

PUBLIC ARTS COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA

MARCH 24, 2016
THURSDAY, 4:00 P.M.
COWLES COUNCIL CHAMBERS

**NOTICE OF MEETING
SPECIAL MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA** *(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg.9)*
- 3. APPROVAL OF MINUTES**
 - A. Meeting Minutes for the regular meeting of August 13, 2015 **Page 3**
- 4. VISITORS** *(Presentations and Visitors are limited to 10 minutes. The committee may by consensus agree to allow additional 10 minutes if required)*
- 5. PUBLIC HEARING** *(There are no items scheduled)*
- 6. STAFF/COMMITTEE/COUNCIL REPORTS**
- 7. PENDING BUSINESS**
 - A. Combine the Committee with the Parks & Recreation Advisory Commission
 1. Postponed from the August 13, 2015 meeting **Page 9**
- 8. NEW BUSINESS**
 - A. Library Trail Art & Signage
- 9. INFORMATIONAL MATERIALS**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE STAFF**
- 12. COMMENTS OF THE COMMITTEE**
- 13. ADJOURNMENT**

Next regular meeting is scheduled for **THURSDAY, MAY 12, 2016 AT 5:00 P.M.** A **WORKSESSION WILL BE CONDUCTED PRIOR STARTING AT 4:00 P.M. UPSTAIRS** in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer Alaska.

Session 15-04 a Regular Meeting of the Public Arts Committee was called to order on August 13, 2015 at 5:05 pm by Chair Michele Miller at the Homer City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS MILLER, PERSON, AND PETERSEN

ABESENT: COMMITTEE MEMBER HOLLOWELL (EXCUSED)

STAFF: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

The Committee met in a worksession from 4:00 p.m. until 5:00 p.m. The Committee members discussed the Our Town Grant Application versus an ArtPlace Grant application, what would be an appropriate project, attendance at an Economic Development Commission meeting and Budget Requests for 2016.

APPROVAL OF THE AGENDA

Chair Miller requested a motion to approve the agenda

PERSON/PETERSEN – MOVED TO APPROVE THE AGENDA.

There was no discussion.

The agenda was approved by consensus of the committee.

APPROVAL OF THE MINUTES *(Minutes are approved during regular or special meetings only)*

A. Meeting Minutes for regular meeting of May 14, 2015.

Chair Miller requested a motion to approve the minutes.

PERSON/PETERSEN – SO MOVED.

There was no discussion.

The minutes were approved by consensus of the Committee.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

There was no public present.

VISITORS

A. Austin Parkhill, Mural on Wall at Heath Street and Pioneer Avenue

Mr. Parkhill was unable to attend.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Staff Report 15-04

Ms. Krause reviewed her report on the Spit Trail interpretive signage project, status of the municipal art cataloguing project and provided an update on the financial severity and possible outcome of any budget requests.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

- A. A. Our Town Grant for the Pioneer Avenue Revitalization Project
1. Application Calendar
 2. How to Prepare and Submit an Application
 3. Review of the Application

Chair Miller introduced the item and reviewed the discussion held during the worksession regarding two action items discussed on the Pioneer Avenue project. Committee member Person stated that she would be attending the next meeting of the Economic Development Advisory Commission. Chair Miller reminded her that they discussed sending an invitation to a meeting with the Pioneer Avenue businesses. Committee member Person did not feel that unless there was a carrot to offer the businesses as a reason to attend. Chair Miller restated the discussion held at the worksession that they would have a meeting to present the businesses along Pioneer Avenue to see if there was buy-in for the project.

Chair Miller requested a motion to have Staff invite the Pioneer Avenue businesses to discuss an Arts Led Pioneer Avenue Revitalization project to be conducted in mid to late September.

PERSON/PETERSEN – MOVED TO HAVE STAFF TO INVESTIGATE THE FEASIBILITY OF INVITING PIONEER AVENUE BUSINESSES TO GATHER INPUT ON AN ARTS LED PIONEER AVENUE REVITALIZATION PROJECT.

There was further discussion on collaborating with the Economic Development Advisory Commission and businesses to use forms of art to revitalize Pioneer Avenue and the meeting would be "Arts Led"

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Miller noted that the committee discussed that they required a project first before applying for a grant and a special meeting could be called to address application.

NEW BUSINESS

- A. Capital Improvement Plan 2016 & FY2017 Legislative Requests

Chair Miller reviewed the discussion regarding recommendations for the CIP. Staff responded that they can recommend no more than two projects this year and it is the committee's choice whether to submit a recommendation for a city project or other. Further discussion on the committee showing support for an arts related project ensued.

Chair Miller favored the Ben Walters Project since it already had support and also was a small amount.

Committee member Person recommended Bayview Park Improvements since it also had support from a group. Chair Miller noted that it was a smaller project also and was safety related.

PERSON/PETERSEN – MOVED TO RECOMMEND SUPPORT OF THE PRATT MUSEUM NEW FACILITY AND SITE DESIGN.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. 2016 Budget Process and Request for Funding

Chair Miller introduced the item and covered the discussion entertained at the worksession regarding the possibilities of not receiving any funding this budget cycle. She noted that they were going to request \$5000 to match funding for Arts Led Revitalization efforts along Pioneer Avenue and requested a motion.

PERSON/PETERSEN - MOVED TO REQUEST STAFF TO PREPARE A BUDGET REQUEST FOR \$5000 WHICH WOULD BE USED AS MATCHING FUNDS FOR AN ARTS LED, PUBLIC PRIVATE PARTNERSHIP TO IMPROVE THE AESTHETICS AND START OF REVITALIZATION EFFORTS ON PIONEER AVENUE.

Committee discussion noted that this project would involve matching funds for art related improvements along Pioneer Avenue from Lake Street to the Sterling Highway. It was for business properties not residential and would be similar to the Storefront Program, only art related improvements would qualify. The committee discussed amounts matched would not be large, such as \$500 since the amount they were requesting was small. It was preferred to wait for input from the business owners and to see if the Economic Development Advisory Commission would be interested in partnering up before establishing an amount required on the business side. This money could be used to add sculpture, employ a vacant building for theater performances, murals, etc. Not just painting a building. This would also work with a possible ArtPlace grant which could be applied for in January.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Creation of a Combined Parks, Art, Recreation and Culture Commission

Chair Miller introduced the item and commented in favor of Committee member Person's idea on combining the Committee with Parks and Recreation Advisory Commission. She noted that at the beginning she did not favor the idea

Committee member Person stated that after the results of Needs Assessment was completed, one of the items she read was improved coordination, improved sharing of resources, and advocating for the creation of a Parks & Recreation Department. What she has always found with the Public Arts Committee is the lack of a budget, meeting quarterly it is hard to sustain momentum, without capital projects or no access to resources such as the community recreation program which has a . Ms. Person also acknowledged the increasing budget issues within the city. There are some that state the Arts is just as important as Police, Fire and Roads but that is not true since it is not reflected in the budget; there is support for the Pratt, Hockey, and the Library. Ms. Person then stated that she is interested in looking at what would be the outcome if you combined the Library, Parks & Rec and Public Art, you would kind of de-silo, since the Library has programs, Community Rec has programs, and have a bigger game. Perception of the Committee has changed but the importance of the Committee since the committee does not actually choose but appoint committees for the 1%.

Chair Miller was at first opposed to the idea but after discussion was more favorable of the idea.

Further discussion ensued pointing out the benefits to having staff and existing programs that are art related. That combining the groups could start to increase the impact, increase the voice of the Committee, and possibly make the committee stronger. The issue may be how to form or re-vamp the existing commission. The Parks and Recreation Advisory Commission may not be receptive to the change. It was noted that the commission already has an aggressive schedule.

Committee member Person would like to have a discussion with the other entities regarding the possibility and does not want to "freak out" the Parks & Rec Commission by bringing a motion or recommendation to them before they have had a chance to discuss the idea. She can mention the idea at the commission meeting next week as she is scheduled to be a visitor at their meeting.

Committee member Petersen commented that he was in favor of combining the committee believing that it would make the efforts of the committee stronger within the community and agreed with Chair Miller that it would provide a stronger voice before Council for arts in the community.

Staff advised that the committee would have to make some kind of motion to support the combining of the Committee with the Commission, but it can be postponed to the next regular meeting which would also allow Committee member Hollowell the chance to comment on the proposition. Staff also noted that this idea will be on the September Parks and Recreation Advisory Commission agenda and postponement will allow Staff to add it to the Library Advisory Board September agenda.

PERSON/PETERSEN – MOVE TO POSTPONE TO THE NEXT MEETING OF THE COMMITTEE.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Next Meeting Agenda Items

The committee reviewed the annual calendar and deleted the grant application item, added status update of Economic Development Advisory Commission meeting, notice or invitation to Pioneer Avenue business owners regarding a Neighborhood Meeting in mid to late September, Results of Parks and Recreation Commission opinion on combining and Changing to PARC and Review and approval of the Draft Catalogue

INFORMATIONAL MATERIALS

A. 2015 Annual Calendar

B. 2015 Committee Attendance at Council Meetings

The Committee entertained a brief discussion on which member would attend meetings. Chair Miller and Committee member Person will both attend the October 26th meeting and present the budget request and the results of the meeting on the proposed project.

COMMENTS OF THE AUDIENCE

There was no audience present to comment.

COMMENTS OF THE STAFF

Deputy City Clerk Krause commented it was a great meeting.

COMMENTS FROM THE COMMITTEE

Committee member Petersen commented that pursuing the merging with Parks and Rec and the Library is a no brainer and combined that they would be more effective and as soon as they can look into what that would take to get it done they should.

Committee member Person commented that she really appreciates the worksession and happy that they hammered it all out.

ADJOURNMENT

There being no further business to come before the Committee Chair Miller adjourned the meeting at 6:05 p.m. **A WORKSESSION IS SCHEDULED FOR 4:00 P.M. PRIOR TO THE NEXT REGULAR MEETING ON THURSDAY, NOVEMBER 12, 2015** AT 5:00 P.M. at City Hall Conference Room Upstairs, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____



City of Homer

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Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: MARCH 17, 2016

SUBJECT: RECOMMENDATION AND SUPPORT TO CREATE THE HOMER PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

Committee member Person has brought forward an idea to combine the Public Arts Committee with the Parks & Recreation Advisory Commission in 2015. This was presented to the Parks and Recreation Advisory Commission at the September 2015 regular meeting and again at the March 17, 2016 regular meeting.

The Parks and Recreation Commission discussed how this would be achieved and requested clarification from staff during the discussion. The commission supported and made a recommendation to combine the two advisory bodies and requested a draft ordinance for review at the April 21, 2016 regular meeting.

The new commission will be created by proposing to meld the two advisory bodies together adding and incorporating elements of the Public Arts Committee Administrative Guidelines and policies into the bylaws of the Parks and recreation and requesting to expand the commission by two seats.

I have included a sample of verbiage that may be used in the ordinance. **(PROVIDED AS A LAYDOWN)**

The members of this committee terms expire April 1, 2016 and Committee member Miller and Hollowell has expressed an interest to be appointed to those two seats. The City Clerk has recommended that the members submit requests for reappointment to show that they are interested in continuing to serve on the committee/commission.

Recommendation:

MAKE A MOTION TO SUBMIT TO CITY COUNCIL A RECOMMENDATION AND SUPPORT TO CREATE A NEW COMMISSION ENTITLED HOMER PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC) BY COMBINING THE MISSION, DUTIES AND RESPONSIBILITIES OF THE PUBLIC ARTS COMMITTEE WITH THE PARKS AND RECREATION ADVISORY COMMISSION AND ADDING A MINIMUM OF TWO ADDITIONAL SEATS ON THE NEW COMMISSION WITH THREE YEAR TERMS.

Chapter 2.60 PUBLIC ARTS COMMITTEE

Sections:

- [2.60.010](#) Created – Membership.
- [2.60.020](#) Terms of members – Vacancies.
- [2.60.030](#) Proceedings of Committee.
- [2.60.040](#) Powers and duties.

2.60.010 Created – Membership.

a. There shall be a City of Homer Public Arts Committee, hereinafter referred to as the Committee. The Committee shall consist of five members, who shall be appointed by the Mayor subject to confirmation by the City Council. Prior to making appointments, the Mayor may solicit nominations from the Pratt Museum, community arts groups, and the public. All members of the Public Arts Committee should have a demonstrated interest and familiarity with arts and culture, either through professional practice or volunteer work. When considering applicants, preference may be given to:

1. A working professional artist.
2. A person working in the public education community.
3. A City Council member.
4. A person with experience or training related to the arts, such as art history, or employment in fields such as architecture, education, curation, conservation, performing arts or visual arts.
5. A person representing the public at large.

b. One Committee member may reside outside the City limits; provided, that preference shall be given to City resident applicants. [Ord. [13-17\(S\)](#) § 2, 2013. Code 1981 § 1.70.010].

2.60.020 Terms of members – Vacancies.

a. Members of the Committee are appointed for two-year terms, with two terms and three terms commencing in alternate years.

b. A vacancy on the Committee is filled for the unexpired term by appointment by the Mayor subject to confirmation by the City Council.

c. The Committee may declare a vacancy in the office of a Committee member with three or more unexcused absences from successive regular and special meetings of the Committee. [Ord. [13-17\(S\)](#) § 3, 2013. Code 1981 § 1.70.020].

2.60.030 Proceedings of Committee.

a. The Committee may adopt, and from time to time amend, regulations governing its proceedings, which shall be effective upon approval by City Council resolution.

b. The Committee annually shall elect a Chair and Vice-Chair from its membership. The Chair shall preside at meetings of the Committee. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. [Code 1981 § 1.70.030].

2.60.040 Powers and duties.

The Committee shall have the following powers and duties:

- a. Advise the City Council and City boards, commissions and departments regarding the support of the arts.
- b. Establish, subject to approval by City Council resolution, policies and procedures regarding the acquisition, maintenance and disposition of works of art by the City.
- c. Perform the functions related to the funding of works of art in public places that are prescribed in Chapter [18.07 HCC](#).
- d. Advise the City in its administration of the public arts fund established by HCC [18.07.090](#).
- e. Further the development and public awareness of the arts in the City. [Ord. 10-55(A) § 1, 2011. Code 1981 § 1.70.040].

**The Homer City Code is current through Ordinance 16-03,
passed January 25, 2015.**

Disclaimer: The City Clerk's Office has the official version of the Homer City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Chapter 2.68 PARKS AND RECREATION ADVISORY COMMISSION

Sections:

- [2.68.010](#) Created – Membership.
- [2.68.020](#) Terms of members.
- [2.68.030](#) Proceedings of Commission.
- [2.68.040](#) Duties and responsibilities of Commission.

2.68.010 Created – Membership.

- a. There is created the City of Homer Parks and Recreation Advisory Commission, hereinafter referred to as the Commission. Such Commission will be made up of seven members, who shall be appointed by the Mayor and confirmed by the City Council. Up to three members of the Commission may be residents from outside the City, but preference shall be given to City resident applicants.
- b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be elected from and by the appointive members.
- c. The Mayor, the City Manager, and one Homer area high school student selected by his or her student body shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend and participate in all meetings as consultants, but shall have no vote. [Ord. [99-4](#), 1999; Ord. [90-20](#) § 1, 1990; Ord. [83-21](#) § 1, 1983; Ord. [81-21](#) § 1, 1981; Ord. [81-17](#) § 1, 1981. Code 1967 § 5-700A.1; Code 1981 § 1.74.010].

2.68.020 Terms of members.

- a. Voting members of the Commission shall be appointed for three-year terms.
- b. The member serving from Homer High School class shall be appointed to a one-year term.
- c. Any Commissioner who shall have two successive unexcused absences shall be subject to removal from the Commission by a majority vote of the members present. [Ord. [83-21](#) § 2, 1983; Ord. [81-21](#) §§ 2, 3, 1981; Ord. [81-17](#) § 2, 1981. Code 1967 § 5-700A.2; Code 1981 § 1.74.020].

2.68.030 Proceedings of Commission.

The Commission shall meet regularly once a month in the months of February through June and August through November, and at the call of the Chairperson or a majority of the Commission. Permanent records or minutes shall be kept of the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the City Clerk, and shall be a public record open to inspection by any person. Every decision or finding shall be directed to the City Council at the earliest possible date. [Ord. [14-24](#) § 1, 2014; Ord. [11-29\(A\)](#) § 1, 2011; Ord. [09-32](#), 2009; Ord. [89-21\(A\)](#) § 2, 1989; Ord. [85-2](#) § 1, 1985; Ord. [81-17](#) § 3, 1981. Code 1981 § 1.74.030].

2.68.040 Duties and responsibilities of Commission.

- a. It shall be the duty of the Commission to act in an advisory capacity to the City Manager and the City Council on the problems and development of parks and recreation facilities and public beaches within the service area. Considerations of the Commission may include existing facilities, possible future development and recommendations on land use.
- b. Any recommendation the Commission may have regarding park and recreation facilities and public beaches is to be directed to the City Council through the City Manager or the recommendations of the Commission concerning policy issues shall be sent directly to the Council upon request of the Commission.

c. The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

d. The Commission may solicit donations of money and property for the benefit of parks and recreation facilities in the City. Any money donations shall be deposited to the City treasury in a reserve fund designated for parks and recreation facility use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public parks and recreation purposes as the Council may direct. The Commission may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council.

e. The City Council may at a future date expand or withdraw duties and responsibilities of the Commission. [Ord. [11-24](#) § 1, 2011; Ord. [07-01\(A\)](#) § 1, 2007; Ord. [89-21\(A\)](#) § 2, 1989; Ord. [85-2](#) § 2, 1985; Ord. [81-17](#) § 4, 1981. Code 1981 § 1.74.040].

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**PARKS AND RECREATION ADVISORY COMMISSION
BYLAWS**

The Homer Parks and Recreation Advisory Commission is established with those powers and duties as set forth in Title 1, Section 74, of the Homer Municipal Code.

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

The Commission's jurisdiction is limited to the area within the City Boundaries except for those extra territorial interests, such as trails and city properties, subject to city jurisdiction.

The Homer Parks and Recreation Advisory Commission consist of seven members; up to three members may be residents from outside the city limits, preference shall be given to City resident applicants.

Members will be appointed by the Mayor for three-year terms (except to complete terms) subject to confirmation by the City Council.

One Homer area High School student selected by his or her student body shall serve as a consulting member of the Commission in addition to the seven appointed members, and may attend and participate in all meetings as a consultant, but shall have no vote. (Ord. 99-04, 1999)

There will be regular monthly meetings January through November of the Commission and permanent records or minutes shall be kept of the proceedings. The minutes will record the vote of each member upon every question. Every decision shall be filed in the office of the City Clerk and shall be public record open to inspection.

HISTORY

The By-laws were passed by the Parks and Recreation Commission on October 20, 1983 by the Homer City Council on February 13, 1984, and shall be in effect and govern the procedures of the Commission.

The duties and responsibilities of the Commission are:

- A. Act in advisory capacity to the City Manager and the City Council on the problems and development of park and recreation facilities and public beaches in the city. Consideration may include existing facilities, possible future developments and recommendations on land use.
- B. Consider any specific proposal, problem or project as directed by the City Council.

BY-LAWS

- A. To abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer Municipal Code;
- B. To abide by Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer Municipal Code.
- C. **REGULAR MEETINGS:**
 - 1. February through June and August through November on the third Thursday of the month, at 5:30 p.m. No meetings will be scheduled during the months of January, July and December unless a Special meeting is required in accordance to the bylaws.
 - 2. Items will be added to the agenda upon request of staff, the Commission or a Commissioner. Agenda deadline is the Wednesday of the week preceding the meeting date at 5:00 p.m.
 - 3. Removing items from the published agenda will be by consensus of the Commission. No items may be added.
 - 4. Commissioners will give staff or Chair a minimum of a two week notice or as soon as possible regarding their potential absence from a meeting.

D. COMMITTEES

1. The commission shall submit a request for approval to City Council to form special committees. Committee membership shall include at least two Commissioners. The commission will submit in memorandum form to council the reason for establishing a committee, the task(s) assigned to the committee and the expected term for the committee plus a list of persons to be appointed to the committee such as Council members, department personnel, or number of public in specific sectors or with special experience preferred.
2. One committee member shall be appointed as Chair and work with the City Clerk's Office to create the agenda and schedule meetings so they may be advertised in accordance with Alaska State Law and Homer City Code.
3. One committee member shall be appointed and responsible for furnishing summary notes of all Committee meetings to the City Clerk.
4. Committees shall meet in accordance with Commission bylaws and Robert's Rules.
5. Committees will make a progress report at all commission meetings.
6. No committee shall have other than advisory powers.
7. Per Robert's Rules and the resolution creating the committee as established by City Council upon giving final report the committee is disbanded.
8. All meetings are to be conducted in City Hall where they may be recorded.

E. COMMISSION MEETING PUBLIC COMMENT/TESTIMONY AND AUDIENCE COMMENT TIME LIMITS

1. The meeting Chair shall note for the audience's benefit that there is a three minute time limit each time there is a place in the agenda for public comment/testimony or audience comments.
2. Any individual wishing to address the Commission shall adhere to a three minute time limit. It is the responsibility of the Chair to announce under Public Comments, Public testimony on public hearing items and Audience Comments that there is a 3 minute time limit.
3. Time limits may be adjusted by the 2 minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

F. SPECIAL MEETINGS:

1. Called by Chair or majority of the Commission only when required to complete time sensitive business of the commission, at the request of City Administration or City Council.

G. DUTIES AND POWERS OF THE OFFICERS:

1. A Chair and Vice-Chair shall be selected annually (November meeting) by the appointive members.
2. The Chair shall preside at all meetings of the Commission, call special meetings in accordance with the by-laws, sign documents of the Commission, see that all actions and notices are properly taken, and summarize the findings of the Commission for the official record.
3. The Vice-Chair shall perform all duties and be subject to all responsibilities of the Chair in his/her absence, disability or disqualification of office.
4. The Vice-Chair will succeed the Chair if he/she vacates the office before the term is completed, to complete the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.

H. MOTIONS TO RECONSIDER:

1. Notice of reconsideration shall be given to the Chair or Vice-Chair, if the Chair is unavailable, within forty-eight hours from the time the original action was taken.
2. A member of Commission who voted on the prevailing side on any issue may move to reconsider the Commission's action at the same meeting or at the next regular meeting of the body provided the above 48-hour notice has been given.
3. Consideration is only for the original motion to which it applies.

I. CONFLICT OF INTEREST:

1. A member or the Commission shall disqualify himself/herself from participating in any official action in which he/she has a substantial financial interest.
2. Should the Commission member not move to disqualify himself/herself after it has been established that he/she has a substantial financial interest, the Commission may move to disqualify that member by a majority vote of the body.

J. QUORUM; VOTING:

1. Four Commission members shall constitute a quorum.
2. Four affirmative votes are required for the passage of a resolution or motion.
3. Voting will be by verbal vote, the order to be rotated. The final vote on each resolution or motion is a recorded roll call vote.
4. The City Manager, Mayor and High School student shall serve as consulting members of the Commission but shall have no vote.

K. CONSENSUS:

1. The Commission may, from time to time, express its opinion or preference concerning a subject brought before it for consideration. Said statement, representing the will of the body and meeting of the minds of the members, may be given by the presiding officer as the consensus of the body as to that subject without taking a motion and roll call vote.

L. ABSTENTIONS:

1. All Commission members present shall vote unless the Commission, for special reasons, permits a member to abstain.
2. A motion to excuse a member from voting shall be made prior to the call for the question to be voted upon.
3. A member of the Commission requesting to be excused from voting may make a brief, oral statement of the reasons for the request and the question of granting permission to abstain shall be taken without further debate.
4. A member may not be permitted to abstain except upon the unanimous consensus of members present.
5. A member may not explain a vote, may not discuss the question while the roll call vote is being taken and may not change his/her vote thereafter.

M. VACANCIES:

1. A Commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission.
2. The Commission shall declare a vacancy when the person appointed:
 - A. fails to qualify to take office within 30 days after his/her appointment;
 - B. resigns and the resignation is accepted;
 - C. is physically or mentally unable to perform the duties of his/her office;
 - D. misses three consecutive regular meetings unless excused; or
 - E. is convicted of a felony or of an offense involving a violation of his/her oath of office.

N. GENERAL ORDER OF BUSINESS:

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA.
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.

7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or OLD BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____

note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

O. PROCEDURE FOR CONSIDERATION OF AGENDA ITEMS:

The following procedure will normally be observed pursuant to Robert's Rules:

1. A motion is made to discuss the item OR to approve the staff recommendation. The item may then be discussed, amended or voted on.
2. If there are questions of staff or an appropriate audience member, a Commissioner may request permission from the Chair to ask the question. The Chair, upon with consensus approval, may grant the request.

P. BYLAWS AMENDED:

The bylaws may be amended at any meeting of the Commission by a majority plus one vote of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next commission meeting.

Q. TELECONFERENCE:

Teleconference meetings.

1. The preferred procedure for Commission meeting is that all members be physically present at the designated time and location within the City for the meeting. However, physical presence may be waived by the Chair or Commission and a member may participate in a meeting by Teleconference when it is not essential to the effective participation or the conduct of business at the meeting.
 - A. A Commission member participating by teleconference shall be deemed to be present at the meeting for all purposes. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.
2. Teleconference procedures.
 - A. A Commission member who cannot be physically present for a regularly scheduled meeting shall notify the recording clerk at least five days prior to the scheduled time for the meeting of his/her intent to appear by telephonic means of communication.
 - B. The recording clerk shall notify the Commission members three days prior to the scheduled time for the Commission meeting of Commission members intending to appear by teleconference.
 - C. The means used to facilitate a teleconference meeting of the Commission must enable each Commission member appearing telephonically to clearly hear all other Commission members and members of the public attending the meeting as well as be clearly heard by all other Commission members and members of the public.

D. The recording clerk shall note in the attendance record all Commission members appearing telephonically.

LEGISLATIVE HISTORY

Amendment to the first paragraph was passed by the Commission on April 19, 1990 and passed by Homer City Council on May 14, 1990 via Resolution 90-34.

New section M, Alternate Voting Members was passed by Homer City Council on June 8, 1998 via Resolution 98-41.

Amendment to include Teleconference Procedures was approved by the Commission on February 15, 2001 and adopted by the City Council on February 26, 2001 via Resolution 01-09. This amendment changed the edition of Robert's Rules of Order from seventh to current and added new sections N. and O.

Amendment to the meeting time was passed by Homer City Council on February 14, 2005 via Resolution 05-17.

Amendment Revising the Agenda Layout and Content, Regular meeting procedures, Special Meeting procedures; adding Commission Meeting Public Comment/Testimony and Audience Comment Time limits, Public Beaches, Procedure for Consideration of Agenda Items; Removing Alternative Voting Members was passed by Homer City Council via Resolution 07-22(A).

Amendment Revising the Frequency of Meetings and Attendance Requirements was passed by Homer City Council via Resolution 09-79

Revising the meeting time from 6:30 p.m. to 5:30 p.m. was passed by Homer City Council on December 13, 2010 via Resolution 10-96.

Establish Monthly Meetings with the Exception of December was passed by Homer City Council on July 25, 2011 via Resolution 11-076.

Amending the monthly meetings to February through June, August through November no meetings will be scheduled during the months of January, July and December unless a Special Meeting is required in accordance with the Bylaws. Establish committees only with the approval of City Council and by Resolution was passed by Homer City Council on June 9, 2014 via Resolution 14-056

