

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS**
 - A. Karin Marks, Chair, Economic Development Advisory Commission
- 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 Special Meeting on September 7, 2017 **PAGE 3**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
 - A. Community Recreation Report – Mike Illg
 - B. Parks Management Report – Angie Otteson
 - C. Julie Engebretsen, Deputy City Planner **PAGE 7**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Jack Gist Park – Land Purchase for Expansion **PAGE 9**
 - B. Main Street Sidewalk Project – Priorities and Funding **PAGE 11**
 - C. Karen Hornaday Park Trail Grand Opening – Finalizing Preparations and Schedule **PAGE 15**
- 10. NEW BUSINESS**
 - A. Elections – Chair and Vice Chair **PAGE 17**
 - B. Scheduling a Fall Park Walk Through **PAGE 19**
- 9. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar 2017 **PAGE 21**
 - B. Commissioner Attendance at City Council Meetings 2017 **PAGE 23**
 - C. Strategic Plan 2017 **PAGE 25**
 - D. Memorandum to Port & Harbor Advisory Commission Re: RV's as Dwellings on the Spit **PAGE 27**
- 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, OCTOBER 19, 2017** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 17-07 Special Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on September 7, 2017 at 4:35 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS FAIR, LOWNEY, STEFFY, ARCHIBALD, SHARP, HARRALD

ABSENT: COMMISSIONER ASHMUN, ROEDL, SALZMANN (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGEBRETSEN
DEPUTY CITY CLERK KRAUSE

Commissioner Hart tendered her resignation citing upcoming extended absences from the area and state.

APPROVAL OF THE AGENDA

Chair Steffy called for a motion to approve the agenda.

LOWNEY/ARCHIBALD – SO MOVED.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

VISITORS

RECONSIDERATION

APPROVAL OF THE MINUTES

A. Minutes for the Regular Meeting August 17, 2017

Chair Steffy requested a motion to approve the minutes.

LOWNEY/HARRALD – MOVED TO APPROVE THE MINUTES FOR AUGUST 17, 2017.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Deputy City Planner Engebretsen provided the following information to the Commission:

- There has been conversations on the camp fees and she will be bring some information forward for the next meeting
- Noted the resignation of Commissioner Hart

There was a brief discussion on the requirements for the filling of the vacancy and the commissioners felt that there were plenty of art related experience within the current make-up of the commission with Commissioner Lowney, Fair and Sharp.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Planning and Recommendation of Expenditure of Funds for the Grand Opening of the Karen Hornaday Park Trail

Chair Steffy summarized the memorandum and requested a motion to approve the expenditure of funds.

LOWNEY/HARRALD - MOVED TO EXPEND FUNDS TO CELEBRATE THE COMPLETION OF THE TRAIL.

Discussion ensued on the balance of commission funds and agreement to purchase supplies and food for a minimum of 100 people. Further discussion was made on providing drinks in the form of bottled water versus a cooler of orange drink and water from McDonald's. It was determined that the commission would prefer the McDonald's drink option and using environmentally friendly cups. It was determined that the commission could purchase the following:

Condiment 3 pack with 1 extra ketchup

Charcoal using the grills at the new pavilion – Commissioner Sharp volunteered to be Grill Master

Plates, napkins, cups

Chips – individual bags

Hotdogs

Buns

Commissioner Lowney expressed concerns on having enough food since there is a lot of information and talk about this event. The newspaper is writing another article since the first graders planted trees.

Further discussion on making a bread order and if they need to purchase additional food, providing potato salad or additional food and that people are just grazing not planning a meal since the time is set for 2:00 p.m. Reservation of the pavilion should be arranged with Angie Otteson. Additionally the following:

- Invitation to City Council members
- Chamber to allow them use of the scissors
- Purchase/use of surveyors tape for the ribbon cutting ceremony
- Advertise on the community calendars in the papers
- Commissioner Harrald will see if they can schedule to be on Coffee Talk and if KBBI would be interested in doing a story
- Naming process is a separate and should stick with Karen Hornaday Park Trail with consideration of including a mention of the Woodard Creek Nature Trail
- Commissioner Fair will contact the Homer Tribune

- Flyer will be created using pictures submitted by Commissioner Archibald to Ms. Carroll
- Ms. Carroll can get the information up on the city website
- Commissioner Lowney will post the flyer on social media and around town at various locations
- Commissioner Lowney and Harrald will do the shopping together
 - o Commissioner Harrald will order a sheet cake, Commissioner Lowney & Archibald will determine the design for the cake

Commissioner Fair then inquired about the sequence of events and who will speak at the event.

Discussion on Commissioner Lowney and Archibald sharing the role of speaker, since Chair Steffy will not be able to attend the event and will be out of town that weekend. The following after much discussion was decided as a program of events:

- Meeting at the Pavilion at 2:00 p.m. then progressing at 2:15 p.m. to Ribbon Cutting
- Ribbon Cutting at 2:30 p.m.
- Walking along the Fairview portion of the trail up through the lower field to the pavilion
 - o Groups can choose to walk the Woodard Creek portion
- Invitation to City Council and Candidates for Council
 - o Commissioner Lowney and Archibald will work on sending invitations via email to various groups and participants who volunteered

Thank yous can be extended during or after the event.

Deputy City Clerk Krause clarified that the event will start at the new pavilion then proceed to the beginning to the trail along Fairview then back for food.

A brief discussion ensued on the quality of hotdog bun and hotdog, the design for the cake, ordering the food prior to the event.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Commission Annual Calendar 2017
- B. Commissioner Attendance at City Council Meetings 2017

Commissioner Lowney verified that Commissioner Harrald would be attending the Council meeting on Monday, September 11, 2017. Commissioner Harrald will have copies of the flyer to distribute.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Staff had no comments.

COMMENTS OF THE COMMISSION

Commissioners had no comments.

ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 5:21 p.m. The next regular meeting is **SCHEDULED FOR THURSDAY, SEPTEMBER 21, 2017** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved:_____

-----Original Message-----

From: Leigh Guest [<mailto:leighguestmusic@gmail.com>]

Sent: Thursday, August 31, 2017 3:40 PM

To: Department Clerk <clerk@ci.homer.ak.us>

Subject: Attn: parks and recreation commission

To whom it may concern on the Parks and Recreation Commission, My name is Leigh Guest and this is my second summer living and working in Homer. Last summer I camped at Karen Hornaday campground from May until August and absolutely loved the privateness of the campground, the facilities and also the opportunity to save a little money living in a tent. This summer I got back up in July and went back to Karen Hornaday to set up my camp to live on the cheap while I worked at a couple different restaurants in town. I continued to pay the \$63 weekly rate that I was charged last summer thinking that you all still honored the rate for long term campers who are working in the area. I was recently told that the rate was not accepted anymore and that I was expected to pay \$13 a day, the equivalent of almost \$400 a month. I just wanted to express my concerns at the price increase. I noticed there was very few campers this year, where as last year the campground was almost always full and many of the campers were long-term like me. I also noticed that the campgrounds on the spit had very few campers this year and that there are very few "spit rats". When the representative from the city of Homer told me that I had to start paying \$13 a day to be at the campground I packed at my camp and decided that I would be better off finishing off the season sleeping in my car. I understand this might sound silly to someone with a roof over their head, but the going rate for a dry cabin in town is almost the same as what a camper is expected to pay. This is, in my opinion, ridiculous. Especially considering that when you live in a tent you also have to spend \$6.50 a day to shower at the washboard and without a refrigerator your food cost go up exponentially. Most of the people who live long term in tents in Homer are people who are working in the fishing industry or hospitality industry in Homer and with so many jobs in a seasonal town these positions are very important to fill. It's important for there to be reasonably priced places for summertime workers to camp during the busy season.

I just wanted to voice my opinion because I know that city Council will be discussing camping prices again this year and I imagine I speak for many others when I say that not having a weekly rate for long term campers does not raise more money for the city of Homer it actually raises less. Having less campers means less money. I know I would have finished out the season at Hornaday if there had been a rate that was appropriate for long term campers. Thank you very much for taking the time to read my email and please feel free to contact me with any questions or concerns.

Sincerely,

Leigh Guest

leighguestmusic@gmail.com

(512) 774-9085

Sent from my iPhone



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: September 14, 2017
Subject: Jack Gist Park

(Don't forget Commissioners were going to visit the park on their own time to prepare for this meeting)

This staff report includes a draft memo from the Commission to the City Council concerning the purchase of Lot 3, adjacent to the existing park. This property is 2.33 acres, on the northeast boundary of the park. It is not particularly level or conducive to a soccer field, but could be used for disc golf or other activities that don't need a large flat field. At the August 17th PARCAC meeting the Commission reviewed Council's request and discussed the land acquisition. Staff has drafted a response to Council based on your conversation.

Requested action: Forward the memo to City Council.

Draft memo:

Council requested PARCAC review the acquisition of Lot 3, adjacent to Jack Gist Park. The Commission discussed the purchase in light of Council's questions at the August 17th meeting. The Commission's conclusions were:

1. The land purchase should only occur if the City can buy it at fair market or assessed value. It is not a usable enough piece of land for recreation to justify a high price tag.
2. Jack Gist Park does need additional park land.
3. The land could be used to relocate the disc golf facility.
4. Land acquisition would help avoid future conflicts with neighbors.
5. The Commission would like more greenspace.
6. The Commission recognizes the need for a long term Jack Gist Park Plan.

In conclusion, the Commission recommends acquiring the land, but that it is not a high priority.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: September 12, 2017
Subject: Main Street Sidewalks/Sidewalk project prioritization

At the last meeting, PARCAC reviewed the memo sent by Council about Main Street Sidewalks. There were four main topics the Council requested PARCAC to address. The Commission decided to tackle one topic at a time. The topics are complicated and this task will take several months.

Staff recommends talking through these ideas. At the next meeting, we can score a few projects and see how the criteria really works out.

September topic: Sidewalk prioritization. What is the mechanism for prioritizing one area over another?

The HART Policy Manual already requires:

1. The project must be mapped as either sidewalks, paved shoulders or separated pathways in the HNMTTP.
2. OR the project must directly serve the special populations discussed in sections 3.1 and 3.2 of the HNMTTP.Special populations include schoolchildren, seniors, and disabled citizens.

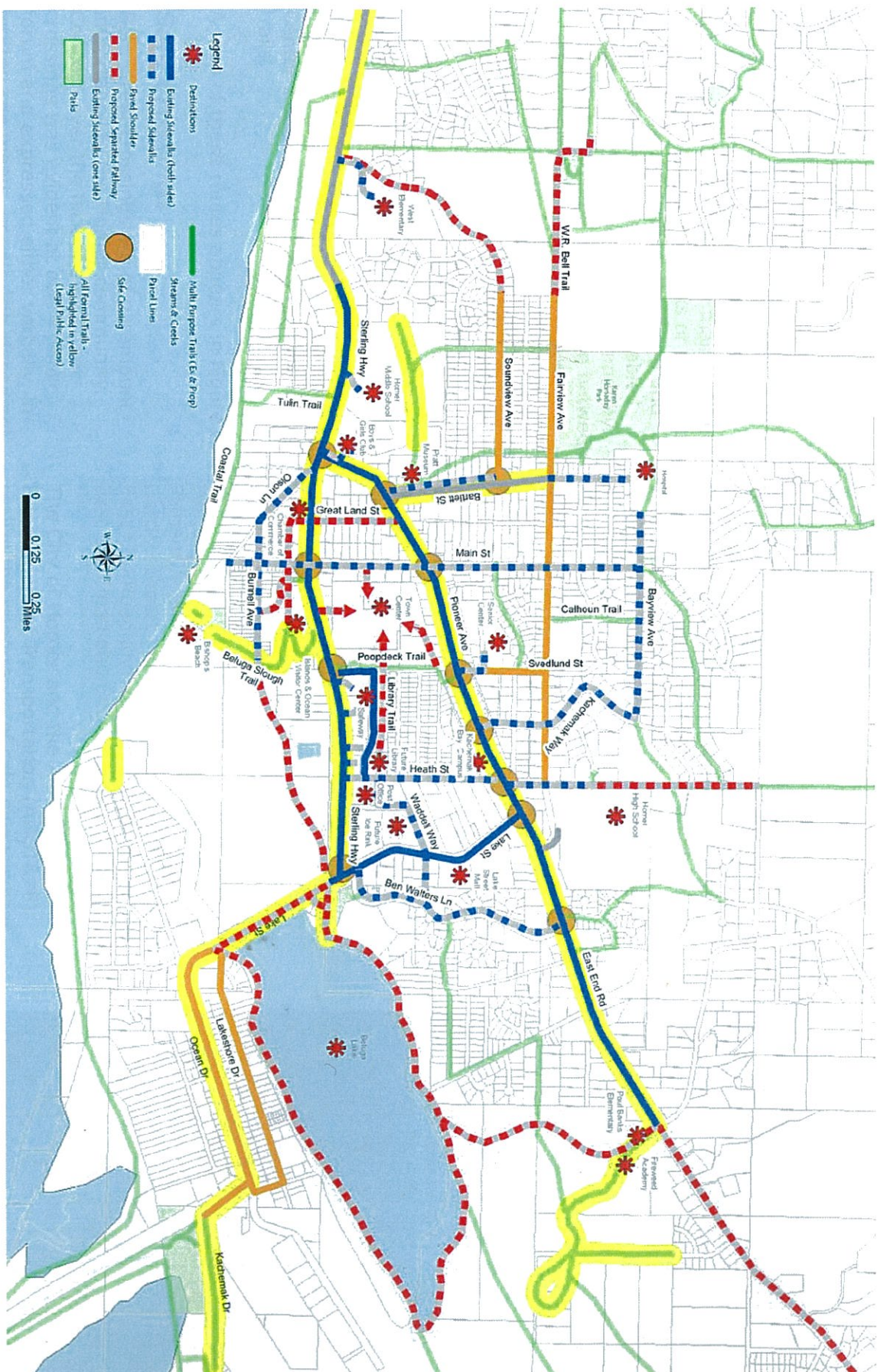
Maybe the project should do both 1 & 2? For example, Greatland is a mapped route, but arguably it is not used by kids and seniors as much as say a Soundview sidewalk or Kachemak Way sidewalk would be.

Other ideas:

3. How busy the street is (i.e. traffic counts)?
4. Any accidents/police reported traffic violations, injuries, etc.
5. How many people walk the street already – i.e. is it a well-established, highly used walking route? (Would need to measure this somehow, number of walkers at noon on a nice day?)

What are some other criteria the Commission would like to talk about? Ideas?

Figure A: Sidewalks, Walkways and Safe Crossings





Join us for the
***GRAND OPENING CELEBRATION
& Ribbon Cutting Ceremony***

THE KAREN HORNADAY PARK TRAIL

including the portion known as the Woodard Creek Nature Trail

DATE: SUNDAY, SEPTEMBER 24, 2017
TIME: 2:00 P.M.
LOCATION: NEW PAVILION NEAR THE PLAYGROUND
AT KAREN HORNADAY PARK ON FAIRVIEW AVENUE, HOMER

Come celebrate the newly completed Woodard Creek Nature Trail and take a brief tour of the part of the Karen Hornaday Park Trail along Fairview Avenue. Afterwards join us under the Pavilion near the playground to enjoy grilled hot dogs, chips and cake provided by the City of Homer Parks, Art, Recreation & Culture Advisory Commission to celebrate the hard work, time and efforts of so many volunteers to get this project completed!

FOR MORE INFORMATION: Check out the City of Homer Website at cityofhomer-ak.gov or call 235-8121



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Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: SEPTEMBER 14, 2017
SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

It is Election Time! Annually the Commission elects the Chair and Vice Chair for the body.

Typically the Chair will conduct the election for the Vice Chair then will turn the gavel over to the Vice Chair and the Vice Chair will then conduct the election for Chair.

Process is simple:

1. Chair opens the floor for nominations from the body.
2. Chair closes the nominations and calls for a vote of all those nominated.
3. if there is only one person nominated then the Chair can inquire if that person accepts the nomination and if accepted that commissioner takes on the role and duties of Vice Chair.
4. The current Chair turns the “gavel” over to the Vice Chair and the Vice Chair opens the floor for nominations of Chair.
5. The Vice Chair closes the nominations and calls for a vote. The same process is followed for the role of Chair.

If only one commissioner has been nominated they are asked if they accept the office of Chair. Upon acceptance the gavel is turned back over to the Chair.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: September 14, 2017
Subject: Fall Park Walkthrough

Each spring and fall the Commission conducts a 'park walkthrough.' It gives Commissioners an opportunity to become more familiar with city parks, campgrounds and trails. It can help identify issues within the parks, or draw attention to a project the Commission may want to promote through the CIP or annual budget process...or volunteer work! You can see a list of all the park and trail facilities on the City's website <https://www.cityofhomer-ak.gov/recreation> under Parks & Facilities.

I recommend the Commission pick a few parks, and walk through on your own. With travel and work schedules, it has been difficult to find time for more than two or three commissioners to participate at the same time. I'm not sure it is worth advertising and staff time to attend with low Commissioner participation; but it is an option. At the following meeting, Commissioners can comment on the park conditions.

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

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
FEBRUARY 2017	STRATEGIC PLAN RE-WRITE LETTER TO THE EDITOR
MARCH 2017	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS COMPLETE STRATEGIC PLAN RE-WRITE 2017 BUDGET REVIEW (Postponed until June) HART PROGRAM UPDATES
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 21, 2017	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
OCTOBER 19, 2017	REVIEW AND APPROVE THE 2017 MEETING SCHEDULE LETTER TO THE EDITOR
NOVEMBER 16, 2017	BUDGET UPDATE MOU REVIEW & RECOMMENDATIONS
DECEMBER 2017 JANUARY 2018	NO MEETING SCHEDULED 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)

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

Odd Years: HNMTTP, Karen Hornaday Park Plan, 3 year budget trends & progress toward financial goals (April/May)

2017 HOMER CITY COUNCIL MEETINGS
PARKS ART RECREATION AND CULTURE 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 2017 is as follows:

January 9, 23 2017	XXXXXX	XXXXXX
February 13, 27 2017	XXXXXX	Sharp
March 13, 28 2017	Steffy	Lowney
April 10, 24 2017	Archibald	Ashmun
May 8, 30 (Tues) 2017	Harrauld	Sharp
June 12, 26 2017		
July 24 2017	No Commission Meeting this month	
August 14, 28 2017		Sharp
September 11, 25 2017	Harrauld	Lowney
October 9, 23 2017		
November 27 2017		
December 11, 2017	No Commission Meeting this month	

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.

Additionally it was agreed to report quarterly on any art related activities, projects, etc. to Council

PARK, ART, RECREATION AND CULTURE ADVISORY COMMISSION
STRATEGIC PLAN 2017 (September 2017)

MISSION STATEMENT

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on behalf of the residents and users of the City of Homer. The Commission serves to address the maintenance, development, and support of parks and recreation facilities, as well as the recreation, artistic, and cultural programs of the Homer community.

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
- Increase Community Rec staffing by .5 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
- Oversee execution of Public Arts Projects, RFPs, and selections committees
- Continue uniform sign installation at all city parks, trails and campgrounds
- Encourage programing for seniors, therapeutic and adaptive users *(CR is open to any/all classes the Community wishes to offer.)*
- Encourage ADA compliance and accessibility for parks and recreation programs
- Keep HERC available for education and recreation

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

1-2 Year Projects

- Create a criteria for sidewalk projects, how to prioritize them, and a list of the top 5 projects.
- Diamond Creek Recreational Improvement Plan –
 - o Next Steps, Trails improvements, Trail head parking lot, consider building a summer trail. Work with other user groups to accomplish next steps.

- 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. Restroom remodel/replacement needs to be planned for.
- Increase the city budget for parks and recreation. Increase reserve savings and add 0.5 FTE. (budget request, annually)
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path. Lobby to have the extension of the bike path placed on the STIP list.
- Continue to use the HERC building for Community Recreation as long as possible.
- Complete park user agreements with user groups (staff)
- Investigate Endowment funding
- Increase PARCAC budget by \$500 a year for public arts duties (\$1500 total Commission budget) (2018 request)
- Investigate requiring parks within new subdivisions (staff to provide info)
- Organize parking at Coal Point Park in conjunction with leases
- Install beach signage (Mariner Park is next)
- Increase public access to public art
- Make the sister city art collection more visible to the public (*working with Pratt*)
- Work with DOT to install directional signage to Reber Trail on West Hill Road
- Install Reber Trail directional signage on Fairview Ave so its easier to find
- Develop a plan to promote parks, public art and trails (Parks day and Trails Symposium)

3+ Year Projects

- Advocate for a Parks and Recreation Department, and funding a department
- Support efforts for a multi-use recreational facility
- Mariner Park Site Improvements – Level parking area, delineation of day use area and camping area, define and improve campsites, increase number of spaces and revenues
- Keep greenspace on the Spit
- Make an annual report to City Council about public art

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



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Memorandum

TO: Port and Harbor Advisory Planning Commission
THROUGH: Rick Abboud, City Planner
FROM: Julie Engebretsen, Deputy City Planner
DATE: August 17, 2017
SUBJECT: RV's as dwellings on the Spit

Introduction

The Homer Advisory Planning Commission discussed allowing RV's as dwelling units at their August 16th meeting, and came to the following consensus:

1. RV's used as dwellings should be allowed on a permanent basis. There is no seasonal time limit. RV's do not have to move at any time.
2. Only 1 RV is allowed per lot.
3. City water and wastewater hook ups are not required, but should be allowed.
4. RV's should be parked safely.

Rough draft code language:

21.54.3xx Standards for recreational vehicles in MC and MI zoning districts.

Outside of recreational vehicle parks, the use of recreational vehicles in the MC and MI zoning districts shall conform to the following standards, except to the extent otherwise specified in the regulations applicable in the zoning district:

- a. As an accessory to a permitted structure a lot, one recreational vehicle per lot may be used for living purposes to accommodate persons while employed on site. A recreational vehicle used for such purposes must be a self-contained recreational vehicle and must have a receptacle approved by law for collection of liquid and semi-solid wastes. Direct hook-up to municipal water and sewer is allowed with Public Works approval. If the unit is not hooked up to City water and sewer, the business owner shall provide the Planning Department with a plan of how solid waste and greywater will be handled.
- b. While the recreational vehicle being used to accommodate employees is parked on the property, it must be parked in a manner that will not create a dangerous or unsafe condition on the lot or adjacent properties. Parking in such fashion that the recreational vehicle may tip or roll constitutes a dangerous and unsafe condition. A parked recreational vehicle used to accommodate employees must be in a condition for the safe and effective performance of its intended function as an operable motor vehicle.

- c. Use of a recreational vehicle to accommodate employees as allowed in subsection (a) is allowed without a time limit.
- d. Such use to accommodate employees must be approved by the property owner, and in the case of property under lease, by both the lessee and the property owner.

The Commission also suggested some sort of annual permit review, to verify people living in the RV are employees. Planning staff is not sure how to best accommodate this idea.

Staff Recommendation

Discuss the recommendations of the Planning Commission and provide any comments. The next step is for staff to work with the attorney to create a draft ordinance, and for the Planning Commission to hold a public hearing.

Attachments

Minutes excerpt of August 16, 2017

Session 17-11, a Regular Meeting of the Homer Advisory Planning Commission was called to order by Chair Don Stead at 6:30 p.m. on August 16, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS BOS, STEAD, BENTZ, HIGHLAND AND VENUTI

ABSENT: COMMISSIONER BANKS

STAFF: CITY PLANNER ABBOD
DEPUTY CITY CLERK KRAUSE

APPROVAL OF AGENDA

Chair Stead called for a motion to approve the agenda.

HIGHLAND/BENTZ – SO MOVED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT

Catherine Ulmer, resident, a member of the Port and Harbor Advisory Commission, commented on the work that that commission has been doing to clean up the spit and as such they have been putting requirements into the leases, they govern the hours that businesses are open so that no one is out on the Spit late at night. There are rules about motorhomes on the spit and they do not want motorhomes used as caretaker residences. She did not support using motorhomes as caretaker residences on the spit. Ms. Ulmer recommended using the RV parks that is already established. She suggested instituting charging rates for those that want to be there beyond the regular season, suggesting \$75-\$100 per night, saying she would prefer seeing a connex attached to the building. Ms. Ulmer requested the support of the Planning Commission in maintaining the Port & Harbor's goals.

Ms. Ulmer affirmed for Commissioner Highland that she is representing the Port & Harbor Commission and the people who live in Homer.

Marcia Pierce, resident of Soldotna, owner of Sportsman Supply, has had her motor home next to the business on the spit for 18 years. Nothing bad about it very clean, she stated she maintains a home in Soldotna and she noted they reside in the motorhome from February to September every year. Ms. Pierce stated that she has her office in her motorhome and everything else she requires to run the business. The previous comment regarding one



motorhome on the spit is incorrect, Ms. Pierce noted that there are about 10 sites that had motorhomes on the spit. She did have a RV Park but this year it was taken away from her because she did not have 40,000 square feet. Ms. Pierce stated that her motorhome is fully functional and can be moved in case of fire or other hazard. She noted that it would okay to build a home down there but not a motorhome. She has had her motorhome there for 18 years and just renewed her lease for 20 years and would like to keep it there for her use.

RECONSIDERATION

ADOPTION OF CONSENT AGENDA

A. Approval of minutes of August 2, 2017 regular meeting

Chair Stead requested a motion to approve the consent agenda.

BOS/BENTZ – SO MOVED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PRESENTATIONS

REPORTS

A. Staff Report PL 17-73 City Planner's Report

City Planner Abboud apologized for the confusion regarding the report in the packet and the correct one has been provided as a laydown. He reviewed his report and noted that the Council discussed budget priorities at the council meeting on Monday, August 14, 2017 he provided a memo on Cold Weather shelters which is included in the packet.

- extended invitation to the Commissioners to attend the FEMA Resilience meeting regarding natural hazards and mitigation of infrastructure is scheduled on August 24, 2017 in Council Chambers , 9:00-Noon

- Planning staff attended a Smart Growth seminar held by the Kachemak Bay Realtors spoke on funding available for small projects such as parks and gathering places and use of drones

- Requested volunteers to attend the Council meetings on September 11th, there was none forthcoming.

Commissioner Bentz requested the dates of the Council meeting to be noticed when the email stating the packet is ready to pick up would be good then commissioners can check their calendars and be prepared for the meeting.

Commissioner Bos departed the meeting at 8:15 p.m. Chair Stead called for a recess at the request of the commission. The meeting was called back to order at 8:2 p.m.

PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 17-77, Recreational Vehicle (RV) as Employee Dwelling Units

Chair Stead read the title into the record. City Planner Abboud commented on the discussion the commission had during the worksession at the previous meeting and noted the following:

- Current regulations allow RV's up to 90 days, but not allowed to hook up to city water and sewer
- There are a total of 22 lots in Marine Commercial and Marine Industrial
- The language proposed is conceptual the city attorney will draft the actual ordinance
- The Port and Harbor Advisory Commission voted six to one in favor of further exploration of the idea
- Some items to determine or clarify were:
 - o Allowable number of RV's per lot
 - o Allow hook up to city water and sewer
 - o Length of time - Permanent? 4 months? April 1- October 1?
 - o Should the RV be registered? Operable? The only other place that Title 21 addresses registered vehicles is in the definition of junk.

Commissioner Highland noted that a short report of what was discussed at the worksession would have been very helpful in the minutes since she was unable to attend the last meeting. She was unaware how this could be accomplished but it would be a value added to the minutes. She asked if a memo was received from the Port & Harbor Commission.

City Planner Abboud explained that there was a discussion with the Port and Harbor Advisory Commission and they voted six to one in favor of further exploration of the idea and the information in the packet represents what came from the prior meeting and worksession. He further noted that nothing was set in stone and there was still plenty of time to discuss and change things. The questions and concerns were listed and the definition of RV is for temporary use. The Planning Commission would work on it and have Public Hearings and they could adopt the code and see how it goes and make changes as necessary.

Discussion ensued on the concept to allow the RV's to encourage business; the community value; there is an allowance to bring in a structure in the code, differs in residential areas; improvements to lots; the prevalence of RV's currently on the Spit; the cost of an RV which is a self-contained living space; defining it as an accessory dwelling unit would cause conflict within in the city code; keeping it consistent in the code to just allow it for 90 days is really stringent and not necessary; intent or purpose of the need of an RV for an employee, caretaker or business owner; the number in non-compliance is unknown currently; preference not to allow more than one RV per lot whether Marine Industrial or Marine

Commercial; allowing hookup to city water and sewer; imposing a time frame with consideration of the ability to hook up to water and sewer was considered, questions asked of the member in the audience revealed that before city water and sewer was activated they use the city public facilities across the street and then they had their own water and sewer hookup for the season, it was determined that no time frame be implemented; concerns expressed regarding the vehicles being road worthy including road legal; motor homes do not detract from Spit.

Further discussion ensued on sending a memo to the Port and Harbor Commission on the proposed regulations, enforcing the regulations and current staffing will make it very difficult for the Planning department to enforce these new regulations; preference to make an annual inspection and or renewal of a permit and since that would only amount to 22 lots this should not prove to be too onerous on staff; the regulations that require 40,000 sf for a RV park were reviewed briefly and the situation on why the one was not allowed or renewed.

Chair Stead directed the commission back to the item on the agenda.

City Planner Abboud requested clarification on a requirement to hook up to city water and sewer. Commissioner Bentz stated that how it was worded in the packet would suffice and could be included in the annual permit requirement.

City Planner Abboud will bring the Commission's recommendations to the Port and Harbor Advisory Commission for review and comment.

B. Staff Report 17-78, comprehensive Plan Update – Chapter 6 Public Services and Facilities

Chair Stead read the title into the record.

City Planner Abboud commented that they were almost down to the final stretch. He stated that this represents the formatting changes, includes staffing levels desired, equipment priorities, increasing volunteers, providing ample public safety. These are the first two objectives and there are still several more to work on.

Most of the Chapter stayed the same.

Commissioner Highland inquired if it was true on the number reflected in the statement on page 122 under Objective A, Current Status, fifth line, approximately 30 individuals support the department's staff. City Planner Abboud responded that the Chief's reviewed this and provided the information.

Commissioner Highland then questioned, on page 123, Under Near-term Priorities, line 9, in 20XX?

City Planner Abboud will need to research what year that should reflect. He also noted that the Police Department is now at full staffing for officers.

