) Information

Lessee Name:	Happy Face LLC
Mailing Address:	PO Box 3147, Homer, AK 99603
Phone Number(s):	907-235-8783
Email Address(es):	swapa@swpilots.net

Sublessee Information

Legal Business Name: Kachemak Communications LLC	Primary Contact: Jorden Perez
Mailing Address: PO Box 3736, Homer, AK 99603	Job Title: Owner
Bus. Phone: 907-399-4017	Phone:
Bus. Email: jorden@kachemakcommunications.com	Email: jorden@kachemakcommunications.com

Sublease Information

Description of the subleased premises: Office space located upstairs in the SWAPA building

Sq ft: 309sf

Initial: JP I have attached a drawing showing the portion of the Subleased land or building.

Purpose of Sublease: (Must be consistent with authorized purpose in the primary lease.) Office space for digital marketing and design services, including client meetings and administrative work.

What is the applicant's experience in the proposed business or venture? Kachemak Communications LLC is a locally owned digital marketing company based in Homer, Alaska. Founded in 2020, we provide branding, website design, SEO, and social media services for local businesses.

Business type: (LLC, Ltd., Sole Proprietorship, etc.): LLC

Information supporting the financial capability or backing including a credit history, prior lease history, and assets that will be used to support the proposed business: (New Subleases: Attach supporting documents).

Kachemak Communications LLC is a financially stable business with consistent client revenue and a solid track record of responsible operations since its founding in 2021.

Initial: JP I have received a copy of the Primary Lease and understand that the Sublease is subject to all of the terms and conditions of the Primary Lease.

Initial: JP I have received, read, understand and intend to sign signed a copy of the City of Homer's Consent to Sublease document after the City approves the Sublease.

Please initial included documents:**Code:**

** = Required to complete Application

@ = Required prior to occupancy

Insurance:

_____ @ Certificate of Insurance with:

_____ @ \$1,000,000/\$2,000,000 (Occurrence/Gen. Aggregate) of Commercial General Liability listing

City of Homer as Additional Insured and using City of Homer, Port and Harbor, 4311 Freight dock Rd., Homer AK 99603 as the Certificate Holder Address.

JP @ Workers' Comp and Employer's Liability of \$1,000,000/\$1,000,000 (Per Person/occurrence) or a signed No-Employee Declaration Form if Workers' Comp is not required by As

23,30.045

_____ Other:

Business Structure & Compliance:JP ** [Business license from the State of Alaska](#)JP ** KPB signed [Certification of Payment of Taxes](#) to the Kenai Peninsula Borough

JP ** Biennial Report

JP ** Certificate of Organization

_____ Other organizational documents:_____

_____ Other documents as required by City, Kenai Peninsula Borough and State of Alaska laws.

Food and Beverage Businesses / Mobile Food Vendors:_____ @ [Department of Environmental Conservation \(DEC\) Permit](#) (all food & beverage vendors)_____ @ [City of Homer Mobile Food Vendor Permit](#) if the business uses a structure with wheels

Additional Applicant Comments (Additional pages may be attached as needed): I am currently not carrying commercial general liability insurance. Please advise if a waiver or exception is possible, or if coverage must be obtained prior to occupancy.

Sublease Application Signature Page**Sublease Applicant Signature:**

I hereby attest that, to the best of my knowledge, the information contained in this document is accurate, complete, and true.

Signature: *Jorden Perez*

Date: 6/12/2025

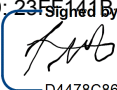
Print Name: Jorden Perez

Title: 6/12/2025

Primary Lease Holder Signature:

I hereby attest that, to the best of my knowledge, the information contained in this document is accurate, complete, and true.

Signature:



D4478C8610FC486...

Date:

6/17/2025

Print Name:

John Stewart

Title: