

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS**
- 5. RECONSIDERATION**
- 6. ADOPTION OF CONSENT AGENDA** *All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.*
  - A. Minutes for the Regular Meeting on October 20, 2016 **Page 3**
  - B. Quarterly Letter to the Editor **Page 11**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
  - A. Community Recreation Report - Mike Illg
  - B. Parks Management Report - Angie Otteson
  - C. Staff Report - Julie Engebretsen/Renee Krause **Page 13**
  - D. Reports on Commissioner Findings for the Fall Park, Beach Trail Walk Through *(Limit 10 minutes)*
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Acceptance of the Office of Vice Chair **Page 15**
  - B. Draft Beach Policy - Review & Updates **Page 17**
  - C. Regulatory Signage - Parks & Beaches **Page 45**
- 10. NEW BUSINESS**
  - A. Draft Project Review Form **Page 47**
  - B. Review and Update of the Strategic Plan **Page 51**
- 9. INFORMATIONAL MATERIALS**
  - A. Commission Annual Calendar 2016/2017 **Page 57**
  - B. Commissioner Attendance at City Council Meetings 2016/2017 **Page 58**
  - C. Parks and Recreation Advisory Commission Strategic Plan 2016 **Page 59**
  - D. Email received on Changes within the Homer Area Trail organization **Page 61**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE COUNCILMEMBER** (If one has been assigned)
- 12. COMMENTS OF STAFF MEMBERS**
- 13. COMMENTS OF THE COMMISSION**
- 14. COMMENTS OF THE CHAIR**
- 15. ADJOURNMENT THE NEXT REGULAR MEETING WILL BE ON THURSDAY, FEBRUARY 16, 2016** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska



Session 16-10 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on October 20, 2016 at 5:30 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** COMMISSIONERS FAIR, SHARP, ARCHIBALD, ROEDL, HART, BRANN AND STEFFY

**ABSENT:** COMMISSIONERS LOWNEY, ASHMUN (EXCUSED)

**STAFF:** CITY MANAGER KOESTER  
DEPUTY CITY CLERK KRAUSE  
RECREATION SPECIALIST ILLG

### **APPROVAL OF THE AGENDA**

Chair Steffy called for a motion to approve the agenda.

BRANN/HART - MOVED TO APPROVE THE AGENDA.

ARCHIBALD/HART - MOVE TO SUSPEND THE RULES AFTER PUBLIC COMMENT TO ADDRESS A SPECIAL RECOGNITION

There was a brief discussion.

VOTE: NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA**

Mr. Scott Adams, city resident, commented on the change in closing time for Jack Gist Park in order to reduce the noise concerns of neighboring property owners. He was not in favor of the City changing the time and causing the majority users of the park amenities to change their schedules to accommodate one property owner.

### **RECOGNITION OF A COMMISSIONER**

Commissioner Brann was recognized for his service to the City and all the projects that he has been involved in and the trails that he has worked on. Commissioner Archibald provided some history on how he met Commissioner Brann and how he arrived in Alaska. City Manager Koester related anecdotal experiences and then presented Commissioner Brann on behalf of Mayor Zak and the city, with a plaque recognizing his service to the city.

Chair Steffy called for a brief recess to serve some refreshments at 5:44 p.m. The meeting was called back to order at 5:49 p.m.

### **VISITORS**

A. Katie Koester, City Manager - How to Effectively Move Parks & Recreation Related Projects Forward

City Manager Koester spoke to the Commission regarding the status of the Land Water Conservation Grant for Fairview Avenue Trail Project and explain that after further review and staff efforts they will not be pursuing the grant for this project. She explained the steps that staff took and the physical inspection of the proposed project and after additional meetings with Commissioner Archibald it was decided that this project while approved by Council was not appropriate use of the grant funds. City Manager Koester acknowledged that there are several other worthy projects that would fit the Grant criteria but not this one as it would be a hard sell to support the expenditure of funds for the construction of an ADA compliant trail that does not go anyway. City Manager Koester would like to get input from the Commission tonight

on establishing a process that could be applied to projects that the Commission wanted to forward to Council for approval and funding. This would allow the commission to know from the start that they have submitted a viable and vetted project. She will use the input from the Commission to develop a form that she will bring before the commission at a future meeting.

Discussion evolved on the content and purpose of the form and clarification was provided that the form would address or contain the following:

- More vetting of a project on the front end
  - public hearings
  - Staff support
- form to be used for scoring projects
- identifying funding resources by outlining the funding sources
  - cost benefit analysis of the project
- Projects should be included in approved plans
- Local community buy-in or partnerships
  - Support by organizations that would be benefitted or impacted by the project such as rotary or the disk golf group
- Capacity
- Trail Criteria

Commissioner Sharpe summarized for clarification the intent is to create a form that the commission would use to pre-assess a project that they would like to city to look at to write a grant for the commission.

City Manager Koester agreed and noted that it would provide the commission with a checklist of objective criteria to put the project through and makes it defensible when presented to City Council. She received a lot of great ideas and will have Ms. Carroll work on a draft to be submitted to the commission at the next meeting. The commission can then consider the capacity and timelines regarding funding sources which will allow them the time to apply for the grants and not have to scramble which will make them better prepared.

Additional comments on the release of funds for specific grants, previous project recipient of similar grants, viable projects that serve a purpose, having Ms. Carroll attend a meeting with the commission regarding potential grant funded projects, at a time that will not add undue pressure on staff, at a specific time each year would be beneficial.

Commissioner Sharpe reiterated that the following items will be included on the proposed form:

- matching funds such as grant, private, city
- community partners or organization that is tied into the grant or the need
- compliance issues that affects the costs such as ADA Compliance
- current reality statement that explains the connections or existing facilities
- linked to previous grants, master plans, or documents
- cost benefit analysis
- funding cycles
- project completion dates

Chair Steffy felt that this was enough to consider and if the commission thought of additional items to forward them to the Clerk and she will pass them on to staff.

## **RECONSIDERATION**

### **ADOPTION OF THE CONSENT AGENDA**

A. Minutes for the regular meeting of September 15, 2016

B. Recommendation to Expend Commission Funds to Match Funding from the Homer Animal Friends to Purchase Doggie Bag Dispensers and Receptacles

C. Recommendation to Council to Approve the Donation of Art

Chair Steffy noted the three items on the consent agenda. He inquired if there was any desire to pull any of the items from the consent agenda for discussion. There was none offered from the commission. Chair Steffy called for a motion to adopt the consent agenda.

ARCHIBALD/HART- SO MOVED.

There was a brief discussion on the weight of the artwork and who would hang the piece and the location. Deputy City Clerk Krause explained that the piece will replace the artwork on loan from the Bunnell Gallery in front of the elevator in the upstairs lobby. The maintenance personnel should be able to determine the appropriate method to safely secure the art to the wall.

VOTE. YES. NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Community Recreation Report - Mike Illg

Mr. Illg distributed information on upcoming community recreation events. They have been getting very busy with the onset of colder weather. He noted that this is the 10<sup>th</sup> year since the Community Recreation program was started. The following items were mentioned:

- scheduled bus changes and impacts to the recreation program
- High participation in the men's league basketball
- November 8<sup>th</sup> Foraker Group collaborative meeting regarding Parks, Art, Recreation & Cultural called New Pathways regarding relationships and sustainability  
10:30 - 3:00 p.m. at the college
- participated in Alaska After School Network regarding before school and after school programs for youth

Chair Steffy commented on the year-long program between Foraker Group and Bunnell Art Galley regarding many of the items that were spoken about in the Needs Assessment. He encouraged the commissioners to attend if possible. Lunch will be provided.

Commissioner Brann inquired about the status of the trail maps. Mr. Illg reported that he has encouraged the Chamber of Commerce to take over the project but he does not have the resources and the city definitely does not have the funding for continued printing of this map. The cost for 5000 is \$3000. There are none left as far as he is aware. He has stated he would be willing to assist in keeping it updated. This map is available on the city website. In response to the question of sponsors that they were kept at a minimum in order to keep the map simple and clutter free enabling ease of reading and minimal size. The Homer Foundation provided the majority of the funding the first time around.

B. Parks Management Report - Angie Otteson

C. Staff Report - Julie Engebretsen

Deputy City Clerk Krause responded that there was no additional information and inquired if there were any questions on the information contained in the memorandum. Chair Steffy agreed with the sentiments on the Woodard Creek Trail on the museum property.

Commissioner Archibald provided a presentation on the parks and beaches showing the conditions of the following areas:

- Coal Point Park -
  - new signage and interpretive signage has been installed
  - Requires designated parking since the few spaces are used by employees at the businesses in that

area.

- Mud Bay -
  - still has vehicular traffic which was evident by the pictures. The tidelands are owned by the city. Most of the area is designated as a critical habitat. These are considered parklands and considered conservation.

Commissioner Fair requested information on the city owned parks, trails, etc. Deputy City Clerk Krause stated that she will send the new commissioners the links to the information from the website.

- Bayview Park -
  - Replacement and/or repair to the fencing to counteract the effects of heaving.
  - Equipment could use some updating and maintenance.
- Karen Hornaday Park
  - Drainage issues behind the playground present safety hazards for the children.
  - The equipment could use maintenance such as painting.
  - Fill could be placed around the equipment
  - There is repair and maintenance needed on the baseball fields
  - No MOU or MOA with Little League
  - Additional drainage issues behind the far west field
  - Fencing around ballfield needs to be repaired
  - Drainage issues around the snack shack
  - area next to the new picnic shelter needs topsoil and hydro-seeding as it is all dirt
  - additional vegetation removal and trimming around campsites
- Jack Gist Park
  - No water or sewer available
  - Fields are in need
  - No power so generators are used for the score board
  - Disc golf course heavily used
  - proper signage needed
  - Need MOU for both Softball and Disc Golf usage
- WKFL Park
  - Remembrance wall
- Jeffrey Park
  - Small neighborhood park
- Ben Walters Park
  - Adopted by the Rotary Club
  - Needs some maintenance on the floating dock
  - subject to frequent graffiti attacks
- End of the Road Park
  - No items mentioned
- Bishops Beach
  - New regulations working out well, proof in vegetation already coming back
- Mariner Park
  - delineating the parking and campsites
  - separate day use area from camping area
  - delineate where folks are allowed to drive
- New Water Trail Picnic Pavilion
  - new pavilion being raised this weekend, October 22-23, 2016

There was a brief discussion on the vehicle restrictions and collection of coal and driftwood from the beach and where that is allowed. It was noted that signage was needed in all areas especially on getting the additional funding for regulatory signage. Chair Steffy noted that the presentation provided strong reasons that they needed to take care of what recreational facilities the city currently has before

considering building new facilities. This does not reflect well on the city with regards to how they take care of things.

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

**A. Election of a Vice Chair**

Chair Steffy read the title into the record and explained the process for the benefit of the newest members. He then opened the floor for nominations of vice chair.

Commissioner Roedl nominated Commissioner Lowney. Commissioner Hart seconded the motion.

There were no further nominations. Chair Steffy closed the nominations and noted for the record that pending acceptance by Commissioner Lowney she will be the new vice Chair. He called for the vote.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**B. Review and Approve the 2017 Regular Meeting Schedule**

Deputy City Clerk Krause explained that at this time the commission can make any changes to the regular meeting schedule as shown in the draft resolution. If there is no desire to change she requested a motion to approve.

MOVED TO APPROVE THE 2017 REGULAR MEETING SCHEDULE AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**C. Proposal of a New Capital Improvement Project at Mariner Park**

Chair Steffy read the title into the record and invited Commissioner Hart to provide some additional information for the commission.

Commissioner Hart explained that she visited with Deputy City Planner Engebretsen who indicated that restrooms could not be built in the flood plain which this is part of yet when she visited with Public Works Director Meyer he indicated that using dredge spoils to build up the area would allow plumbed toilets to be built.

Discussion focused the probability of the project and adding the additional costs plus the costs of fortifying the project. There are more questions that need to be answered.

STEFFY/HART - MOVED TO REQUEST STAFF TO REWORK THE EXISTING MARINER PARK IMPROVEMENTSS PROJECT TO INCLUDE PLUMBED RESTROOMS AND POTABLE WATER FOR PRESENTATION AND INCLUSION IN THE 2018 -2023 CAPITAL IMPROVEMENT PLAN.

Discussion ensued and included remarks on keeping the original project due to other aspects of the improvements that are listed in the project description. It was recommended to amend the motion to create a new CIP project.

**STFFY/HART - MOVED TO AMEND THE MOTION TO HAVE STAFF CREATE A NEW MARINER PARK RESTROOM IMPROVEMENT PROJECT**

The discussion included various points that have been presented on the feasibility of constructing plumbed restrooms in Mariner Park for the benefit of park users and for those that use the Spit Trail since there are no public restrooms in the vicinity of those heavily visited amenities. Currently there have been portable toilets placed during the season for the public's use.

Points noted and ideas presented included bringing in a type of restroom facility with potable water and flush toilets that is mounted or contained on a trailer, and bringing in potable water to the park.

VOTE. (Amended)YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**D. Fall Park and or Beach Walk Through**

Chair Steffy read the title into the record and provided some information for the benefit of the two new commissioners. It was agreed that visiting the chosen locations as allowed by individual schedules was better than trying to fit into a worksession and the added expense of advertising the meeting too was mentioned. Commissioner Fair and Sharpe were advised to contact Commissioner Archibald and Commissioner Brann offered to show the new commissioners the various parks and trails. It was noted that there was a map and location on the website and the Clerk will email them a link too.

**STEFFY/ROEDL - MOVED TO RECOMMEND VISITING BISHOP BEACH & BELUGA SLOUGH, JACK GIST, AND KAREN HORNADAY AND THAT EACH COMMISSIONER WILL SELECT A TRAIL TO WALK FOR THE ANNUAL FALL WALK THROUGH TO REPORT BACK AT THE NOVEMBER MEETING.**

**INFORMATIONAL MATERIALS**

- A. Commission Annual Calendar 2016
- B. Commissioner Attendance at City Council Meetings 2016
- C. Parks and Recreation Advisory Commission Strategic Plan 2016
- D. City Manager's Budget 2017
- E. Memorandums to City Manager and City Council re: Noise Concerns at Jack Gist Park; Beluga Slough Trail Extension Project; LWCF Grant for Fairview Avenue Trail; Budget Requests for 2017; Accepting a Donation of Art; Increasing Camping Fees
- F. Commission Reappointments

Chair Steffy requested the following items, Review and Update of the Strategic Plan and Reports on the Parks, Beaches and Trails visited added to the November 17<sup>th</sup> meeting agenda.

Commissioner Hart requested the dates to be updated on the Strategic Plan.

Commissioner Fair and Sharpe will be attending the October 24<sup>th</sup> Council meeting and the commissioners provided some direction on what they could report on to the Council such as what was discussed at the meeting tonight. Approved to use Commission Funds to Match the Donation from the Homer Animal Funds, the Donation of Art that was created by the students at Homer Middle School based on the 1% for Art program.

**STEFFY/ROEDL - MOVED TO SUSPEND THE RULES TO ADDRESS THE ITEM ON STAFF REPORT REGARDING THE QUARTERLY LETTER TO THE EDITOR.**

Chair Steffy offered to write this letter and submit to both papers this time. He further noted that it would be nice to have a future letter written by the resident author on the commission.



VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There were a few comments on the proposed budget and some questions regarding the reserves being spent for the design of the cemetery without coming before the commission. The commission briefly commented on the expenditures for projects without the courtesy of the commission providing input. Further clarification on how money is put into the reserve funds and that additional funding should be included in the depreciation, budget requests over \$5000, costs estimates generated by staff and are just that estimates which appear to be quite high. Some proposed projects will be done in house and some are contracted out, grants are used which depending on that then Bacon-Davis wages are required. Depending on the project amount will require if it is also submitted for RFP or Invitation to Bid.

Commissioner Sharpe was concerned on how the estimates were figured and asked if there was someone he could speak with regarding the process. He also expressed concern on using the HART funds for paving a parking lot.

Commissioner Archibald expressed concern with using the HART Funds to pave the Coal Point Parking lot and felt that the Harbor uses the parking and that they should fund the costs. Deputy City Clerk Krause provided clarification on her understanding that the Harbormaster was favorable and that the project was going to cost much less than estimated as shown and he did not think that it would be a problem for them to include that into their paving projects. Chair Steffy stated that it would be nice to get some clarification on that project and speak to the Harbormaster on that issue. Deputy City Clerk will email him a schedule of when he is in the office.

Deputy City Clerk Krause also noted that the Budget requests were denied except the signage to correct a misunderstanding by the commission.

There was further discussion on the budget process and that Council can approve the requests if they decide to allocate funds from other sources, Deputy City Clerk Krause explained that in the past Council has amended their legal line item to fund smaller appropriations. The Budget is to be approved at the December Council meeting. The trail projects have been approved but Julie has submitted them for re-approval since normally they are good for 3 years or so.

Commissioner Sharpe inquired if anyone has been in contact with the property owners to the west regarding the shacks that are being frequented by homeless and disreputable people. He believed that the property was owned by the Moss' and for the most part are falling down but are bringing in an providing a place that would encourage that type of behavior and partying which is contributing to the noise issues. Commissioner Archibald stated that it would be beneficial to speak to the property owner as they are probably not aware of what is going on down there. Chair Steffy recommending contacting the property owner then if there is no response look at taking the issue to the Police and/or Fire regarding a Public Safety and Nuisance issue.

Chair Steffy congratulated Commissioner Roedl and Ashmun for requesting reappointment.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE COUNCILMEMBER (If one is present)**

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE COMMISSION**

Commissioner Sharpe thanked Commissioner Brann for his service.

Commissioner Fair requested the time of the Council meeting and requested clarification on the

difference between Diamond Creek Trail and Recreation Site since he thought it was a State park. Commissioner Brann provided the clarification. It is one of the few parcels of land that is owned by the City that is not within the city limits.

Next Commissioner Fair asked about the guy giving horse rides along Mariner Park and if that was allowed. A brief explanation was provided.

Commissioner Hart thanked Renee for her assistance and wealth of knowledge, wished Dave fun travels and then provided her experience the first time playing pickle ball. Really fun and fast moving, just had to show up, they provided all the equipment and it was really fun.

Commissioner Archibald thanked Renee, thanked Dave and noted that it was tough budget time, appreciated Katie spending time with them and that they will be creating a matrix they can use in the future. He would be more than welcome to visit the parks with them. Dave it's been fun!

Commissioner Brann thanked Renee for the cake and everyone for the well wishes; please pass on to Katie his thanks for the plaque it was really nice. He reminded them that it takes a community to get things done and to remember that they can get something done.

Commissioner Roedl thanked everyone and Mike for coming in but he neglected to point out that they have over 50 people playing basketball in the mornings.

A few brief comments were made on the team players not be allowed to play outside practice.

#### COMMENTS OF THE CHAIR

Chair Steffy stated that Commissioner Brann was one of the first people he met on the job at West Homer Elementary doing trail work, and Dave told him about an opening on the commission. He thanked Renee for her "knowness" and trying to keep them in line.

#### ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:38 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 17, 2016** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

\_\_\_\_\_  
Renee Krause, CMC, Deputy City Clerk

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



# City of Homer

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

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## Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 9, 2016  
SUBJECT: LETTER TO THE EDITOR

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Following is the Letter to the Editor that will be published the week of November 14, 2016 written by Chair Steffy

*The newly expanded City of Homer Parks, Arts, Recreation, and Culture Advisory Commission has been busy as usual absorbing the concerns and accolades of the community, and formulating strategies and goals for the future. We are excited to have expanded out from seven to ten commissioners, and welcome the new additions of Clark Fair and Jonathan Sharp. On a more somber note, we are saying goodbye to longtime commissioner, and all around outdoor advocate, Dave Brann. As a longtime advocate for outdoor recreation and education, Dave has left his mark on countless lives in the Homer area. It's difficult to calculate all the years as a teacher running the Project Adventure program, years maintaining trails with the Kachemak Nordic Ski Club, and years working with the Kachemak Bay Water trail, among so many other worthwhile endeavors. But I would like to take a moment to highlight his public service through his role on the commission over these years. From his initial interest in the original Beach Policy Taskforce, through his guidance on so many park improvements, trail installations, property acquisitions, and policy adjustments; Dave has always served as a down to earth, reasonable and relatable voice at an often excited table. His dedication to the position has kept him in the position of Vice Chair for years now, always willing to step in and take the reins when needed. While Dave will be missed on this commission, we know he will continue to give back to this community in innumerable ways. Whether you enjoy sitting in the new pavilion on the spit, swooshing down the ski trails on Rogers Loop, or enjoying a sandwich on the bench at Ben Walters Park, take a moment to thank Dave.*

Recommendation  
Move to Approve.





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To: Parks, Art, Recreation and Culture Advisory Commission  
From: Julie Engebretsen, Deputy City Planner  
Date: November 2, 2016  
Subject: November staff report

Happy holidays! Our next regular meeting will be in February.

**Housekeeping:** The Commission approved spending \$500 of Commission funds to match the purchase of dog bag waste dispensers. This money must be spent by the end of the year. Ideally, someone would provide me with receipts that the City will reimburse. Which Commissioner is the point person on this task?

ARPA membership: We are now paid up to 3/31/2018.

**Mariner Park CIP nomination.** I triple checked: the city cannot construct conventional restrooms at Mariner Park. The park is within a flood plain, and the building would have to be elevated quite a bit, and it can't be on fill. Planning and PW staff has been in discussion about this for over a year; no stone has been left unturned. I understand the PW director spoke to the Commission and had some ideas, however his staff and planning staff again have not found a design that will meet flood requirements. Therefore, I suggest the Commission withdraw the CIP request.

**Jack Gist Park hours:** This recommendation is on the City Manager's desk. No action has been taken to date.

**Media campaign:** The Commission requested a task force be formed to create a media campaign for leash laws, and picking up pet waste. No action was taken by the City Council – this request is an example of where a Commissioner or several commissioners need to talk directly with a Council member to find a sponsor. A memo is easy to ignore; a direct ask will create a firm result. For this idea of a media campaign, I suggest a Commissioner work with myself, and perhaps someone from Homer Animals Friends and some other staff members on a campaign. Is there a Commissioner who is willing to commit to 2-3 daytime meetings over the winter to make this happen?





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## Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 9, 2016  
SUBJECT: ELECTION OF A VICE CHAIR

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At the regular meeting on October 20, 2016 the commission nominated and elected Commissioner Deb Lowney as Vice Chair with the appointment confirmed upon her acceptance.

Notice was emailed to Commissioner Lowney.

As of the creation of this memorandum acceptance of the office has not been received.

Recommendation

Request formal acceptance of the office.

If not accepted Chair to open nominations for the office of Vice Chair







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To: Park, Art, Recreation and Culture Advisory Commission  
From: Julie Engebretsen, Deputy City Planner  
Date: November 9, 2016  
Subject: Beach Policy updates

Requested action: review a few final points, and make a recommendation for adoption to the City Council. Depending on any last changes the Commission recommends, a public hearing may be appropriate.

I reviewed the changes the Commission made at the last meeting. Thank you Louise for your work 😊

1. Throughout: Commission recommended renaming the airport Beach Access Road the “Emergency Access Road.” I can’t support that – the City needs to stick w the name people recognize, or go through a formal naming process. This document is not the place to do a name change.
2. Line 66: this is direct code language, no alteration should be made here
3. Line 140: The commission approved language to prohibit burning of driftwood. Is the Commission’s intent to ban burning all driftwood? Code currently states: “No person shall tamper with, burn or remove driftwood from a storm berm.” (19.12.090)
4. Lines 218-224 – why cut this language? This is what directs city staff to maintain signage and information at the campgrounds.
5. Line 252 – says USFS instead of Fish and Wildlife. Do we mean USFW?
6. Lastly, the commission was going to further discuss a recommendation about dogs on leashes. Any further discussion? Any motions?

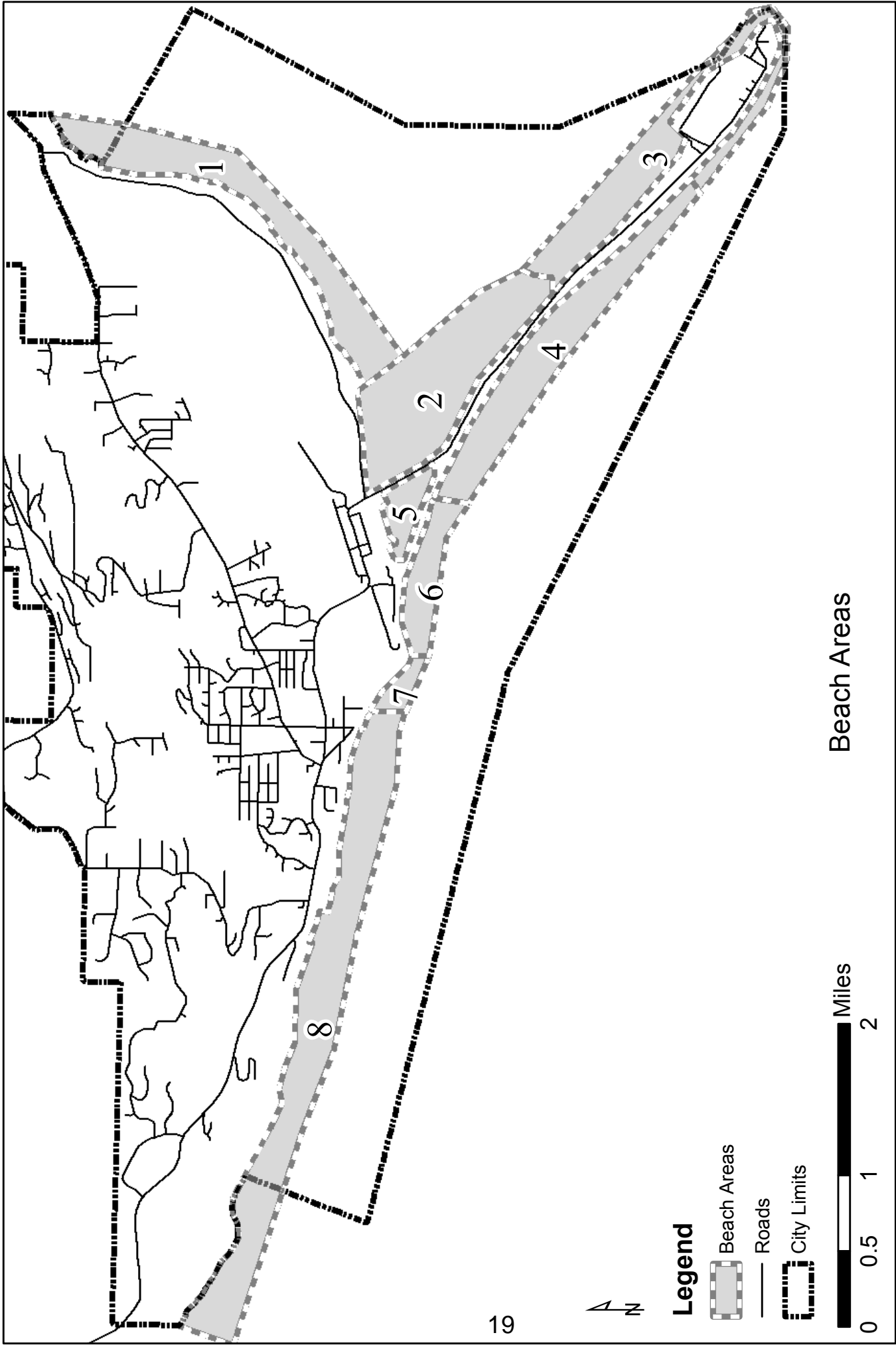
### Attachments

Draft Beach Policy

Draft Areas MaP

Revised Appendix A, public beach access point maps







# City of Homer Beach Policy

## June DRAFT 2016

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21 Section Line Easement Diagram to be updated

22 State Attorney General Opinion

23 Appendix A: Beach Access Notes

24 Appendix B: Mainland public access points to Kachemak Bay

25

26 **1. Purpose and Intent**

27 This document is an update to the Beach Policy Task Force Final Recommendations,  
28 adopted June 25<sup>th</sup> 2001 and the Parks, Art, Recreation and Culture Commission  
29 recommendations in 2007 and 2016. Since 2001, the City of Homer has annexed more land  
30 and beaches, and implemented parts of the original plan. The purpose of this document is to  
31 update the Beach Policy and make recommendations for future actions. The intent of the  
32 Beach Policy is to keep Homer’s beaches safe and enjoyable for all users, and preserve  
33 natural environment.

34 **Goals**

35 **Education**

36 Educate beach users by ~~provide~~providing signage and beach information at convenient  
37 locations.

38 **Prevention**

39 Limit conflicts between motorized users and pedestrians by encouraging courtesy and  
40 common sense.

41 Protect sensitive beach habitat and wildlife from inappropriate use of beaches – i.e.e.g.,  
42 keep motorized vehicles out of lagoon areas.

43 **Enforcement**

44 Ensure adequate staffing on holiday weekends. Ensure regulatory signage is installed  
45 where needed so laws can be enforced.

46 **2. Definitions**

47 a. “Berm” means a natural, linear mound or series of mounds in a beach area composed ~~of~~  
48 sandof sand, gravel, or both, generally paralleling the water at or landward of the elevation  
49 of mean high water.

50 b. “Storm berm” – means a berm formed by the upper reach of storm wave surges or the  
51 highest tides. Storm berms generally include an accumulation of seaweed, driftwood, and  
52 other water-borne materials. A beach area may have more than one storm berm.

53 **Example:** Grassy areas of Mariner Lagoon and Beluga Slough where highest  
54 tides and storm deposit logs and driftwood. Tall grasses and other plants grow there most  
55 of the time, and only at the highest tides and largest storms are logs thrown up on the  
56 beachthis area of the beach.

57 c. “Submerged land” means land covered by tidal water from the elevation of mean low  
58 water seaward to the corporate boundary of the city.

59 d. "Tideland" means land that is periodically covered by tidal water between the elevation  
60 of mean high water and mean low water.

61 e. "Beach area" means all of the following, whether publicly or privately owned:  
62 submerged land, tideland, and the zone of sand, gravel and other unconsolidated materials  
63 that extends landward from the elevation of mean high water to the place where there is a  
64 marked change in material or physiographic form.

65 f. "Motor vehicle" means a device in, upon, or by which a person or property may be  
66 transported ~~or drawn upon or immediately~~ over land, and that is self-propelled except by  
67 human or animal power.



68

69

### 70 3. General Recommendations for all Homer Beaches

71 **1. Identify and improve beach access points.** Heavy impacts are created by a large  
72 number of people accessing the beach at a small number of places. By finding, improving  
73 and publishing all public beach access points, we will diffuse the impacts and provide a  
74 more enjoyable experience to all.

75 | A. Improve Access via: Main Street, Ocean Dr., Spit, Kachemak Dr.

76 | B. Provide signage at all public access points.

77 | 1. Specifically, signage shall be maintained at Bishop's beach park, Ocean Drive  
78 | Loop, the parking areas on the east side of the Homer Spit, on the Airport Beach Access Road,  
79 | and Kachemak Drive.

80 | C. Appendix A documents other public access points and the pros and cons of their  
81 | development. The appendix should be expanded to include Homer Spit public access points,  
82 | particularly on the east side of the spit.



83 **2. Install and maintain signage as needed.** Signage should be positive and informative  
84 to encourage courtesy to pedestrians, appropriate pet control and clean up, and indicate where  
85 vehicles are permitted. Interpretive signage about the berm building process, shore zone wildlife  
86 habitat, etc. should be developed and installed. ~~Ensure signs are installed to meet the needs of~~  
87 law enforcement.

88 ~~Ensure signs are installed to meet the needs of law enforcement.~~

89 ~~B.A. Work with Islands and OceanUSFW on a uniform interpretative signage plan to that~~  
90 can be used in all City beach parks. Adjust signage language over time to meet changing  
91 needs.

92 ~~include Mariner Park. Include the project in the annual budget.~~

93 B. Budget at least \$500 a year for sign repair, updating, and replacement.

94  
95 **3. Be aware of seaward property boundaries when making municipal decisions.**

96 Although many people believe property lines stop at a water boundary, it has become  
97 apparent this is not always the case in Kachemak Bay. Normal property lines next to the ocean  
98 are established at mean high tide, and slow erosion does change boundaries. The 1964  
99 earthquake caused the sinking of the Spit and Homer area. The sea flowed over the lowered land.  
100 This sudden change is called avulsion and legally does not change land boundaries. (See attached  
101 opinion by State Attorney General). However, avulsion does have to be proven which can be  
102 difficult without adequate historical records. Usually in Alaska, the area below mean high tide is  
103 owned by the State of Alaska, and this is true in a few spots in Homer. But generally speaking,  
104 the City owns the tidelands below mean high tide.

105  
106 **4. Encourage better enforcement of applicable existing state and local laws.**

107 Examples of applicable laws include: HCC 19.08 Campgrounds, HCC 7.16 Vehicles in Beach  
108 Areas; HCC 18.28.200 Waste or injury to land, and Alaska State Traffic Regulations regarding:  
109 DWI, Reckless Driving, Negligent Driving, Basic Speed, and Littering.

110 A) ~~More~~ Encourage more evening enforcement in City campgrounds; and encourage/post  
111 quiet hours.

112 B) ~~More~~ Encourage more enforcement of city driving laws ~~on~~ in city ~~beaches~~ beach  
113 parking areas and on west Bishop’s Beach where driving is permitted.

114 ~~D.C.~~ Ensure adequate City signage is installed so that violators of city laws on City  
115 beaches may be ticketed.

116

117           **5. Develop and distribute brochures with a coordinated public relations campaign.** It  
118 is important to enlist the public in the campaign to keep our beaches enjoyable for all, to limit the  
119 human damage to fragile areas and to minimize friction between user groups. We need  
120 everyone's help.

121           A. Prior to major holiday weekends, advertise beach rules and etiquette in the local  
122 newspapers. Consider a public services announcement on local radio stations. Budget  
123 at least \$500 annually for this advertising.

124           B. Budget at least \$500 a year for sign replacement.

125           CB. Provide beach maps and brochures on beach etiquette at city campground facilities.

126

127           **6. Perform an annual assessment of beach health and developing impacts.**

128           A- Provide City Council with copies of the annual Coastwalk Report, from the Center for  
129 Alaskan Coastal Studies. Host on City Website.

130           B. On a biannual basis, take photographs of sensitive areas or places and keep a photo  
131 record of changes. This could be hosted on the City website.

132

133           **7. Driftwood from berm areas should not be removed.** Testimony by scientists  
134 emphasized the importance of the natural berm building process to protect the spit, lagoon and  
135 slough. The berms also provide important wildlife habitat. It was found that driftwood plays an  
136 important role in building and stabilizing berms. Thus, it is hoped that providing an alternate  
137 source of campfire wood for campers serves the important function of protecting the berms.  
138 Driftwood was also described as an important esthetic enhancement to the beach and a material  
139 resource.

140           A. Prohibit the burning of driftwood and ~~Direct~~ direct City Administration to investigate  
141 providing firewood to beach users or allowing firewood concessions in city  
142 campgrounds.

143           **8. Find ways of supporting beach cleanup.**

144           A. Support the efforts of spring clean up day to include Homer beaches. The City should  
145 actively continue to support the efforts of volunteers by providing trash bags for the event  
146 and dumpsters or trash removal at locations such as Bishop's Beach.

147 B. Support the efforts of the Center for Alaskan Coastal Studies for their annual  
148 CoastWalk and beach trash removal. Support may be in the form of providing trash bags,  
149 dumpster service at beach parks, and city funding for newspaper advertising for  
150 CoastWalk educational and beach ~~clean up~~cleanup activities.

151 **9. Keep cars from encroaching onto beach berms and beaches in city campgrounds,**  
152 **parks, and along the Homer Spit Road. Define parking lots so they cannot do not**  
153 **spread over time onto the beach.**

154 **4. Recommendations by Area (Following the beach line, East to West)**

155 **1. Area 1 - Miller's Landing to just east of the Airport Access Road.**

156 A. Miller's Landing. Create a public viewing spot in the Beach Access Road Right of  
157 Way off of Kachemak Drive, by posting a sign stating the location of the public access. In the  
158 future, as use warrants, create a small parking area, and use boulders to discourage trespassing on  
159 adjacent properties.

160 B. Airport Access Road. Support state efforts to place signage or interpretive displays.

161 C. Vehicle use at the bottom of airport beach access road on the beach is not allowed.  
162 Referred to HCC 7.16.020 for exceptions.

163 D. Vehicles are allowed on the beach east of the vacated easement formerly known as  
164 Shirlene Circle (refer to map), under the terms of HCC 7.16



165 Vehicles are not allowed on the  
166 beach at the bottom of the airport  
167 beach access road. Vehicles are  
168 allowed east of that area, but there  
169 is no public vehicle access point to  
170 get to that part of the beach. Land  
171 owners or those with land owner  
172 permission may access the beach  
173 from private vehicle access points.  
174 Once on the beach, nothing in City  
175 laws or policy condones  
176 trespassing on adjacent private  
177 lands.

178

179 **Area 2 - Airport Beach Access Road to North End of Berm outside of Louie's Lagoon and**  
180 **Louie's Lagoon.**

181 A. Due to expert testimony, it was agreed by the BPTF that limiting vehicle use in this  
182 area was necessary to protect the fragile habitats from Mud Bay to Louie's Lagoon.

183 ~~B. Maintain signage identifying public access points.~~

184 CB. Vehicles are prohibited in this entire area - outside of access driveways and parking.

185 BC. Maintain signage identifying public pedestrian access points and vehicle parking  
186 areas.

187 D. Complete Conservation zoning for all public lands in this area. Much of Area 2 has a  
188 conservation easement and zoning.

189 E. Designate the platform area as a park and initiate cleanup of surface debris in Louie's  
190 Lagoon. A layer of dredge spoils to cover debris and more grass around the platform is  
191 also recommended. Investigate potential as a bird viewing platform.

192 F. Long term goal: Acquire a pedestrian easement as shown on the map, for access to the  
193 outer beach without going through the mudflats. The current section line easement goes  
194 across the mud flat in the bird sanctuary. A new ~~easement would~~ easement would provide  
195 better access to the beach, and protection for the sanctuary. ~~As designated on~~ See attached  
196 map.

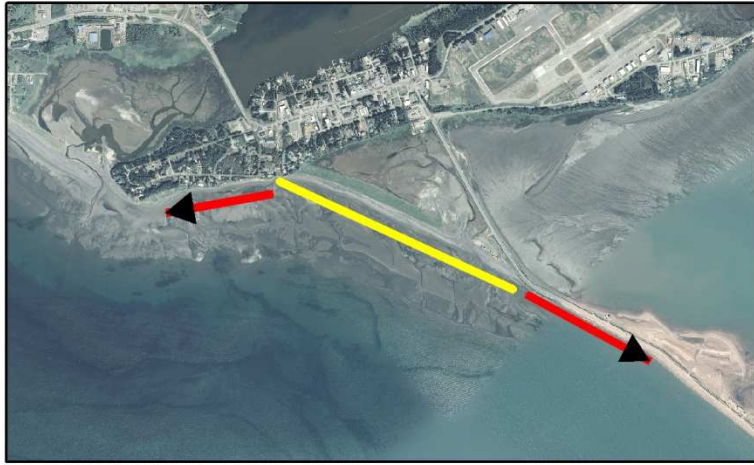
197 G. Preserve subsistence fishing access through the northern portion of the English Bay  
198 property. This which has traditionally has included an pedestrian and vehicle access  
199 across the northern portion of the English Bay property. Preserve subsistence fishing  
200 access for vehicles, and public access to that part of the Spit. This has traditionally  
201 included an access across the northern portion of the English Bay property.

202 **3. Area 3 - From Louie's Lagoon - South to end of Homer Spit and then North to the**  
203 **South end of Mariner Park.**

204  
205  
206 A. Encourage the elimination of unsightly waste on properties near the beach by working  
207 with landowners.  
208

209 **4. Area 4 - From the south end of Mariner Park to the East End of the Seawall**

210 A. ~~E.~~ Vehicles are allowed between the south end of Mariner Park beach and the east end  
211 of the seawall from October 1 through March 31<sup>st</sup> solely for the purpose of gathering  
212 sand and coal. The beach is closed to vehicles at all times for any other purpose. The area  
213 in front of the sea wall west to the Beluga Slough outfall is closed to vehicles.



Red = No vehicles  
 Yellow = Vehicles only  
 under the terms of HCC  
 7.16, paraphrased in C,  
 above.

214

~~D. Between the south end of Mariner Park and the east end of the sea wall, vehicles are allowed on the beach from October 1 through March 31<sup>st</sup>, solely for the purpose of gathering sand and coal. The beach is closed to vehicles at all other times and for all other uses.~~

~~E. Install and maintain signage stating vehicles are prohibited in the Lagoon and above the high tide line near the berm. This is a fragile berm.~~

~~At the seasonal campground office at Mariner Park, make beach use maps available, as well as information and signage that is interpretive about the berm building process, encourages courtesy to pedestrians, and states where vehicles are permitted.~~

~~B. Work with Islands and Ocean on a uniform interpretative signage plan to include Mariner Park. Include the project in the annual budget.~~

225

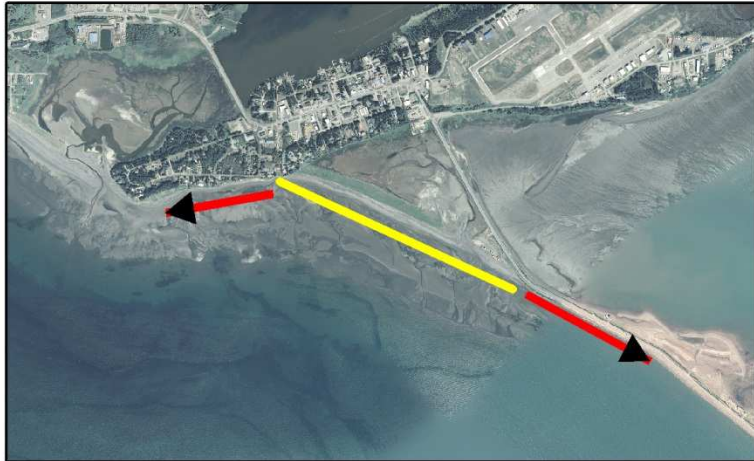
**CB.** Define limits to Mariner Park campground by utilizing logs, rocks or other means to restrain vehicles from entering the lagoon, and also to ~~while create one~~creating a beach access point that can be gated seasonally to control vehicle access to the beach. This would also help protect the berm in the park, which sees heavy seasonal use from campers. Create a phased cost estimate and include the project in the annual budget in the near future.

~~D. Between the south end of Mariner Park and the east end of the sea wall, vehicles are allowed on the beach from October 1 through March 31<sup>st</sup>, solely for the purpose of gathering sand and coal. The beach is closed to vehicles at all other times and for all other uses.~~

~~E. Install and maintain signage stating vehicles are prohibited in the Lagoon and above the high tide line near the berm. This is a fragile berm.~~

~~F. Vehicles are allowed between the south end of Mariner Park beach and the east end of the seawall from October 1 through March 31<sup>st</sup> solely for the purpose of gathering sand and coal. The beach is closed to vehicles at all times for any other purpose. The area in front of the sea wall west to the Beluga Slough outfall is closed to vehicles.~~

236  
237  
238  
239



Red = No vehicles  
 Yellow = Vehicles only under the terms of HCC 7.16, paraphrased in C, above.

240

241

242 **5. Area 5 - Mariner Park Lagoon including the storm berm**

243 A. Vehicles are not allowed in this area.

244 ~~B. Ensure adequate City signage is installed so that violators may be ticketed.~~

245

246 **Area 6 East End of Seawall to Bishop’s Beach Park**

247 A. Vehicles are not allowed in this area.

248 B. Maintain the gate and rocks at Bishop’s Beach Park to physically block access to  
249 vehicles

250 ~~C. Work with USFW to install interpretive signage.~~

251 ~~D. Ensure adequate City signage is installed so that violators may be ticketed.~~

252 ~~E~~C. Support ~~Fish & Wildlife~~USFS efforts to protect berm and promote rye grass and  
253 driftwood buildup.

254 ~~F~~D. Support ~~Fish & Wildlife~~USFS work to develop a plan to maintain the ecological  
255 integrity of their educational reserve, including possible conservation zoning.

256 ~~G~~E. Improve and identify with signage the Ocean Drive Loop beach and Beluga Slough  
257 access.

258

259 **7. Area 7 - Bishops Beach Park access, west to Homer city limits.** This is a heavily used area,  
260 and has the greatest potential for conflicts between user groups.

261 A. Increase Parking at Bishop's Beach Park and in the area. Increase wayfinding signage  
262 directing people to nearby public parking (e.g., Chamber of Commerce, Island and Ocean  
263 Visitor Center) may be needed.

264 

Vehicles are allowed west 265 from Bishop's beach Park 266 access, and prohibited to the east.
---



267 ~~A. Increase Parking at~~  
268 ~~Bishop's Beach Park and in~~  
269 ~~the area. Increase wayfinding~~  
270 ~~signage directing people~~  
271 ~~nearby parking (Chamber of~~  
272 ~~Commerce, Island and Ocean~~  
273 ~~Visitor Center)~~

274 ~~may be needed. (Chamber of Commerce, Island and Ocean Visitor Center)~~

275 B. This area is open to vehicles, following the laws under HCC 7.16.

276 C. Improve erosion control and access at Crittenden Drive and at Main Street. Use  
277 seeding, of native grasses and other low impact techniques to control erosion in the right of way  
278 at the end of Main Street. Install a stairway so pedestrians may access the beach safely and  
279 without treading on the eroding bluff face.

280 F. Work with property owners and interested volunteers to remove the remaining junk  
281 cars from the beach near the bottom of West Hill.

282  
283  
284  
285  
286  
287  
288

- ~~B. This area is open to vehicles, following the laws under HCC 7.16.~~
- ~~C. Coordinate future signage with Islands and Oceans signage, and law enforcement needs.~~
- ~~Adjust signage language over time to meet changing needs.~~
- ~~D. Improve erosion control and access at Crittenden Drive and at Main Street. Use the right of way at the end of Main Street for an erosion control project, using seeding, native grasses and other low impact techniques. Develop a stairway so people may access the beach without treading on the eroding bluff face.~~
- ~~E. Improve access at Main Street. Construct a stairwell to the beach. Use the right of way at the end of Main Street for an erosion control project, using seeding, native grasses and other low impact techniques. Develop a stairway so people may access the beach without treading on the eroding bluff face.~~
- ~~F. Work with property owners and interested volunteers to remove the remaining junk cars from the beach near the bottom of West Hill.~~

304 **5. History**

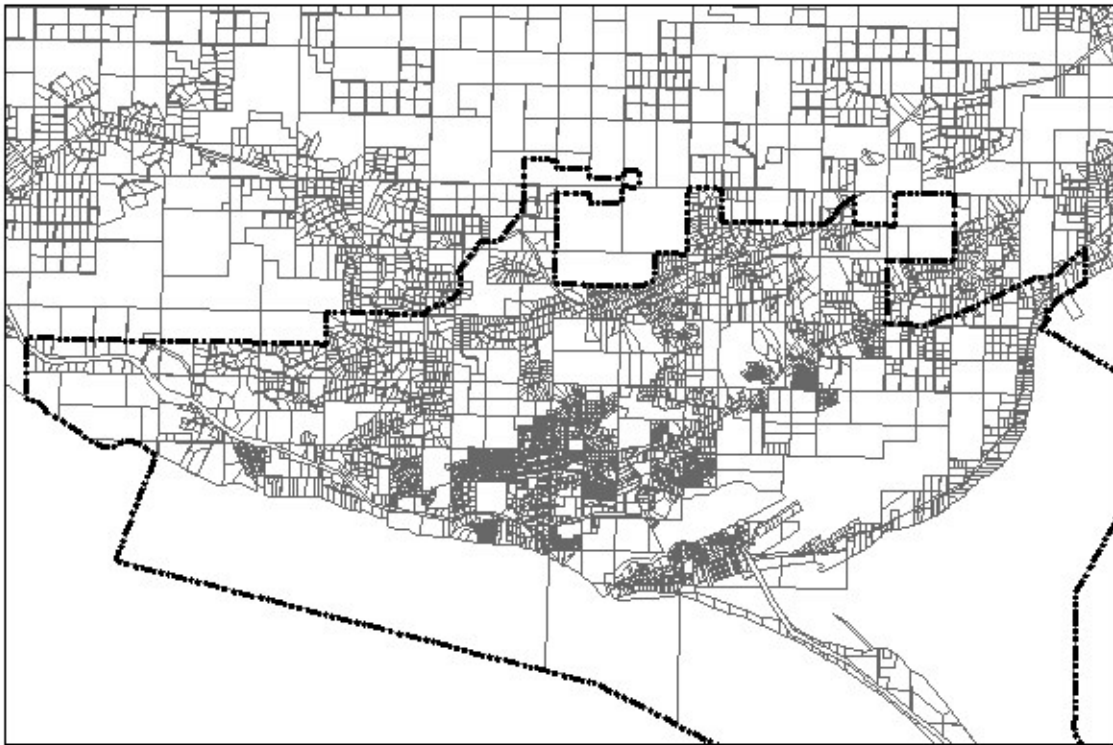
305 The original Beach Policy Task Force was established in 2000 and completed the beach policy in  
306 2001. The City adopted it on June 25, 2001. In 2003, Ordinance 03-27, the city was awarded a  
307 \$75,000 Coastal Impact Assessment grant to fund beach access restriction improvements,  
308 regulatory signage, a GIS coastal erosion and beach habitat information mapping project and  
309 funds for the 2004 United States Geological Survey sediment transport study camera operation.

310 The Task Force made further recommendations in 2005, in Memorandum 2005-78, and  
311 concluded their work. In 2007, the City Council added advising on public beaches to the duties  
312 of Parks and Recreation Advisory Commission (Ordinance 2007-01(A)). The Commission  
313 formed a Beach Committee to update the Beach Policy, which resulted in this document.

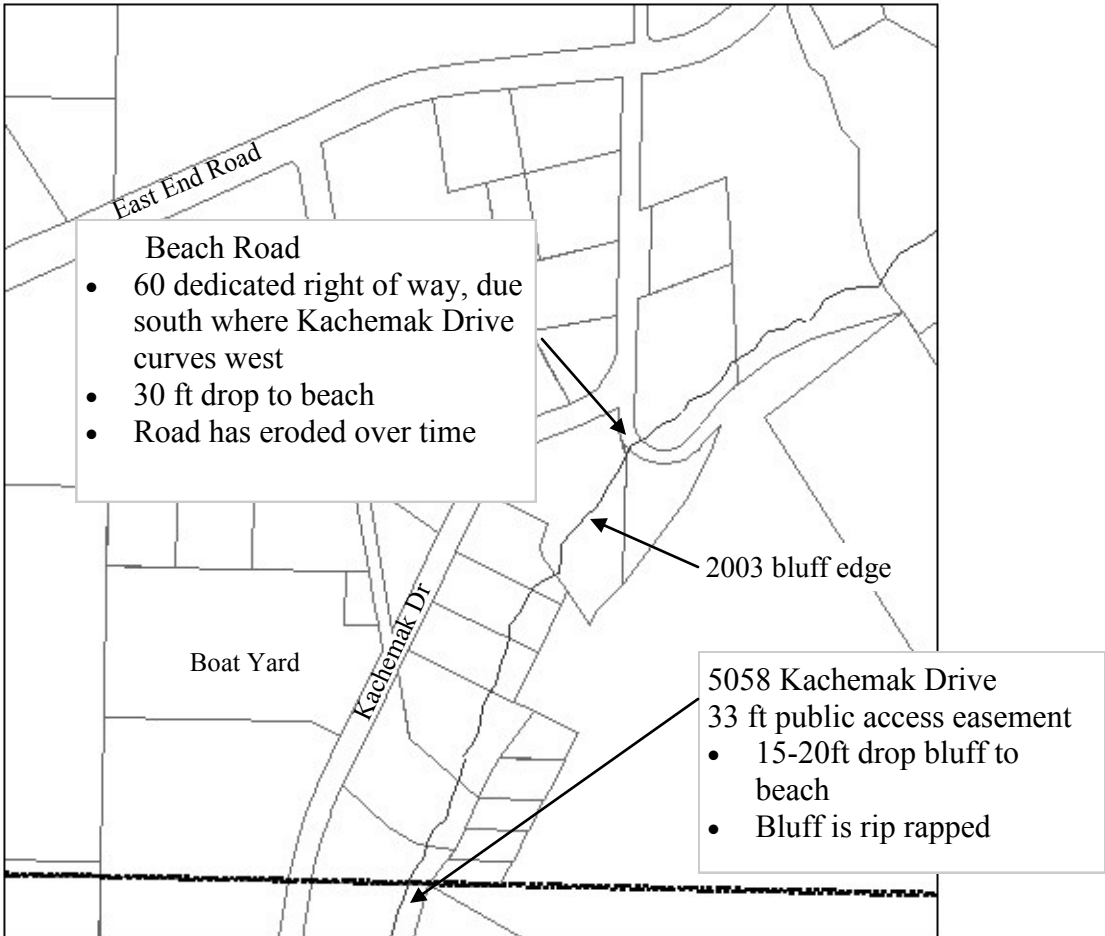
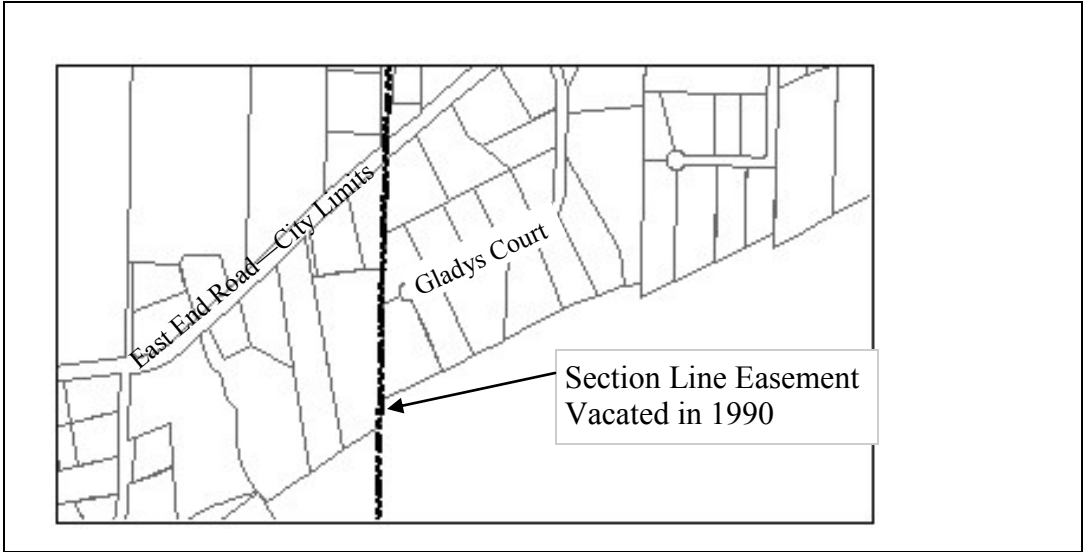
314 In fall of 2014 the Parks and Recreation Advisory Commission was directed by Council to  
315 review and recommend revisions to the Beach Policy. The Commission worked on the policy the  
316 first six months of 2015 and made recommendations via Memorandum 15-102. Council adopted  
317 Ordinance 16-05 (S-2)(A-2) on February 23, 2016. Ordinance 16-13 then made minor  
318 amendments. The Beach Policy was amended to reflect these revisions through Resolution **16-**  
319 **029XX.**

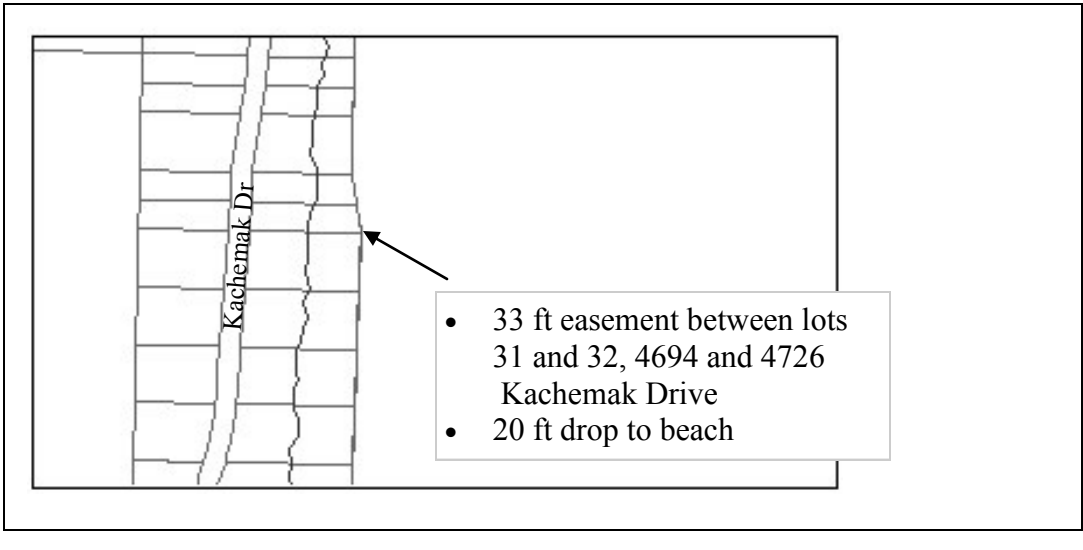
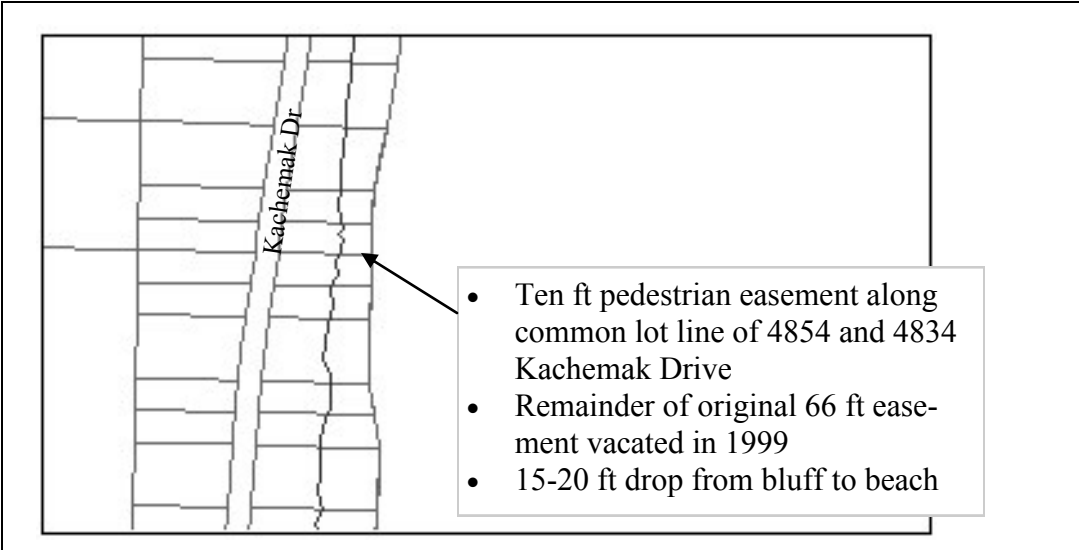
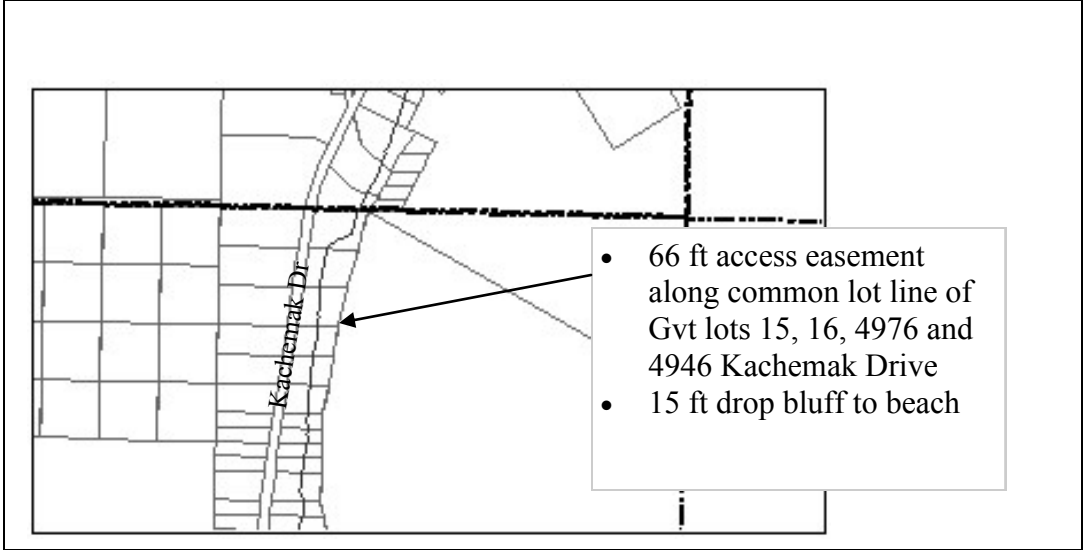


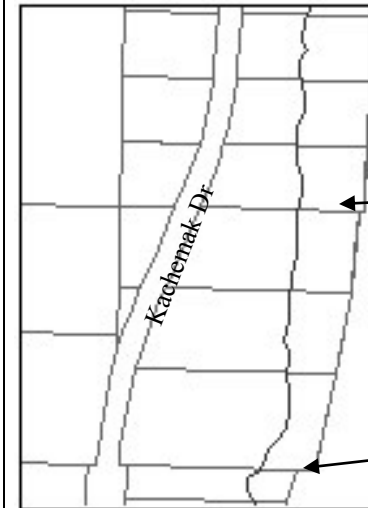
Beach Policy Appendix: A  
Mainland Public Access Points to Kachemak Bay  
Spring 2016



Prepared by the City of Homer Planning and Zoning Office.  
Erosion data from KBRR 2004 coastal erosion study. Easement  
data from plat research, and from 1982 Homer and Vicinity  
orthotopographic map by Walker and Associates.







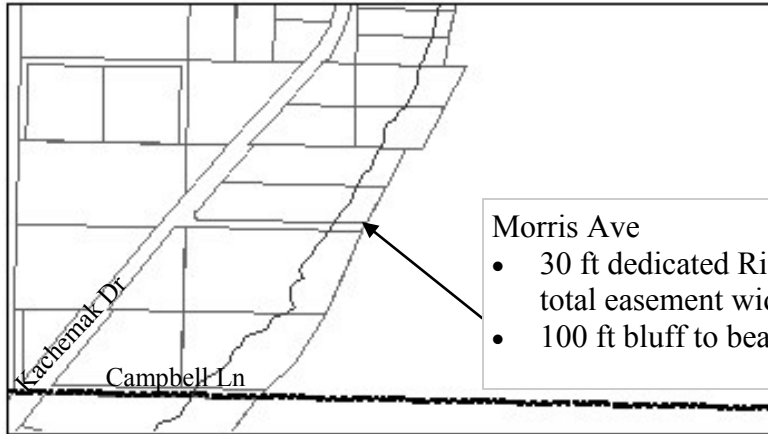
- Ten foot pedestrian easement on northern property, 4602 Kachemak Dr, remainder of 33 ft vacated.
- 33ft easement on southern property, 4544 Kachemak Dr.
- 30 foot drop from bluff to beach

- 33 ft easement, 4492 Kachemak Dr.
- Remainder of 66 ft easement vacated in 1976
- 35 foot drop from bluff to beach

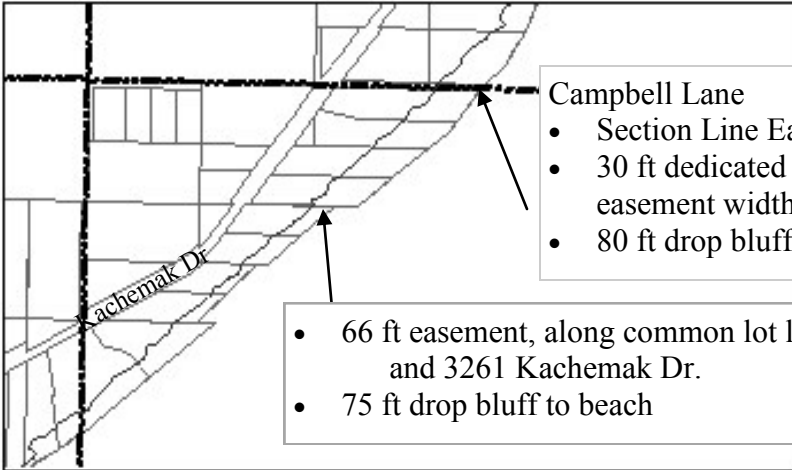


- 33 ft access easement, 4350 Kachemak Dr
- 65 foot drop from bluff to beach

- 33ft access easement
- 75 foot drop from bluff to beach

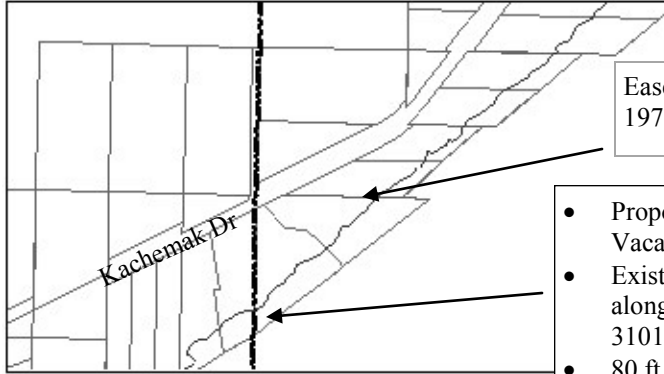


- Morris Ave
- 30 ft dedicated Right of Way, 66 ft total easement width
  - 100 ft bluff to beach drop



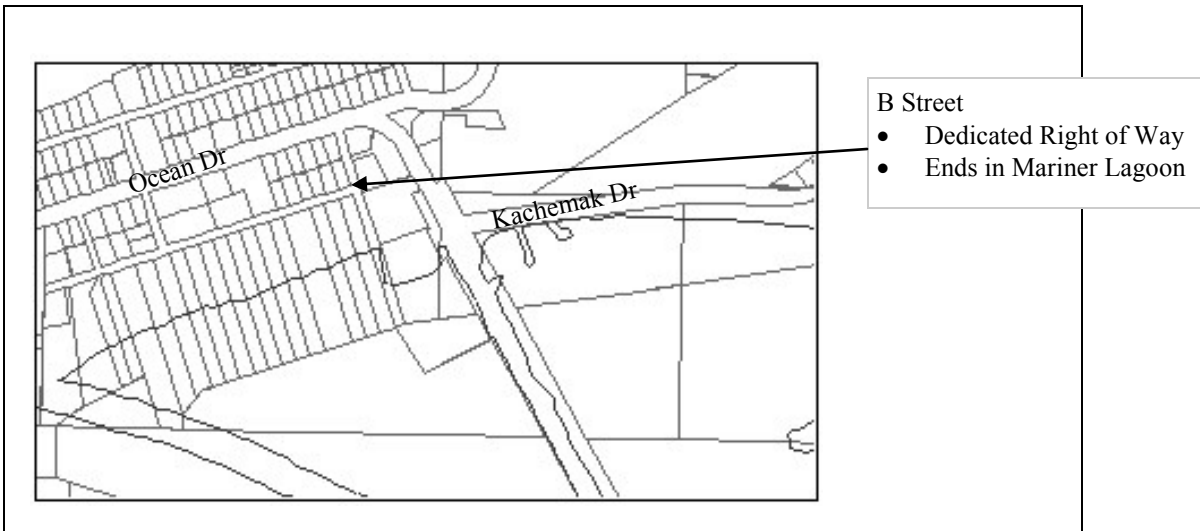
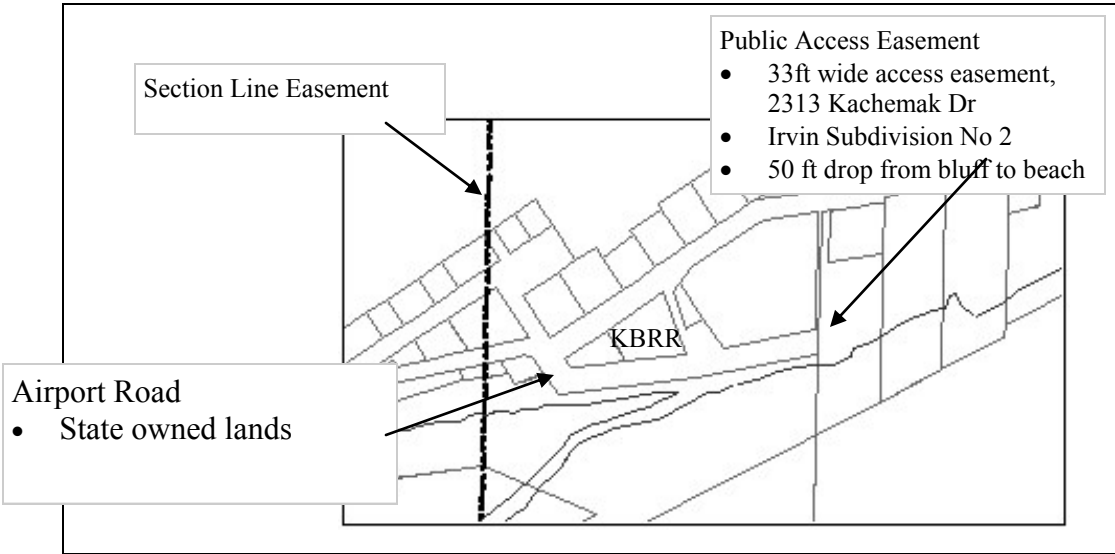
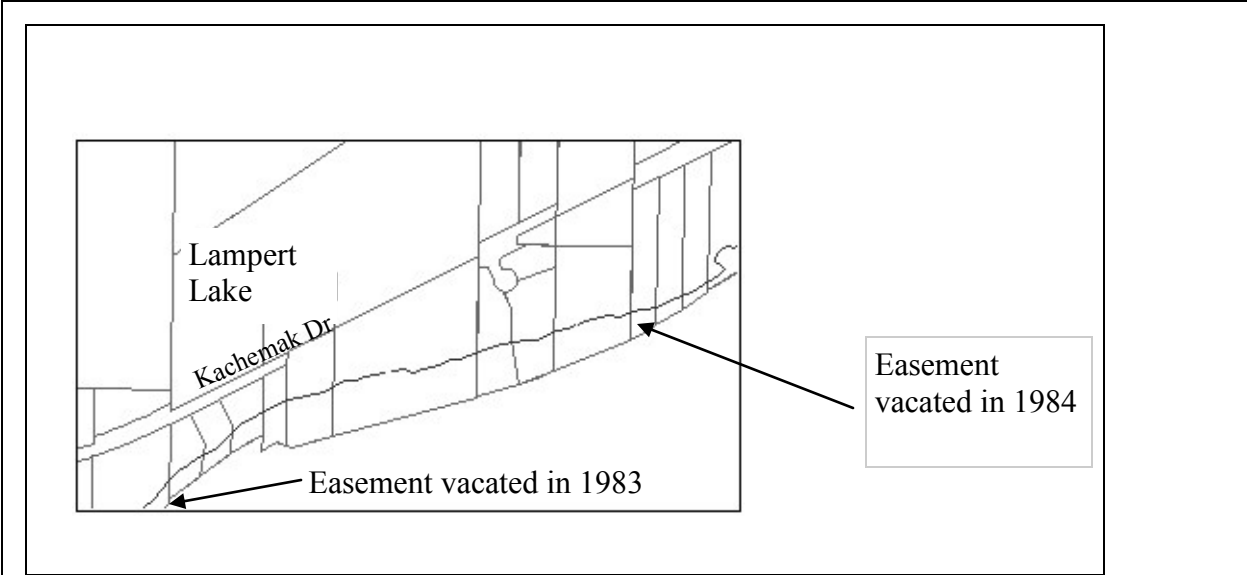
- Campbell Lane
- Section Line Easement
  - 30 ft dedicated Right of Way, 66 ft total easement width
  - 80 ft drop bluff to beach

- 66 ft easement, along common lot line of 3281 and 3261 Kachemak Dr.
- 75 ft drop bluff to beach



Easement vacated in 1979

- Proposed Section Line Easement Vacation 2007.
- Existing 20 ft pedestrian easement along common lot line of 3059 and 3101 Kachemak Dr.
- 80 ft drop from bluff to beach





Lake Street

- Dedicated 60 ft Right of Way
- Sea wall crosses the Right of Way

Section Line Easement

- 66 ft wide
- 30 ft drop from bluff to beach

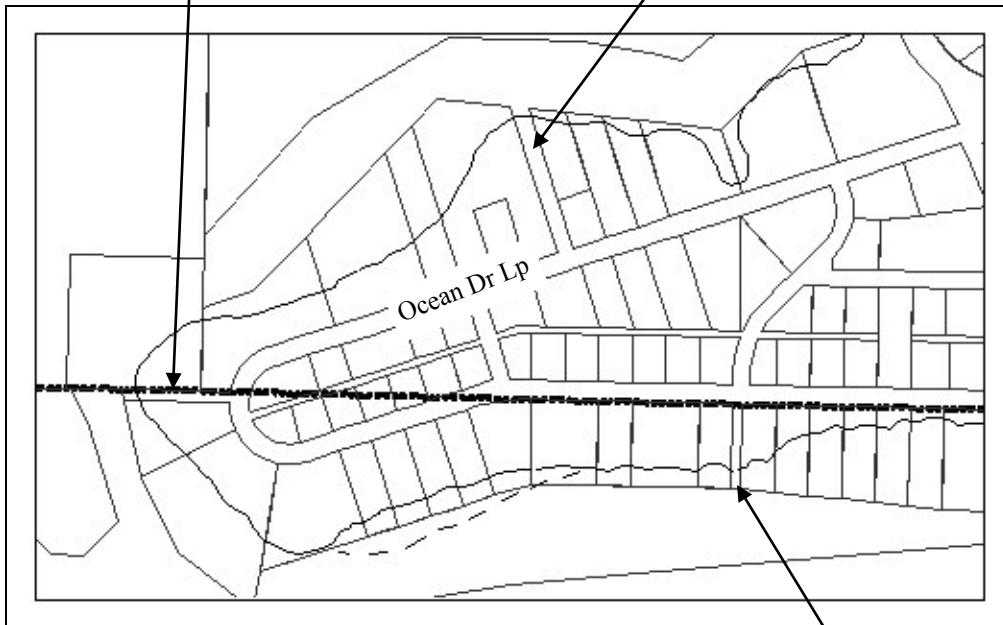
## Oscar Munson Subdivision

### Victoria Place

- 50 foot Right of Way
- Not constructed

### Section Line Easement/Right of Way

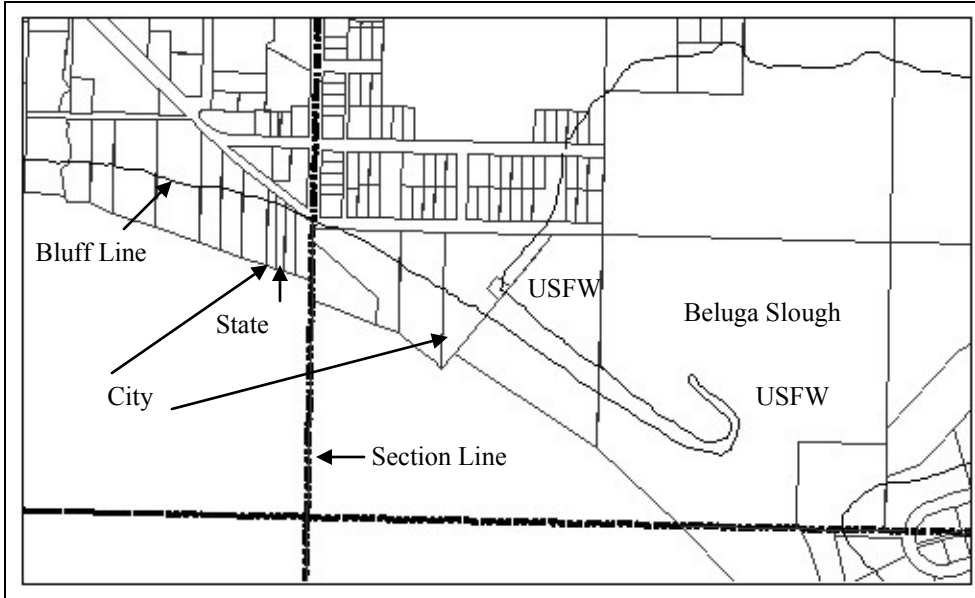
- 30 ft Right of Way, 33 ft section line
- Exact width of possible public access not known, but probably about 60 ft



### Parson Lane

- 30 ft Right of Way
- About a 30 ft drop from street level to the beach
- Seawall runs along the bluff





**Ohlson Lane Property**

- 15-20 ft drop from street level to the beach
- City of Homer owns one lot; the state owns another

**Section Line Easement**

- Main Street is on a section line easement
- 15-20 ft drop from street level to the beach

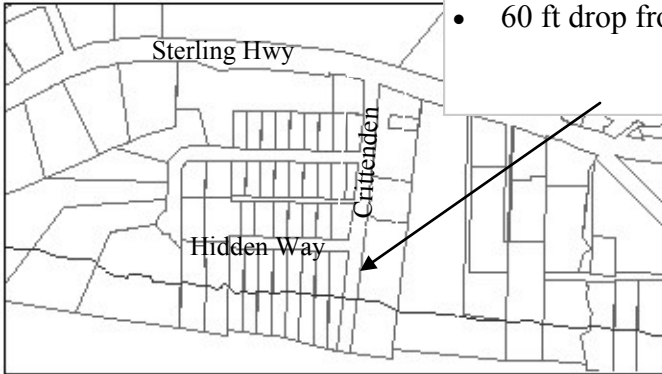
**Bishops Beach**

- One of the few easy access point to the beach

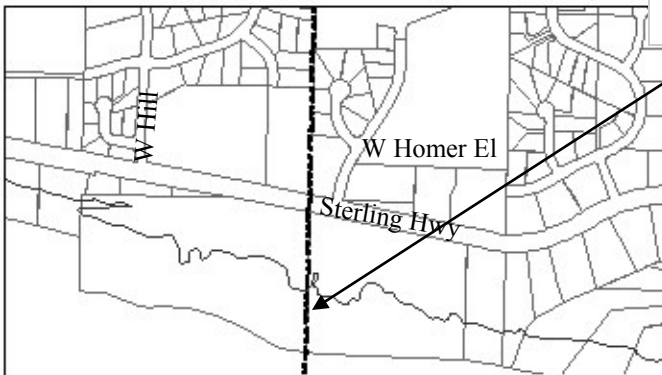
This is an area of moderate long term erosion, averaging about 2 and a half feet per year.

### Crittenden Dr

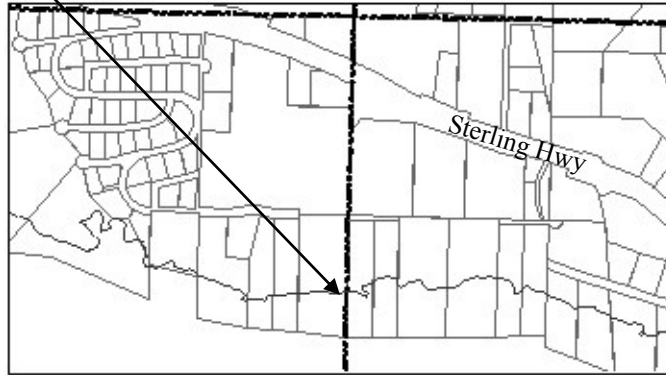
- 60 ft Right of Way
- New trail is steep and is eroding.
- 60 ft drop from Hidden Way to the beach



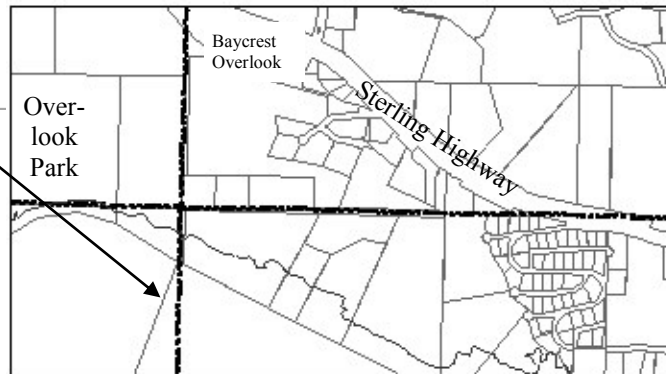
- Section Line Easement
- 120 ft drop from bluff to beach



- Section Line Easement
- 230 ft+ drop from bluff to beach



- 30 Right of Way, Leber St
- Section Line Easement
- 25 foot drop from up-lands to beach.



- Section Line Easement, north-south along city limit boundary
- 60 foot bluff from beach to upland plateau
- EVOS and other public lands shown







# 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)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 9, 2016  
SUBJECT: REGULATORY SIGNAGE – PARKS & BEACHES

---

Chair Steffy and Deputy City planner Engebretsen requested this item on the agenda.

Recommendation

Discuss item as requested by Staff and Chair





# City of Homer

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

## Administration

491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Park, Arts, Recreation & Culture Advisory Commission  
FROM: Jenny Carroll, Special Projects & Communications Coordinator  
THROUGH: Katie Koester, City Manager  
DATE: November 2, 2016  
SUBJECT: Project Review Form (for potential grant funding)

---

The purpose of this memo is to provide a form to assist the Commission in evaluating a project's suitability and readiness for grant fund application.

I crafted the form taking into account ideas put forward at the Commission's 10/28/2016 meeting and typical requirements of two main Park & Recreation funding sources—the Land & Water Conservation Fund and Recreational Trails Program (described below). The LWCFG Notice of Funding was released in late July this year, with applications due the end of October. I anticipate this annual timing to remain rather consistent, as long as funds are available.

I have had recent communication from the LWCF grants administrator that she may be opening another funding round again in the next few months. The timing is no more specific than that, but encourages review of potential projects and preparation for a possible near-term application and a more likely application for the next regular funding period.

In addition to helping appraise and prioritize projects for specific grant requests, answers to the form's questions will help when presenting the project to stakeholders for input and support and when writing the grant application itself. Elements of it (specifically Scope of Project, Stakeholder Support and Sustainability) can help develop a good CIP project and description on the front end.

As you use the form, if you come up with ideas for improvement, please let me know. I look forward to your feedback.





## Land and Water Conservation Fund

LWCF is a federal grant program administered by the Department of Interior, National Park Service (NPS). The Fund consists of two parts or sides: the federal and the state side. The latter, administered in partnership with individual states and U.S. territories, provides grants for projects featuring “close-to-home” outdoor recreational opportunities for the public.

**Alaska:** More than \$36 million in LWCF grants has been invested in well over 300 projects in Alaska since inception of the program in 1965. Locally sponsored projects vary widely. Examples include a skate park in Sitka, ball field in Barrow, rifle range in Kodiak, community garden in Bethel, tot lot in Kotzebue, ski area in Cordova, and a swim beach in Fairbanks.

### **LWCF Grant Round: Open through October 31, 2016**

**Floor:** \$25,000 (project at least \$50,000); **Ceiling:** \$125,000 (project at least \$250,000)

#### **High Community Funding Priorities** (Local or Regional Sponsors):

- Community Parks/Playgrounds
- Trails/trailheads
- Rehab, upgrade or expand existing facilities
- Campgrounds and public use cabins

**Reimbursable & Matching:** A grantee pays project costs and is reimbursed up to 50% of the documented eligible expenses. Match may come from sources such as local appropriations or bonds, in-kind use of equipment, materials and labor, or donations and volunteer time. Most federal financial sources are ineligible to use as match for LWCF.

## Recreational Trails Program

The Recreational Trails Program (RTP) provides reimbursable, matching funds to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. The RTP program also provides funds for trail related environmental protection, safety and educational projects.

#### **Annual Program Schedule**

- August 15 – Current year application available
- **October 1** – Due date for posting the Public Notice
- **November 1** – Application due date and the last day for applications to be postmarked
- February through March – State Agency Review
- March or April of the following year – Tentative announcement of grant awards





## City of Homer

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

Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

[Planning@ci.homer.ak.us](mailto:Planning@ci.homer.ak.us)

(p) 907-235-3106

(f) 907-235-3118

To: Parks, Art, Recreation and Culture Advisory Commission  
From: Julie Engebretsen, Deputy City Planner  
Date: November 4, 2016  
Subject: Strategic Plan Review

**Requested action:** Review the November draft plan and make changes by consensus.

Chair Steffy requested a review of the strategic plan. I made some notes/updates in italics of changes the Commission may want to consider. I also worked with Renee to include some of the ideas of the former Public Arts Committee. The Commission can add or remove items as you see fit.

If you are new to this process: Keep in mind the goals of the comprehensive plan, the needs assessment and the budget constraints when thinking about the big picture. This strategic plan is not a wish list of what all we'd like to see, it's a list of immediate actions in the short term....and who will do the work.

You can view the needs assessment on the City website: <http://www.cityofhomer-ak.gov/recreation/park-art-recreation-and-culture-needs-assessment-parc>

Comprehensive Plan at <http://cityofhomer-ak.gov/planning/comprehensive-plan>

**Attachment:** Draft 11/2106 PARCAC Strategic Plan



**PARKS AND RECREATION ADVISORY COMMISSION**  
**STRATEGIC PLAN 2016 (April)(November)**

**MISSION STATEMENT**

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City, and the City of Homer Public Arts duties. (See HCC Title 2.60 PARCAC)

STRATEGIC GOALS OF THE COMMISSION – What is the focus for the commission?

**General Goals of the Commission**

- Advocate for obtaining open and green space
- Receive notification of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Receive notification of vacations of public access
- Receive annual status report on the cemetery
- Increase walkability of Homer
- Improve Public Outreach for parks, recreation and trails opportunities. Provide a quarterly point of view article in the newspaper to update the community. One article a year should be about public art.
- Keep existing staffing levels for Parks Maintenance (FTE in 2016 \_\_\_\_\_).
- Increase Community Rec staffing by .25 FTE over the 2015 budget.
- To encourage and include art in public spaces in Homer.
- To educate the Council and public about the mission and projects of the City's public art program
- To advocate with the City of Homer's city council, manager and staff to include public art when planning all city upgrades, renovations and new projects

STRATEGIC OBJECTIVES OF THE COMMISSION – Must have achievable results, an action statement.

**1-2 Year Projects**

- Develop a Kayak Launch for the Water Trail @ the Pier 1 lot, and picnic shelter. When the shelter is completed this project will be complete. (done?)
- Diamond Creek Recreational Improvement Plan –
  - o Next Steps, Trails improvements, Trail head parking lot (Rogers Loop land acquisition) (Land has been acquired. Next steps, grant application and parking lot construction, or put this on hold?)
- Work with community groups to plan and build Woodard Creek Trail (status? Next steps, or completed?)
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation. Immediate goal of identifying small projects in concert with the master plan. Drainage issues behind the ballfields are an immediate goal.
- Increase the city budget for parks and recreation. Increase reserve savings and add 0.5 FTE.
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path (Would a Commissioner please visit this site and see what you think? The state has improved this shoulder already. Is it sufficient? What else is needed, or is this reasonably accomplished?)

- Explore what should be done with the HERC building, after the fall 2016 ballot measure for the Public Safety Building. (Until City Council makes a decision on what their next steps are going to be for this project the HERC building is slated to be renovated and incorporated into the new Public Safety Building until such a time it has been determined otherwise the commission should postpone any discussion on this matter.)
- Complete park user agreements with user groups (staff)
- Investigate Endowment funding
- Advocate and establish a budget line item within the administration budget (increase existing budget \$500 per year? Or increase public arts fund each year? Pub arts has its own reserve fund)
- Investigate requiring parks within new subdivisions
- Organize parking at Coal Point Park in conjunction with leases, install interpretive signage (work with Scott at Pratt) (site visit needed – is interpretive signage complete? More needed?)
- uniform sign installation at all city parks, trails and campgrounds
- beach signage

### **3+ Year Projects**

- Advocate for a Parks and Recreation Department, and funding a department
- Consolidate recreation and culture leadership; reduce the number of volunteer boards (accomplished w/in city? PARCAC)
- Support efforts for a multi-use recreational facility (SPARC? Other? Keep this one more year until SPARC is completed?)
- Increase programming for seniors, therapeutic and adaptive users (CR is open to any/all classes the Community wishes to offer. Not sure this task is something staff can directly influence. Also, have the ILC TRAILS group that provides some of this service.
- Mariner Park Site Improvements – Level parking area, delineation of day use area and camping area, define and improve campsites and relocate kiosk, increase number of spaces and revenues
- Keep greenspace on the Spit
- Oversee execution of Public Arts Projects, RFPs, and selections committees
- Make quarterly reports to Council about PAC goals and projects

Note: Any major renovation or construction projects proposed that are over \$250,000 that the general public will access are to be considered as a 1% for art program with a maximum budget of \$70,000

#### **ACTIONS OF THE COMMISSION –Who will do what, when and how?**

- Have quarterly reports in the newspaper.
- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.
- Provide comments during Comments of the Commission if Commissioners are involved in outside organizations that involve a concern of the Commission.
- When visiting clerk's office, grab the minutes of other groups. Attend an upcoming meeting if items of P&R interest are being discussed. (Or subscribe to email updates on the City website).
- Network with other committees and commissions, in city and outside of city limits

*SHARED ACTIONS STAFF/COMMISSION*

- Focus and monitor the HNMTP implementation





**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR  
FOR THE 2016/2017 MEETING SCHEDULE**

<b>MEETING DATE</b>	<b>SCHEDULED EVENTS OR AGENDA ITEM</b>
FEBRUARY 2017	STRATEGIC PLAN RE-WRITE 2017 BUDGET REVIEW LETTER TO THE EDITOR
MARCH 2017	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS COMPLETE STRATEGIC PLAN RE-WRITE
APRIL 2017	SPRING PARK &/ OR BEACH WALK THROUGH BUDGET TRENDS HOMER NON-MOTORIZED TRAIL & TRANSPORTATION PLAN
MAY 2017	LETTER TO THE EDITOR REVIEW HNMTTP KHP PLAN
JUNE 2017	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2017? REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS
AUGUST 2017	BUDGET REVIEW & RECOMMENDATIONS STRATEGIC PLANNING CIP RECOMMENDATIONS TO COUNCIL LETTER TO THE EDITOR
SEPTEMBER 15, 2016	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
OCTOBER 20, 2016	REVIEW AND APPROVE THE 2017 MEETING SCHEDULE LETTER TO THE EDITOR
NOVEMBER 17, 2016	BUDGET UPDATE HART PROGRAM UPDATES BEACH POLICY REVIEW/UPDATES
DECEMBER 2016	NO MEETING SCHEDULED HAPPY HOLIDAYS!

- Quarterly: Letters to the editor updating the Community on P&R activities
- Even Years: Comprehensive Plan (February) Strategic Plan review (March), Diamond Creek Plan (May), Camping Fees (May), Beach Policy (October)
- Odd Years: HNMTTP, Karen Hornaday Park Plan, 3 year budget trends & progress toward financial goals (April/May)

**2016/2017 HOMER CITY COUNCIL MEETINGS**  
**PARKS AND RECREATION ADVISORY COMMISSION ATTENDANCE**

It is the goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council’s agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A commissioner is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2016 is as follows:

January 9, 23 2017	_____	_____
February 13, 27 2017	_____	_____
March 13,28 2017	_____	_____
April 10,24 2017	_____	_____
May 8, 22 2017	_____	_____
June 12, 26 2017	_____	_____
July 24 2017	_____	
August 14, 28 2017	_____	_____
September 11,25 2017	_____	_____
October 10, 24 2016	_____	_____
November 21 2016	_____	_____
December 5, 2016	_____	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.  
PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.

**PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION**  
**STRATEGIC PLAN 2016 (April)**

**MISSION STATEMENT**

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City.

*STRATEGIC GOALS OF THE COMMISSION* – What is the focus for the commission?

**General Goals of the Commission**

- Advocate for obtaining open and green space
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- Keep existing green space and public open space
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- Receive notification of vacations of public access
- Receive annual status report on the cemetery
- Increase walkability of Homer
- Improve Public Outreach for parks, recreation and trails opportunities. Provide a quarterly point of view article in the newspaper to update the community.
- Keep existing staffing levels for Parks Maintenance (FTE in 2016 \_\_\_\_).
- Increase Community Rec staffing by .25 FTE over the 2015 budget.

*STRATEGIC OBJECTIVES OF THE COMMISSION* – Must have achievable results, an action statement.

**1-2 Year Projects**

- Develop a Kayak Launch for the Water Trail @ the Pier 1 lot, and picnic shelter. When the shelter is completed this project will be complete.
- Diamond Creek Recreational Improvement Plan –
  - o Next Steps, Trails improvements, Trail head parking lot (*Rogers Loop land acquisition*)
- Work with community groups to plan and build Woodard Creek Trail
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation. Immediate goal of identifying small projects in concert with the master plan. Drainage issues behind the ballfields are an immediate goal.
- Increase the city budget for parks and recreation. Increase reserve savings and add 0.5 FTE.
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path
- Explore what should be done with the HERC building, after the fall 2016 ballot measure for the Public Safety Building.
- Complete park user agreements with user groups (staff)
- Investigate Endowment funding
- Investigate requiring parks within new subdivisions
- Organize parking at Coal Point Park in conjunction with leases, install interpretive signage (work with Scott at Pratt)

### **3+ Year Projects**

- Advocate for a Parks and Recreation Department, and funding a department
- Consolidate recreation and culture leadership; reduce the number of volunteer boards
- Support efforts for a multi-use recreational facility
- Increase programming for seniors, therapeutic and adaptive users
- Mariner Park Site Improvements – Level parking area, delineation of day use area and camping area, define and improve campsites and relocate kiosk, increase number of spaces and revenues (*place on June Agenda for August budget recommendations*)
- Keep greenspace on the Spit

### **BEGIN MARCH REVIEW FROM THIS POINT:**

#### *ACTIONS OF THE COMMISSION –Who will do what, when and how?*

- Have quarterly reports in the newspaper.
- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.
- Provide comments during Comments of the Commission if Commissioners are involved in outside organizations that involve a concern of the Commission.
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- Network with other committees and commissions, in city and outside of city limits

#### *SHARED ACTIONS STAFF/COMMISSION*

- Focus and monitor the HNMTTP implementation

**From:** Julie Engebretsen  
**Sent:** Wednesday, November 02, 2016 1:59 PM  
**To:** Renee Krause  
**Subject:** FW: Homer Area Trails

Please include as an info item in the PARCAC packet.

**From:** Kevin Walker [<mailto:homerkev@gmail.com>]  
**Sent:** Wednesday, November 02, 2016 1:03 PM  
**To:** Mike Illg; [kyra@homerswcd.org](mailto:kyra@homerswcd.org); Julie Engebretsen; Dave Brann; Lynne Burt; Bumpo Bremicker; Beth Cumming  
**Cc:** Lindianne Sarno  
**Subject:** Homer Area Trails

The Kachemak Drive Non Motorized Trail group was a sub committee of Parks and Rec several years ago. When the HCC separated that group from the official city organization, Homer Area Trails (HAT) was formed as a non profit corporation with by-laws, board of directors, officers, etc. HAT has been inactive for a couple years. At a City of Homer meeting / presentation about the city and trail locations last spring, someone asked me about the HAT organization.

Recently the HAT Secretary, Lindianne Sarno, moved away and I now have paperwork to remove her from the organization.

If there is interest and need for a non profit corporation interested in Homer Area Trails, the official structure is available. We even have a bank account with a couple hundred dollars, I believe.

Let me know if there is interest in reviving the HAT group.

--

Kevin  
235-5304



