



**Kenai Planning & Zoning Commission -
Regular Meeting**

September 27, 2023 – 7:00 PM
Kenai City Council Chambers
210 Fidalgo Avenue, Kenai, Alaska
www.kenai.city

****Telephonic/Virtual Info on Page 2****

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. APPROVAL OF MINUTES

1. *Regular Meeting of September 13, 2023

C. SCHEDULED PUBLIC COMMENT *Public comment limited to ten (10) minutes per speaker*

D. UNSCHEDULED PUBLIC COMMENT *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

E. CONSIDERATION OF PLATS

F. PUBLIC HEARINGS

1. **Resolution PZ2023-18** – Granting a Modification to a Condition Listed in Resolution PZ2023-05 for a Conditional Use Permit to Expand the Assisted Living Facility on the Property Located at 701 N. Forest Drive (Parcel ID: 04321030) in the Suburban Residential (RS) Zoning District.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Transfer of Conditional Use Permits (Resolutions PZ12-22, PZ15-24, and PZ2023-05) for an Assisted Living Facility on a Property Described as Tract 36A, Killen Estates 2014 Replat, Located at 701 N. Forest Drive in the Suburban Residential (RS) Zoning District.
2. **Action/Recommendation** – Recommendations to Kenai City Council on Ordinance No. 3373-2023 – Amendment of KMC Section 14.20.330-Standards for Commercial Marijuana Establishments.

I. REPORTS

- [1.](#) City Council
- [2.](#) Kenai Peninsula Borough Planning
3. City Administration

J. ADDITIONAL PUBLIC COMMENT (Public comment limited to five (5) minutes per speaker)

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: October 11, 2023

L. COMMISSION COMMENTS AND QUESTIONS

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

- [1.](#) City of Kenai Commissions, Committees and Council on Aging Review

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/88338294729>

Meeting ID: 883 3829 4729 **Passcode:** 535055

OR Call: (253) 215-8782 or (301) 715-8592

Meeting ID: 883 3829 4729 **Passcode:** 535055

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 13, 2023 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on September 13, 2023, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeff Twait, Chair
Gary Greenberg
Gwen Woodard
Diane Fikes

Joe Halstead, Vice Chair
Jim Glendening
John Coston (*electronic participation*)

A quorum was present.

Absent: None.

Also in attendance were:

Linda Mitchell, Planning Director
James Baisden, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Halstead **MOVED** to approve the agenda and consent agenda with the requested additions. Commissioner Fikes **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Twait opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

There being no objection; **SO ORDERED**.

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. APPROVAL OF MINUTES

1. *Regular Meeting of August 23, 2023

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** - None.

D. **UNSCHEDULED PUBLIC COMMENTS** - None.

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-17** – Recommending Approval for Preliminary Plat – City Park Subdivision 2023 Replat for a Parcel Merger of Tract A, City Park Subdivision No. 2 and Tract A, Park View Subdivision and the Right-of-Way Vacations of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) in the Suburban Residential (RS) and Urban Residential (RU) Zoning Districts.

MOTION:

Commissioner Halstead **MOVED** to approve Resolution PZ2023-17. Commissioner Fikes **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet, noting that the Commission had previously passed Resolution PZ2023-13 recommending approval of the preliminary plat and excluding the vacation of a portion of S. Spruce Street. The City Council postponed their decision on the right-of-way vacation to allow additional time for affected parties to address concerns; a consensus among these parties had been met and a revised preliminary plat submitted for the Commission's consideration. Zoning and uses of surrounding lots were reviewed; staff recommended approval subject to the following conditions:

1. The portion of S. Spruce Street to be vacated lies west of a straight line, starting at the southeast corner of Tract A, City Park Subdivision No. 2 and ending at the southernmost point of the dedicated S. Spruce Street in the Park View Subdivision.
2. Tract 2A will receive the vacation of S. Spruce Street on Government Lot 155.
3. Revised the preliminary plat to include the adjacent parcel located at 420 S. Spruce Street (KPB Parcel No. 04701005) and identified as "Tract 2B" to receive the vacation of S. Spruce Street on Government Lot 157.
4. Include a Certificate of Ownership and Dedication for the parcel located at 420 S. Spruce Street (KPB Parcel No. 04701005).
5. Update the ownership under the Certificate of Ownership and Dedication, Notary's Acknowledgement, and Title Block for Tract A KN79-156.
6. Kenai City Council must consent to the right-of-way (ROW) vacations of Char Circle and a portion of S. Spruce Street are not needed for a public purpose and approve the ROW vacations as delineated on Exhibit A.
7. Execute a 50-foot in width, non-exclusive access and utility easement from Tract 2B to S. Spruce Street.

Chair Twait opened the floor for public comment.

Taylor Evenson spoke in support, noting that the proposal by Director Mitchell is in accordance with what they want to do.

There being no one else wishing to be heard, the public comment period was closed.

Jeff Dolifka responded to questions from the Commission.

VOTE:

YEA: Fikes, Twait, Coston, Halstead, Greenberg, Glendening, Woodard

NAY: None.

MOTION PASSED UNANIMOUSLY.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the August 23, 2023 Regular Meeting – Fikes.

Approved by the consent agenda.

I. REPORTS

1. City Council – Vice Mayor Baisden noted the Bluff Erosion Project signing on September 25th, and reported on the actions of the September 6, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the September 11, 2023 meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - The Clerk’s Office is accepting applications for Student Representatives on boards & commissions.
 - Recruitment for second Planning & Zoning Department administrative assistant is ongoing.
 - Director Mitchell and Commissioner Woodard attending the planning conference in Anchorage next week.
 - Working with consultant Max Best on waterfront rezoning.
 - Will be attending Airport Commission meetings to keep them up to date on Airport lands and leases.
 - Increase in code enforcement complaints of chickens and abandoned vehicles.
 - Suggested reducing the number of regularly scheduled Planning & Zoning Commission meetings to once per month.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: September 27, 2023

Commissioner Halstead noted he would be absent; Commissioner Glendening noted he may participate remotely.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Woodard noted she would be absent for the October 11, 2023 meeting.

Vice Chair Halstead expressed support and appreciation for Director Mitchell’s hard work in the Planning & Zoning Department.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Commission, the meeting was adjourned at 7:53 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of August 23, 2023.

Meghan Thibodeau
Deputy City Clerk

DRAFT



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION PZ2023-18**

A RESOLUTION **GRANTING** A MODIFICATION TO THE CONDITIONAL USE PERMIT FOR AN ASSISTED LIVING FACILITY.

APPLICANT: Aspen Creek Kenai Property, LLC
c/o Douglas Clegg

PROPERTY ADDRESS: 701 N. Forest Drive

LEGAL DESCRIPTION: Tract 36A of Killen Estates 2014 Replat

KENAI PENINSULA BOROUGH PARCEL NUMBER: 04321030

WHEREAS, a request to modify a condition listed in Resolution PZ2023-05 was submitted to Planning staff on September 15, 2023; and,

WHEREAS, the applicant has demonstrated that the prerequisites of a Conditional Use Permit have been met pursuant to Kenai Municipal Code 14.20.150; and,

WHEREAS, the City of Kenai Planning and Zoning Commission conducted a duly advertised public hearing on September 20, 2023, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

1. *KMC 14.20.150(d)(1) The use is consistent with the purpose of this chapter and the purposes and intent of the zoning district;*

Findings: There is no change in use. The use remains consistent with the purpose of the Kenai Zoning Code and intent of the Suburban Residential (RS) zoning district. The land use table indicates an assisted living facility is a conditional use and several CUPs have been granted for the assisted living facility.

The RS Zone is intended to provide for medium density residential development in areas which will be provided with common utility systems. The specific intent in establishing this zone is:

- (1) *To separate residential structures to an extent which will allow for adequate light, air, and privacy;*
- (2) *To prohibit uses which would:*
 - (A) *Violate the residential character of the environment;*

(B) Generate heavy traffic in predominantly residential areas.

The requested modification to reduce the width of the ROW easement to/from Ponderosa Street is not anticipated to increase vehicular traffic in the surrounding neighborhood. The easement access to/from Ponderosa Street is primarily intended to provide emergency access and vendor deliveries. A one-way access off of North Forest Drive is provided to minimize vehicular traffic off Ponderosa Street from employees and additional visitors.

2. *KMC 14.20.150(d)(2) The economic and noneconomic value of the adjoining property and neighborhood will not be significantly impaired;*

Findings: The economic and noneconomic value of adjacent properties will not be significantly impacted by the modification. A landscaping/site plan has been approved by Planning staff. The reduced easement access width to/from Ponderosa Street is not anticipated to increase traffic along Ponderosa Street. The applicant is proposing to construct a minimum 24-foot paved ROW easement for access via Ponderosa Street, which will provide adequate access for EMS.

3. *KMC 14.20.150(d)(3) The proposed use is in harmony with the Comprehensive Plan;*

Findings: The use is not changing. The use will continue to be consistent and compatible with the Comprehensive Plan. The Land Use Plan, from the 2016 Comprehensive Plan, identifies the subject property with the Suburban Residential (SR) land use classification. The SR Land Use Classification is defined in the Comprehensive Plan:

Suburban Residential is intended for single-family and multi-family residential uses that are urban or suburban in character. The area will typically be developed at a higher density; lots are typically smaller; and, public water and sewer services are required or planned. Some developments may be required to construct streets to a paved standard and larger subdivisions may be required to provide sidewalks and public areas. Parks and open space land uses may be considered appropriate.

In Imagine Kenai 2030 Comprehensive Plan, Chapter 6, “Goals, Objectives, and Implementation”, several goals and objectives are met from the proposed expansion.

Goal 1 – Quality of Life is to promote and encourage quality of life in Kenai.

Objective Q-1

Establish siting and design standards so that development is in harmony and scale with surrounding uses.

Goal 3 – Land Use is to develop land use strategies to implement a forward-looking approach to community growth and development.

Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

Objective T-5

Transportation improvements needed to serve new developments shall be in place at the time new development impacts occur.

4. *KMC 14.20.150(d)(4) Public services and facilities are adequate to serve the proposed use;*

Findings: There is no change in use. City water and sewer services are available to serve the subject property. North Forest Drive is a paved and City-maintained road. Access will also be provided via the ROW easement to/from Ponderosa Street, which will be reduced to a minimum 30-foot ROW easement on the adjacent property and subject to meeting city standards.

5. *KMC 14.150(d)(5) The proposed use will not be harmful to the public safety, health or welfare;*

Findings: There is no change in use. The modification will not be harmful to public safety, health, or welfare. The modification will provide adequate access for EMS, which promotes public safety by providing additional access.

6. *KMC 14.150(d)(6) Any and all specific conditions deemed necessary by the Commission to fulfill the above-mentioned conditions should be met by the applicant. These may include, but are not limited to, measures relative to access, screening, site development, building design, operation of the use and other similar aspects related to the proposed use.*

Findings: Additional or specific conditions are not necessary to address the above-mentioned criteria.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That a modification to condition 3 listed in Resolution PZ2023-05 is granted for a conditional use permit to expand the assisted living facility on the property described as Tract 36A of Killen Estates 2014 Replat, and located at 701 N. Forest Drive.

Section 2. That the modification to the conditional use permit is subject to the conditions in CUPs (Resolutions PZ12-22, PZ15-24, and PZ2023-05) and the following condition:

1. Obtain a minimum 30-foot in width right of way easement on the adjacent property for ingress and egress from/to Ponderosa Street.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 27TH DAY OF SEPTEMBER, 2023.

JEFF TWAIT, CHAIRPERSON

ATTEST:

Meghan Thibodeau, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
FROM: Linda Mitchell, Planning Director
DATE: September 26, 2023
SUBJECT: Resolution PZ2023-18 – Conditional Use Permit Modification – Assisted Living Facility Expansion

Request The applicant is requesting to modify a condition listed in Resolution PZ2023-05 for the expansion of the assisted living facility.

Staff Recommendation Adopt Resolution PZ2023-18 approving a modification of a condition listed in Resolution PZ2023-05 for a Conditional Use Permit to expand the assisted living facility.

Applicant	Aspen Creek Kenai Property, LLC c/o Douglas Clegg
Property Owner	Aspen Creek Kenai Property, LLC
Legal Description	Tract 36A of Killen Estates 2014 Replat
Property Address	701 N. Forest Drive
KPB Parcel No.	04321030
Lot Size	Approximately 4.64 acres (202,118 square feet)
Zoning	Suburban Residential (SR)
Current Use	Assisted Living Facility
Land Use Plan	Suburban Residential

SUMMARY

The subject property was granted Conditional Use Permits (CUPs) for an assisted living facility (Resolution PZ12-22 for Building 1; Resolution PZ15-24 for Building 2; Resolution PZ2023-05 for an expansion to connect Buildings 1 and 2) on a property described as Tract 36A, Killen Estates 2014 Replat located at 701 N. Forest Drive in the Suburban Residential (RS) zoning district.

On March 22, 2023, Planning and Zoning Commission granted an amendment to the conditional use permit (CUP) to expand the assisted living facility by connecting buildings 1 and 2. The applicant is requesting to modify condition 3 listed in Resolution PZ2023-05, which requires the applicant to obtain a minimum 60-foot right of way (ROW) easement on the adjacent property for ingress and egress from/to Ponderosa Street. The modification will reduce the ROW easement width to/from Ponderosa Street from 60 feet to 30 feet. According to the applicant, the acquisition of the additional ROW easement width has been challenging with the adjacent property owner; therefore, the applicant is seeking a reduction of the ROW easement width to ensure the construction for the expansion can move forward. Access to/from Ponderosa Street via a ROW easement is necessary to provide additional access for emergency medical services (EMS).

ANALYSIS

Pursuant to KMC 14.20.150(a), the intent of a conditional use permit is to allow some uses that may be compatible with the designated principal uses in specific zoning districts provided certain conditions are met. Prior to granting a conditional use permit or amendments, the Commission shall determine that the identified criteria as outlined in KMC 14.20.150(e) *Conditional Use Permits Review Criteria* are met.

Criteria 1: The use is consistent with the purpose of this chapter and the purposes and intent of the zoning district.

Findings: There is no change in use. The use remains consistent with the purpose of the Kenai Zoning Code and intent of the Suburban Residential (RS) zoning district. The land use table indicates an assisted living facility is a conditional use and several CUPs have been granted for the assisted living facility.

The RS Zone is intended to provide for medium density residential development in areas which will be provided with common utility systems. The specific intent in establishing this zone is:

- (1) To separate residential structures to an extent which will allow for adequate light, air, and privacy;*
- (2) To prohibit uses which would:
 - (A) Violate the residential character of the environment;*
 - (B) Generate heavy traffic in predominantly residential areas.**

The requested modification to reduce the width of the ROW easement to/from Ponderosa Street is not anticipated to increase vehicular traffic in the surrounding neighborhood. The easement access to/from Ponderosa Street is primarily intended to provide emergency access and vendor deliveries. A one-way access off of North Forest Drive is provided to minimize vehicular traffic off Ponderosa Street from employees and additional visitors.

Criteria 2: The economic and noneconomic value of the adjoining property and neighborhood will not be significantly impaired.

Findings: The economic and noneconomic value of adjacent properties will not be significantly impacted by the modification. A landscaping/site plan has been approved by

Planning staff. The reduced easement access width to/from Ponderosa Street is not anticipated to increase traffic along Ponderosa Street. The applicant is proposing to construct a minimum 24-foot paved ROW easement for access via Ponderosa Street, which will provide adequate access for EMS.

Criteria 3: The proposed use is in harmony with the Comprehensive Plan.

Findings: The use is not changing. The use will continue to be consistent and compatible with the Comprehensive Plan. The Land Use Plan, from the 2016 Comprehensive Plan, identifies the subject property with the Suburban Residential (SR) land use classification. The SR Land Use Classification is defined in the Comprehensive Plan:

Suburban Residential is intended for single-family and multi-family residential uses that are urban or suburban in character. The area will typically be developed at a higher density; lots are typically smaller; and, public water and sewer services are required or planned. Some developments may be required to construct streets to a paved standard and larger subdivisions may be required to provide sidewalks and public areas. Parks and open space land uses may be considered appropriate.

RELEVANT GOALS

In *Imagine Kenai 2030 Comprehensive Plan*, Chapter 6, “Goals, Objectives, and Implementation”, several goals and objectives are met from the proposed expansion.

Goal 1 – Quality of Life is to promote and encourage quality of life in Kenai.

Objective Q-1

Establish siting and design standards so that development is in harmony and scale with surrounding uses.

Goal 3 – Land Use is to develop land use strategies to implement a forward-looking approach to community growth and development.

Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

Objective T-5

Transportation improvements needed to serve new developments shall be in place at the time new development impacts occur.

Criteria 4: Public services and facilities are adequate to serve the proposed use.

Findings: There is no change in use. City water and sewer services are available to serve the subject property. North Forest Drive is a paved and City-maintained road. Access will also be provided via the ROW easement to/from Ponderosa Street, which will be reduced to a minimum 30-foot ROW easement on the adjacent property and subject to meeting city standards.

Criteria 5: The proposed use will not be harmful to the public safety, health or welfare.

Findings: There is no change in use. The modification will not be harmful to public safety, health, or welfare. The modification will provide adequate access for EMS, which promotes public safety by providing additional access.

Criteria 6: Any and all specific conditions deemed necessary by the Commission to fulfill the above-mentioned conditions. These may include, but are not limited to, measures relative to access, screening, site development, building design, operation of the use and other similar aspects related to the proposed use.

Findings: Additional or specific conditions are not necessary to address the above-mentioned criteria.

PUBLIC NOTICE

Pursuant to Kenai Municipal Code 14.20.280(c) notices of the public hearing for the conditional use modification were mailed to property owners within a three hundred-foot (300') periphery of the subject property. City staff published notice of the public hearing in the *Peninsula Clarion*. City staff submitted an Affidavit of Posting verifying a sign was placed on the parcel with information on the public hearing for the conditional use permit modification request.

No public comments have been received.

STAFF RECOMMENDATION

Staff finds that the requested modification meets the criteria for issuance of a Conditional Use Permit modification as set forth in subsections (e)(1) through (e)(6) of Kenai Municipal Code 14.20.150, and hereby recommends that the Planning and Zoning Commission adopt Resolution PZ2023-18 approving the modification to the Conditional Use Permit, subject to the conditions in CUPs (Resolutions PZ12-22, PZ15-24, and PZ2023-05) and the following condition:

1. Obtain a minimum 30-foot in width right of way easement on the adjacent property for ingress and egress from/to Ponderosa Street.

ATTACHMENTS

Aerial Map
Plans
Resolution PZ2023-05



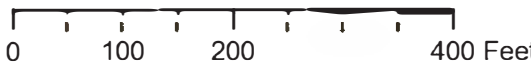
Resolution PZ2023-18
Conditional Use Permit Modification
701 N. Forest Drive
KPB Parcel ID: 04321030

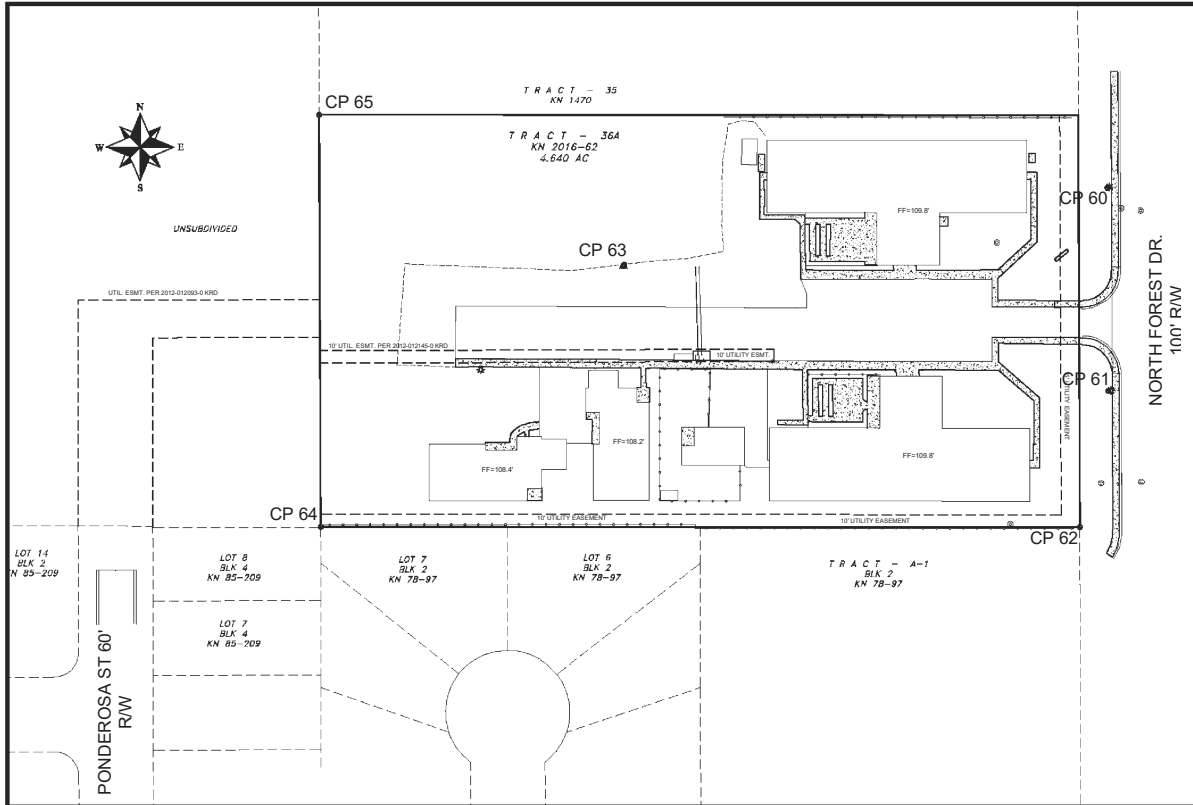


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Date Printed: 9/23/2023

Map for Reference Only
NOT A LEGAL DOCUMENT





ABBREVIATIONS

ASSY	ASSEMBLY
APPROX	APPROXIMATE
BEG	BELOW EXISTING GRADE
BLDG	BUILDING
BOP	BOTTOM OF PIPE
C&G	CURB AND GUTTER
CI	CAST IRON PIPE
CL	CENTER LINE CLASS
CLIP	CONSTRUCTION JOINT
CONC	CONCRETE
CONST	CONSTRUCT
COR	CORNER
CPEP	CORRUGATED POLYETHYLENE PIPE
CU	COPPER
DC	DEPRESSED CURB
DET	DETAIL
DI	DIAMETER
DI, DIP	DUCTILE IRON PIPE
DW	DRIVEWAY
DWG	DRAWING
E	EAST, ELECTRIC LINE
EA	EACH
EJ	EXPANSION JOINT
EL, ELEV	ELEVATION
EOP	END OF PROJECT
EP	EDGE OF PAVEMENT
ESMT	EASEMENT
EXIST, EX	EXISTING
FG	FOUND
FI	FINISH GRADE
FL	FLOW LINE
FT	FOOT, FEET
G	GAS
GD	GRADE
GR	GRADE
GV	GATE VALVE
HDPE	HIGH DENSITY POLY ETHYLENE
HORIZ	HORIZONTAL
HYD	HYDRANT
I	INVERT ELEVATION
INT	INTERSECTION
INV	INVERT
L	LENGTH
LF	LINEAR FEET
LT	LEFT
MAX	MAXIMUM
ME	MATCH EXISTING
MFR, MNFR	MANUFACTURER
MIN	MINIMUM
MON	MONUMENT
N	NORTH
NFS	NON FROST SUSCEPTIBLE
NTS	NOT TO SCALE
OC	ON CENTER
OH	OVERHEAD
PCC	PORTLAND CEMENT CONCRETE
PC	POINT OF CURVATURE
PED	PEDESTAL
PI	POINT OF INTERSECTION
PL	PROPERTY LINE
PP	POWER POLE
PT	POINT OF TANGENCY
PVMT	PAVEMENT
R	RADIUS, RECORD
RD	ROAD
ROW	RIGHT OF WAY
RP	RADIUS POINT
RT	RIGHT
S	SOUTH, SLOPE
SEC	SECTION
SCH	SCHEDULE
SHLD	SHOULDER
SHT	SHEET
SPEC	SPECIFICATIONS
STA	STATION
TB	THRUST BLOCK
TBC	TOP BACK OF CURB
TBO	TO BE DETERMINED
TBM	TEMPORARY BENCH MARK
TC	TOP OF CONCRETE
TCC	TEMPORARY CONSTRUCTION EASEMENT
THK	THICK
TP	TELEPHONE PEDESTAL
TEL, T	TELEPHONE
TEMP	TEMPORARY
TRANS	TRANSITION, TRANSFORMER
TYP	TYPICAL
UG	UNDERGROUND
W	WITH
W/O	WITHOUT
WWR	WELDED WIRE REINFORCEMENT

GENERAL NOTES

- 1) LOCATION OF UNDERGROUND UTILITIES ARE APPROXIMATE. ACTUAL DEPTH, NUMBER AND LOCATION UNKNOWN. BURIED UTILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATION, IDENTIFYING AND WORKING AROUND ALL UTILITIES WITHIN THE PROJECT LIMITS AT NO ADDITIONAL COST TO THE OWNER. CALL FOR LOCATES PRIOR TO EXCAVATION, ALASKA DIGLINE 1-800-478-3121.
- 2) THE FOLLOWING ALASKA STATUTES APPLY TO WORK NEAR OVERHEAD ELECTRICAL LINES:
AS 18.60.670 PROHIBITION AGAINST PLACEMENT OF EQUIPMENT NEAR ELECTRICAL POWER LINES AND CONDUCTORS.
A PERSON INDIVIDUALLY OR THROUGH AN AGENT OR EMPLOYEE MAY NOT
(1) PLACE ANY TYPE OF TOOL, EQUIPMENT, MACHINERY OR MATERIAL THAT IS CAPABLE OF LATERAL, VERTICAL, OR SWINGING MOTION, WITHIN 10' OF HIGH VOLTAGE OVERHEAD ELECTRICAL LINE OR CONDUCTOR.
(2) STORE, OPERATE, ERECT, MAINTAIN, MOVE OR TRANSPORT TOOLS, MACHINERY, EQUIPMENT, SUPPLIES, MATERIALS, APPARATUS, BUILDINGS, OR OTHER STRUCTURES WITHIN 10 FEET OF A HIGH VOLTAGE OVERHEAD ELECTRICAL LINE OR CONDUCTOR.
AS 18.60.880 ANY WORK WITHIN MINIMUM DISTANCE STATED ABOVE SHALL REQUIRE CONTACT WITH HEA TO INSTALL TEMPORARY MECHANICAL BARRIERS, TEMPORARY DE-ENERGIZATION AND GROUNDING, OR TEMPORARY RAISING OF CONDUCTORS.
3) THE CONTRACTOR SHALL RESTORE ALL DISTURBED PROPERTY OUTSIDE LIMITS OF WORK TO ORIGINAL CONDITIONS.
4) CONTRACTOR SHALL ADHERE TO LOCAL REQUIREMENTS FOR NOISE, HOURS OF OPERATION, AND DUST CONTROL.
5) NEW ELEVATIONS ARE TO TOP OF CONCRETE, CURB, ASPHALT, FLOW LINE, OR GENERAL FINISH GRADE UNLESS NOTED OTHERWISE.
6) EXCAVATION LIMITS SHALL BE AS FOLLOWS:
BUILDING: 4 FT BEYOND EDGE OF FOOTING HORIZONTAL AND 4-FT BELOW FOOTINGS TYPICAL OR NATIVE NFS SOILS.
SITE CONCRETE: 2-FT BEYOND EDGE OF CONCRETE HORIZONTAL AND 2.5-FT BELOW CONCRETE, OR NATIVE NFS SOILS.
ASPHALT PAVING: 2-FT BEYOND EDGE OF PAVEMENT HORIZONTAL AND 2.5-FT BELOW ASPHALT OR NATIVE NFS SOILS.
7) TOPSOIL & SEED ALL AREAS DISTURBED BY CONSTRUCTION AND AS SHOWN ON THE PLAN.

LEGEND

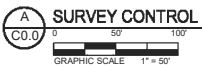
EXISTING	NEW	PROPERTY LINE
---	---	BASEMAP PROPERTY LINES
---	---	EASEMENT LINE
---	---	BUILDING SETBACK
---	---	OVERHEAD ELECTRIC
---	---	UNDERGROUND ELECTRIC
---	---	UNDERGROUND GAS
---	---	UNDERGROUND TELEPHONE
---	---	UNDERGROUND FIBER OPTIC
---	---	POWER POLE W/ GUY ANCHOR
---	---	SIGN
---	---	GROUND WATER MONITORING WELL
---	---	TELEPHONE BOX
---	---	ELEVATION CONTOUR
---	---	SPOT ELEVATION
---	---	EDGE OF ASPHALT
---	---	WATERLINE W/ VALVE
---	---	FIRE HYDRANT
---	---	SEWER LINE W/ MANHOLE
---	---	STORM DRAIN W/ MANHOLE
---	---	CLEANOUT
---	---	FOOTING DRAIN CLEANOUT
---	---	CONCRETE
---	---	CONCRETE - HEATED
---	---	ASPHALT PAVEMENT
---	---	TOPSOIL & SEEDING
---	---	CURB & GUTTER W/ TYPE
---	---	STRUCTURE
---	---	TREELINE
---	---	CULVERT
---	---	LIGHT BOLLARD
---	---	LIGHT POLE
---	---	CURB STORM INLET
---	---	SIGN
---	---	DECIDUOUS TREE
---	---	SPRUCE TREE
---	---	RECOVERED MONUMENT
---	---	RECOVERED REBAR CAP
---	---	DRAINAGE DIRECTION

CONTROL POINTS

POINT	DESCRIPTION	NORTHING	EASTING	ELEVATION
60	SW BOLT LIGHT POLE	3951.81	9976.81	109.64
61	SW BOLT LIGHT POLE	3788.46	9977.63	110.16
62	1/2" REBAR PROPERTY CORNER	3679.22	9954.83	108.59
63	NE BOLT LOWER FLANGE HYDRANT	3890.10	9588.43	108.08
64	1/2" REBAR PROPERTY CORNER	3879.49	9344.64	107.58
65	5/8" REBAR PROPERTY CORNER	4010.64	9343.18	106.82

SURVEY NOTES

1. THIS DRAWING CONTAINS INFORMATION OBTAINED FROM A SITE SURVEY CONDUCTED BY PENINSULA SURVEYING USING CONVENTIONAL & RTK-GPS SURVEY TECHNIQUES.
2. HORIZONTAL CONTROL IS BASED OFF OF MONUMENTS RECOVERED BARTLETT STREET AND FAIRVIEW AVE. ROW. COORDINATES ARE ASSUMED.
3. VERTICAL CONTROL IS GPS DERIVED NAVD88, POST PROCESSED BY OPUS.
4. TEMPORARY BENCHMARK IS LOCATED ON FIRE HYDRANT AS NOTED IN THE DRAWING.
5. LOCATION OF UNDERGROUND UTILITIES WERE OBTAINED FROM UTILITY LOCATES AND RECORD DRAWINGS AND ARE CONSIDERED APPROXIMATE
6. A TITLE REPORT WAS NOT PREPARED FOR THIS PROJECT. EASEMENTS OF RECORD OTHER THAN THOSE SHOWN ON THE RECORDED PLATS ARE NOT SHOWN HEREON.



REVISED	DATE	REASON



LARSON ENGINEERING & DESIGN
 CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
 KENAI, AK 99611
 PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
 CONTROL PLAN
 SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

SHEET TITLE CONTROL PLAN ABBREVIATIONS AND NOTES	
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	1 of 10
REVIEW DOCUMENTS	



UNSUBDIVIDED

UTIL. ESMT. PER 2012-012093-0 KRD

10' UTIL. ESMT. PER 2012-012145-0 KRD

TRACT - 35
KN 1470

TRACT 36A
KN 2016-62
4.640 AC

TRACT - A-1
BLK 2
KN 78-97

LOT 8
BLK 4
KN 85-209

LOT 7
BLK 2
KN 78-97

LOT 6
BLK 2
KN 78-97

LOT 7
BLK 4
KN 85-209



NO.	DATE	DESCRIPTION
1		
2		
3		
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LARBON ENGINEERING & DESIGN
 CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
 KENAI, AK 99611
 PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
 SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

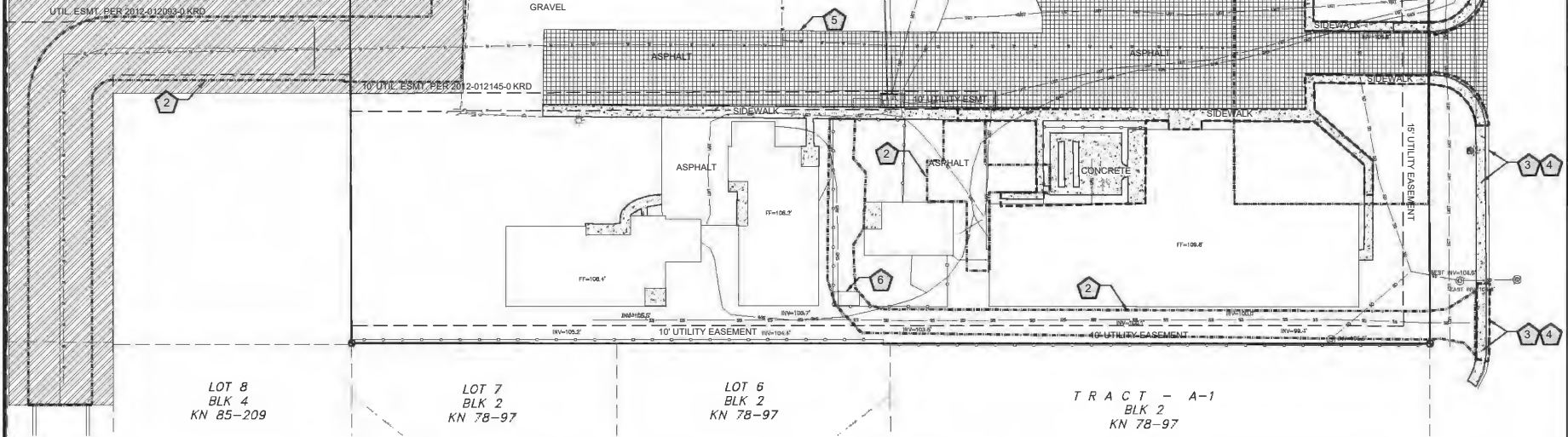
SHEET TITLE	EXISTING SITE CONDITIONS
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	2 of 10
	REVIEW DOCUMENTS



UNSUBDIVIDED

TRACT - 35
KN 1470

TRACT - 36A
KN 2016-62
4.640 AC

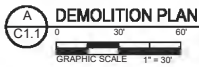


DEMOLITION LEGEND

- CLEARING AND GRUBBING REQUIRED BASE BID
- SAW-CUT, REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT
- SAW-CUT, REMOVE AND DISPOSE OF EXISTING CONCRETE
- EXISTING LUMINAIRE
- LIMITS OF DEMOLITION
- LIMITS OF EXCAVATION
- DEMOLITION NOTE

DEMOLITION NOTES

- LIMITS OF DEMOLITION FOR ASPEN CREEK KENAI EXPANSION.
- LIMITS OF EXCAVATION, REMOVE ALL FROST SUSCEPTIBLE SOILS BENEATH PROPOSED BUILDING FOUNDATION, CONCRETE SIDEWALKS, AND ASPHALT PAVING PER NOTE 6 OF THE GENERAL NOTES.
- REMOVE AND DISPOSE OF EXISTING CONCRETE SIDEWALK.
- REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
- REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT. RE-GRADE GRAVEL SURFACE AS REQUIRED.
- REMOVE WOOD SHED FROM WORK AREA, COORDINATE WITH OWNERS REPRESENTATIVE FOR PLACEMENT ON SITE AS SHOWN PER SITE PLAN.
- REMOVE SIGN FROM WORK AREA, COORDINATE WITH OWNERS REPRESENTATIVE FOR PLACEMENT ON SITE AS SHOWN PER SITE PLAN.



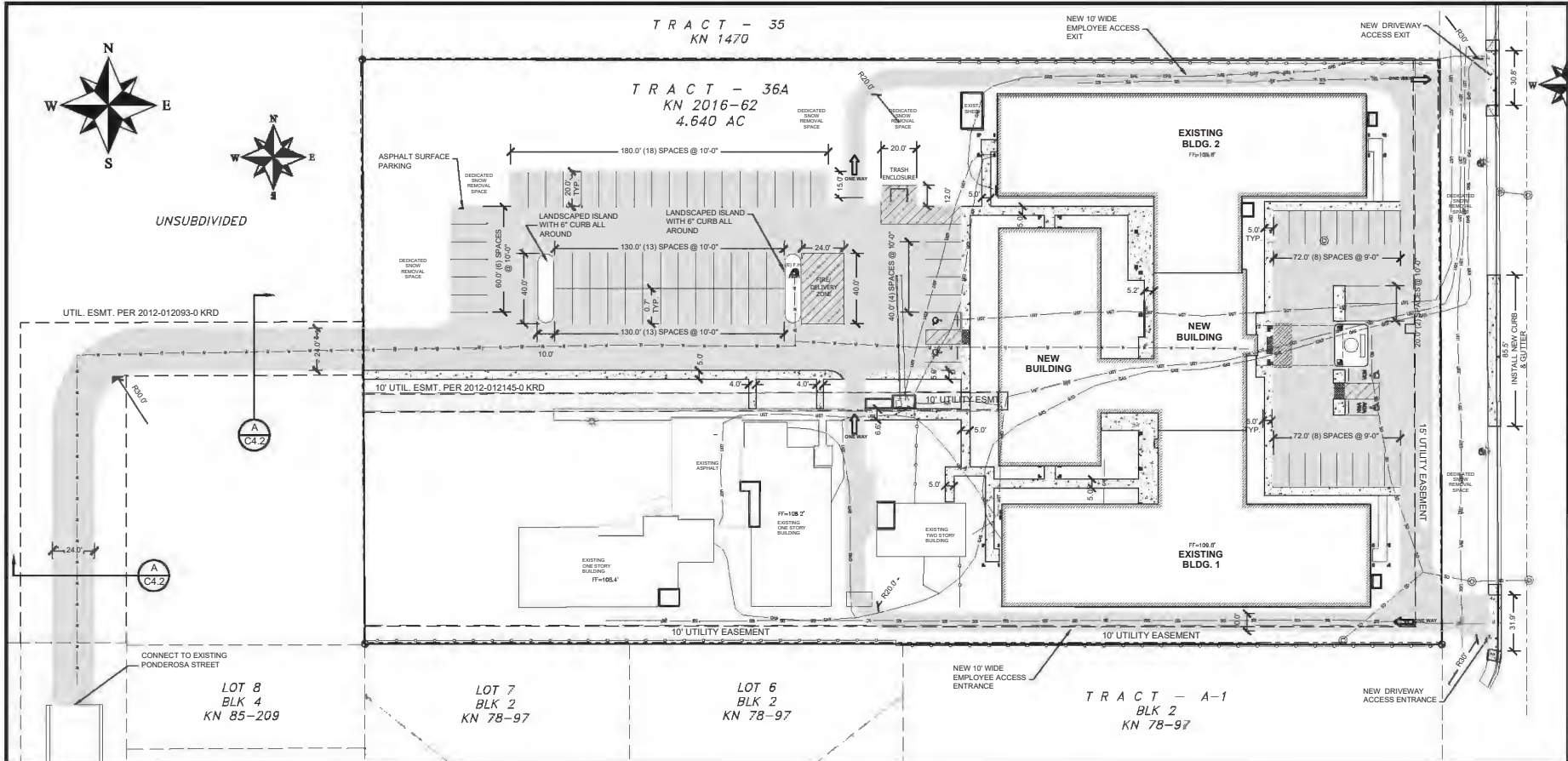
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LARSON ENGINEERING & DESIGN
 CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
 KENAI, AK 99611
 PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

SHEET TITLE	
DEMOLITION PLAN	
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	3 of 10
REVIEW DOCUMENTS	



PARKING TABLE

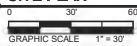
EAST PARKING LOT

- (16) TOTAL 9'-0" WIDE GENERAL PARKING SPACES
- (1) TOTAL ADA PARKING SPACE
- (1) TOTAL ADA VAN PARKING SPACE

WEST PARKING LOT

- (51) TOTAL 10'-0" WIDE GENERAL PARKING SPACES
- (2) TOTAL ADA PARKING SPACES

A
C2.0 SITE PLAN



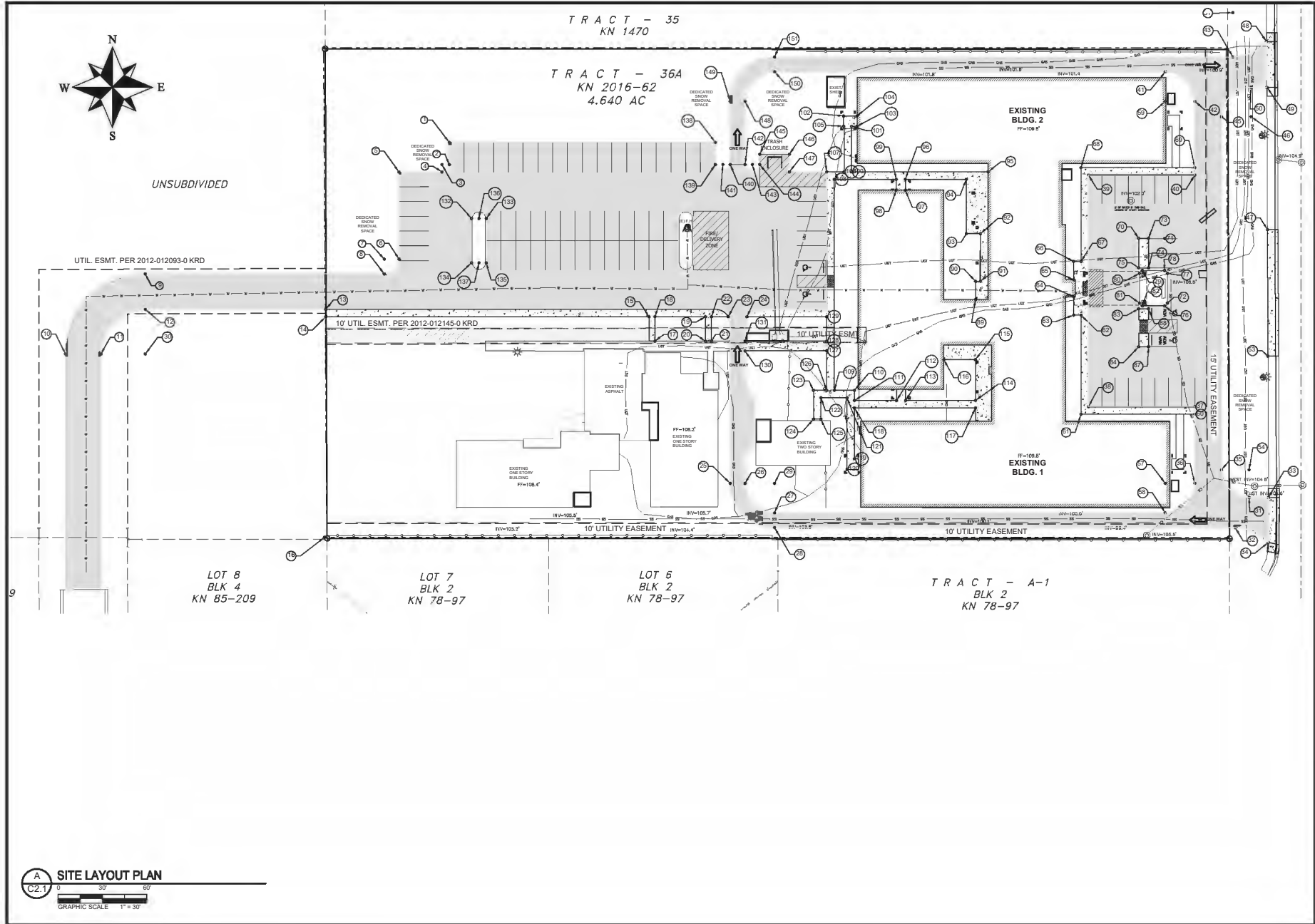
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LARSON ENGINEERING & DESIGN
CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
 KENAI, AK 99611
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ASPEN CREEK KENAI ADDITION
SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

SHEET TITLE	SITE PLAN
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	4 of 10
REVIEW DOCUMENTS	



UNSUBDIVIDED

UTIL. ESMT. PER 2012-012093-0 KRD

10' UTIL. ESMT. PER 2012-012145-0 KRD

LOT 8
BLK 4
KN 85-209

LOT 7
BLK 2
KN 78-97

LOT 6
BLK 2
KN 78-97

TRACT - A-1
BLK 2
KN 78-97

TRACT - 35
KN 1470

TRACT - 36A
KN 2016-62
4.640 AC

EXISTING
BLDG. 2
FF=108.8'

EXISTING
BLDG. 1
FF=108.8'

EXISTING
ONE STORY
BUILDING
FF=108.4'

EXISTING
TWO STORY
BUILDING
FF=108.7'

EXISTING
ONE STORY
BUILDING
FF=108.2'

EXISTING
TWO STORY
BUILDING
FF=108.1'

EXISTING
ONE STORY
BUILDING
FF=108.0'

EXISTING
TWO STORY
BUILDING
FF=107.9'

EXISTING
ONE STORY
BUILDING
FF=107.8'

EXISTING
TWO STORY
BUILDING
FF=107.7'

EXISTING
ONE STORY
BUILDING
FF=107.6'

EXISTING
TWO STORY
BUILDING
FF=107.5'

EXISTING
ONE STORY
BUILDING
FF=107.4'

EXISTING
TWO STORY
BUILDING
FF=107.3'

EXISTING
ONE STORY
BUILDING
FF=107.2'

EXISTING
TWO STORY
BUILDING
FF=107.1'

EXISTING
ONE STORY
BUILDING
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EXISTING
TWO STORY
BUILDING
FF=106.9'

EXISTING
ONE STORY
BUILDING
FF=106.8'

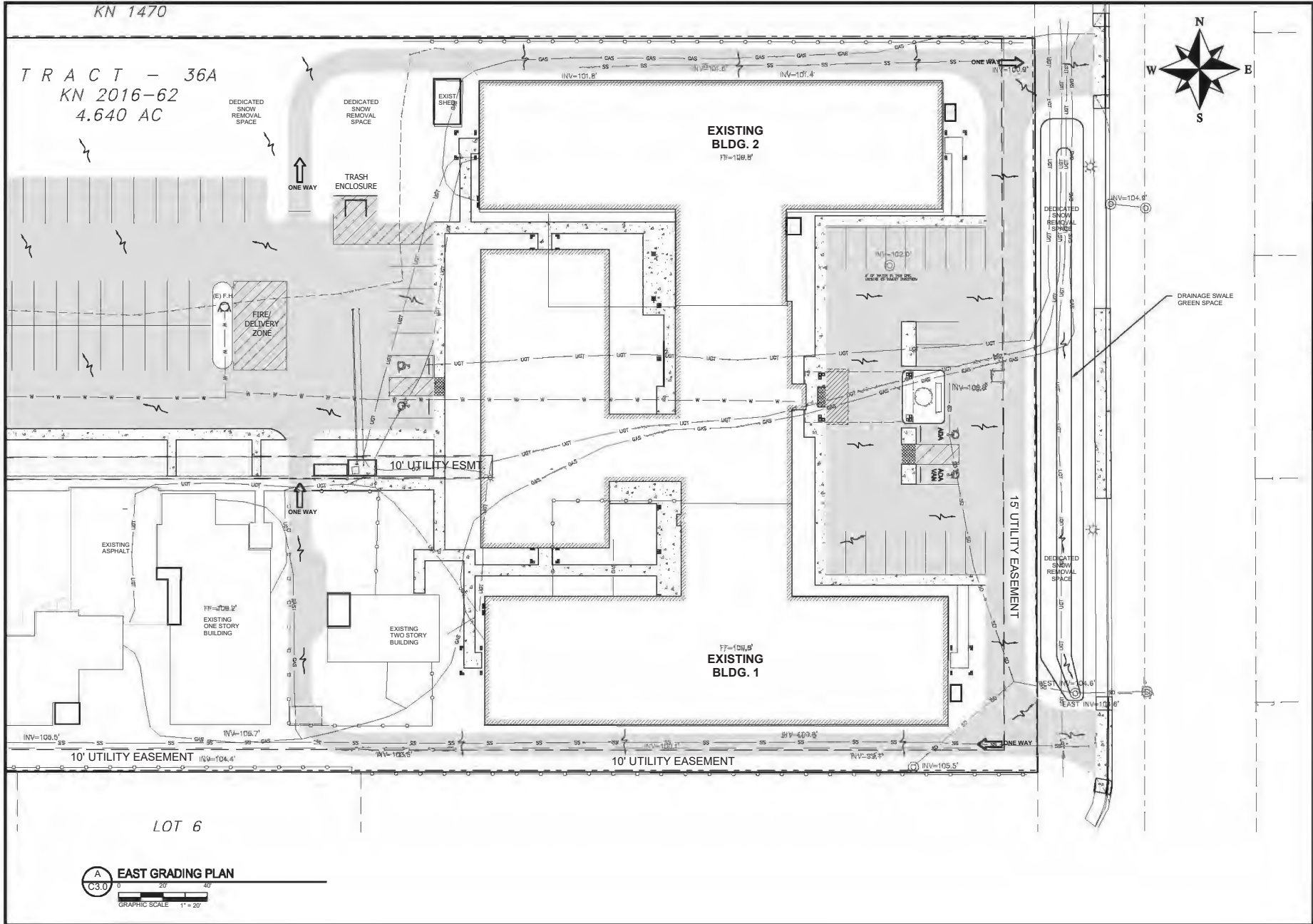
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LARSON ENGINEERING & DESIGN
 CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
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ASPEN CREEK KENAI ADDITION
 SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

SHEET TITLE	SITE LAYOUT PLAN
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	5 of 10
REVIEW DOCUMENTS	



NO.	DATE	DESCRIPTION
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LARSON ENGINEERING & DESIGN
 CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
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ASPEN CREEK KENAI ADDITION
 SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

SHEET TITLE	EAST GRADING PLAN
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	7 of 10
	REVIEW DOCUMENTS



UNSUBDIVIDED

TRACT - 36A
KN 2016-62
4.640 AC

UTIL. ESMT. PER 2012-012093-0 KRD

10' UTIL. ESMT. PER 2012-012145-0 KRD

10' UTILITY ESMT.

EXISTING ASPHALT

EXISTING ONE STORY BUILDING
FF=108.6'

FF=108.2'
EXISTING ONE STORY BUILDING

EXISTING TWO STORY BUILDING

INV=105.5'

INV=105.7'

INV=105.2'

10' UTILITY EASEMENT

INV=104.4'

INV=101.6'

LOT 8
BLK 4
KN 85-209

LOT 7
BLK 2
KN 78-97

LOT 6
BLK 2
KN 78-97

A EAST GRADING PLAN
C3.0
GRAPHIC SCALE 1" = 20'

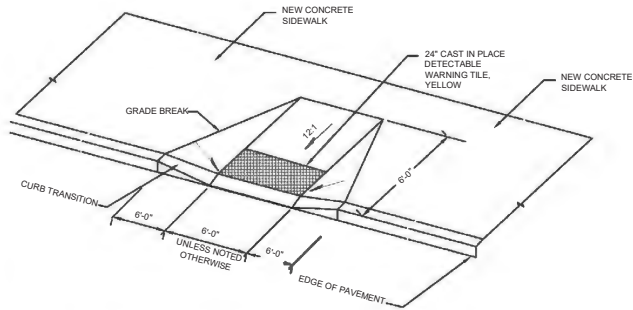
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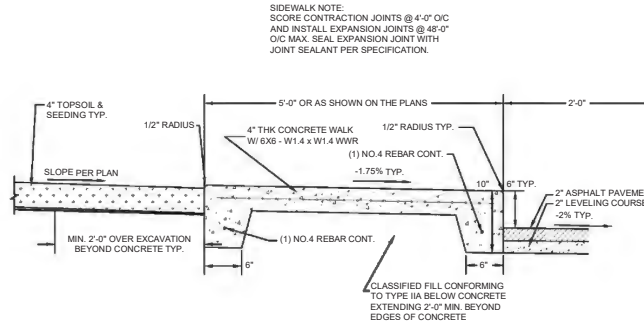
LARSON ENGINEERING & DESIGN
CIVIL - STRUCTURAL
215 FIDALGO AVE BTE 203
KENAI, AK 99611
PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
SPRING CREEK ENTERPRISES LLC
KENAI, ALASKA

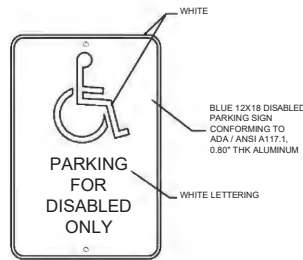
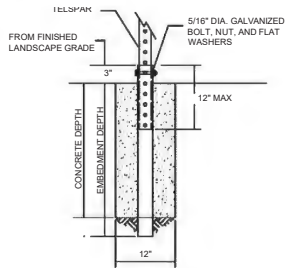
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DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	8 of 10
	REVIEW DOCUMENTS



A **SIDEWALK CURB CUT DETAIL**



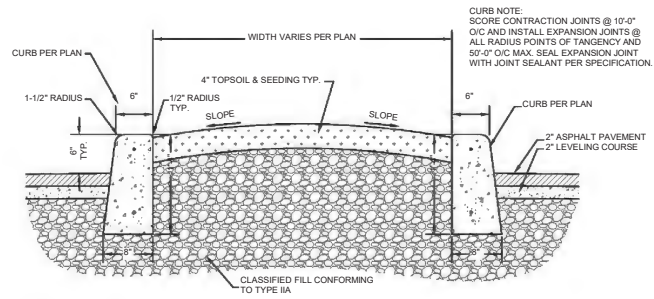
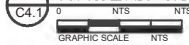
B **TYPICAL SIDEWALK DETAIL**



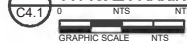
- NOTE:
1. SIGN SHALL BE MOUNTED AS REQUIRED FOR BOTTOM OF SIGN TO BE 7 FEET ABOVE FINISH GRADE.
 2. SIGN SHALL FACE TOWARDS THE PARKING STALLS.
 3. MOUNT SIGN ON 2X2 PERFORATED STEEL TUBE

PERFORATED STEEL TUBES (P.S.T.) (1/2\"/>			
SIGN SURFACE AREA SQ. FT.	POST SIZE	EMBEDMENT DEPTH	CONCRETE DEPTH
7' OR LESS	2' X 2'	27\"/>	

C **TYPICAL ADA SIGN AND POST DETAIL**



E **TYPICAL PARKING ISLAND SECTION (ADD ALT NO. 1)**



SIDEWALK NOTE:
SCORE CONTRACTION JOINTS @ 4'-0" O/C
AND INSTALL EXPANSION JOINTS @ 48'-0"
O/C MAX. SEAL EXPANSION JOINT WITH
JOINT SEALANT PER SPECIFICATION.

CURB NOTE:
SCORE CONTRACTION JOINTS @ 10'-0"
O/C AND INSTALL EXPANSION JOINTS @
ALL RADIUS POINTS OF TANGENCY AND
50'-0" O/C MAX. SEAL EXPANSION JOINT
WITH JOINT SEALANT PER SPECIFICATION.

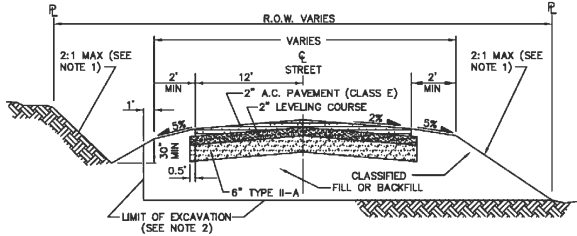
NO.	DATE	DESCRIPTION
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LARBON ENGINEERING & DESIGN
CIVIL - STRUCTURAL
 215 FIDALGO AVE STE 203
 KENAI, AK 99611
 PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
SPRING CREEK ENTERPRISES LLC
 KENAI, ALASKA

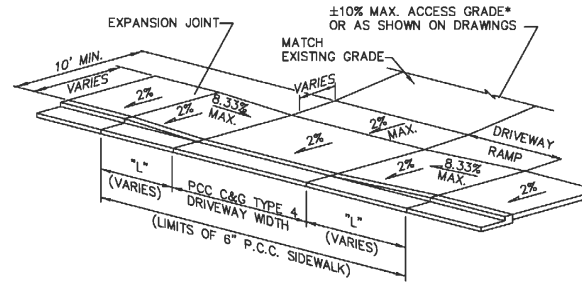
SHEET TITLE	SITE DETAILS
DRAWN BY:	BWL
CHECKED BY:	BWL
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SCALE:	NOTED
JOB NUMBER:	2309
SHEET	9 of 10
REVIEW DOCUMENTS	



TYPICAL SECTION - 24' STRIP PAVING

NOTES:

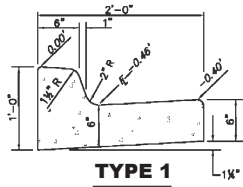
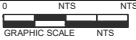
1. PLACE OR REMOVE AND GRADE MATERIAL IN A NEAT MANNER FROM EXCAVATION LIMITS TO EXISTING ELEVATION AT PROPERTY LINE OR AS DIRECTED BY THE ENGINEER. (MAXIMUM 2:1 CUT AND FILL SLOPES)
2. ENGINEER WILL DETERMINE THE DEPTH OF EXCAVATION.
3. UNLESS OTHERWISE APPROVED, THE CENTERLINE OF STREET SHALL BE THE CENTERLINE OF R.O.W.



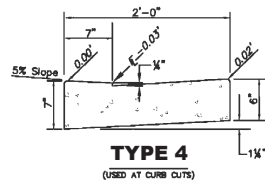
**TYPICAL DRIVEWAY ENTRANCE
(WITH ATTACHED SIDEWALK)**

STREET RUNNING SLOPE	MINIMUM UPHILL RAMP LENGTH "L"	MINIMUM DOWNHILL RAMP LENGTH "L"
0.0% TO 0.5%	6.0'	6.0'

A TYPICAL 24' WIDE STREET SECTION
C4.2



TYPE 1

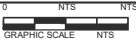


**TYPE 4
(USED AT CURB CUTS)**

NOTE:

TROWEL BOTH FRONT AND BACK EDGES OF THE CURB & GUTTER TO A RADIUS OF ONE-HALF (1/2) INCH. SCORE CONTRACTION JOINTS @ 10'-0" O/C AND INSTALL EXPANSION JOINTS @ ALL RADIUS POINTS OF TANGENCY AND 50'-0" O/C MAX. SEAL EXPANSION JOINT WITH JOINT SEALANT PER SPECIFICATION.

C TYPICAL 24' WIDE STREET SECTION
C4.2



B TYPICAL DRIVEWAY ENTRANCE
C4.2



1	2	3	4	5	6	7	8	9	10
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LARSON ENGINEERING & DESIGN
CIVIL - STRUCTURAL
215 FIDALGO AVE STE 203
KENAI, AK 99611
PH: (907) 283-1565

ASPEN CREEK KENAI ADDITION
SPRING CREEK ENTERPRISES LLC
KENAI, ALASKA

SHEET TITLE	SITE DETAILS
DRAWN BY:	BWL
CHECKED BY:	BWL
DATE:	7/14/23
SCALE:	NOTED
JOB NUMBER:	2309
SHEET	10 of 10
REVIEW	DOCUMENTS



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2023-05**

A RESOLUTION **GRANTING** AN AMENDMENT TO CONDITIONAL USE PERMITS FOR AN ASSISTED LIVING FACILITY.

APPLICANT: Aspen Creek Kenai LLC
c/o Douglas Clegg

PROPERTY ADDRESS: 701 N. Forest Drive

LEGAL DESCRIPTION: Tract 36A of Killen Estates 2014 Replat

KENAI PENINSULA BOROUGH PARCEL NUMBER: 04321030

WHEREAS, a complete application meeting the requirements of Kenai Municipal Code 14.20.150 was submitted to the City on January 19, 2023; and,

WHEREAS, the applicant has demonstrated that the prerequisites of a Conditional Use Permit have been met pursuant to Kenai Municipal Code 14.20.150; and,

WHEREAS, the City of Kenai Planning and Zoning Commission conducted a duly advertised public hearing on March 22, 2023, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

1. *KMC 14.20.150(d)(1) The use is consistent with the purpose of this chapter and the purposes and intent of the zoning district;*

Findings The proposed expansion is consistent with the purpose of the Kenai Zoning Code and Land Use Table. The land use table indicates an assisted living facility is a conditional use; therefore, a conditional use permit may be granted for an assisted living facility.

The RS Zone is intended to provide for medium density residential development in areas which will be provided with common utility systems. The specific intent in establishing this zone is:

- (1) To separate residential structures to an extent which will allow for adequate light, air, and privacy;*
- (2) To prohibit uses which would:*

(A) *Violate the residential character of the environment;*

(B) *Generate heavy traffic in predominantly residential areas.*

The proposed addition will expand the operation of the assisted living facilities with approved CUPs. There should be minimal traffic generated by the proposed addition. The proposal includes a landscape plan that will provide a separation from adjoining properties and will not violate the residential character of the area.

2. *KMC 14.20.150(d)(2) The economic and noneconomic value of the adjoining property and neighborhood will not be significantly impaired;*

Findings: The economic and noneconomic value of adjacent properties would not be significantly impacted by this change. A landscaping/site plan has been submitted and will be reviewed by Planning staff for compliance. Site plan review will require an orderly and safe development as well as landscaping to provide an attractive and functional separation/screening between uses. The proposed access from Ponderosa Road may increase traffic along Ponderosa Road but it is not anticipated that the proposed expansion to an assisted living facility would generate heavy traffic. The development of the paved right-of-way easement for access via Ponderosa Road may increase the development potential of the adjacent vacant lot.

3. *KMC 14.20.150(d)(3) The proposed use is in harmony with the Comprehensive Plan;*

Findings: The Land Use Plan, from the 2016 Comprehensive Plan, identifies the subject property with the Suburban Residential (SR) land use classification. The SR Land Use Classification is defined in the Comprehensive Plan:

Suburban Residential is intended for single-family and multi-family residential uses that are urban or suburban in character. The area will typically be developed at a higher density; lots are typically smaller; and, public water and sewer services are required or planned. Some developments may be required to construct streets to a paved standard and larger subdivisions may be required to provide sidewalks and public areas. Parks and open space land uses may be considered appropriate.

This property is located off of North Forest Drive, a collector street, which provides access to multiple neighborhoods. To the south of the development are Northgate Subdivision and the Church of the Latter Day Saints. The property to the north is undeveloped. Woodland Subdivision is located across North Forest Drive. There are several institutional uses along Forest Drive that complements the existing and surrounding uses.

In Imagine Kenai 2030 Comprehensive Plan, Chapter 6, "Goals, Objectives, and Implementation", several goals and objectives are met from the proposed expansion.

Goal 1 – Quality of Life is to promote and encourage quality of life in Kenai.

Objective Q-1

Establish siting and design standards so that development is in harmony and scale with surrounding uses.

Goal 3 – Land Use is to develop land use strategies to implement a forward-looking approach to community growth and development.

Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

Objective T-5

Transportation improvements needed to serve new developments shall be in place at the time new development impacts occur.

4. *KMC 14.20.150(d)(4) Public services and facilities are adequate to serve the proposed use;*

Findings: City water and sewer are available to serve the proposed addition. There are adequate public services and facilities to serve the proposed expansion. North Forest is a paved and City-maintained road. Access will also be provided from Ponderosa Road, which will require a minimum 60-foot right-of-way easement on the adjacent property to meet city standards.

5. *KMC 14.150(d)(5) The proposed use will not be harmful to the public safety, health or welfare;*

Findings: An assisted living facility will not be harmful to public safety, health, or welfare. The proposed expansion does not change the existing use. The proposal provides a surplus of parking spaces and adequate landscaping that will minimize the impact to the surrounding area. The proposed addition will not negatively affect the public safety, health or welfare.

6. *KMC 14.150(d)(6) Any and all specific conditions deemed necessary by the Commission to fulfill the above-mentioned conditions should be met by the applicant. These may include, but are not limited to, measures relative to access, screening, site development, building design, operation of the use and other similar aspects related to the proposed use.*

Findings: To minimize impact on adjacent properties with the proposed one-way access, the following conditions are added.

- Maintain a safe and clear passage of the 10-foot vehicle access so it remains free of obstruction and obstacles created by snow removal or the depositing of snow. Snow removal must not be pushed onto another property.
- Prior to building permit issuance, provide an as-built survey to Planning & Zoning Department for verification that a minimum of 20 feet width for vehicular access and buffer are provided between the south building façade and the south property line.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That an amendment to the conditional use permits is granted to Aspen Creek Kenai LLC for the expansion of the assisted living facility on the property described as Tract 36A of Killen Estates 2014 Replat, and located at 701 N. Forest Drive.

Section 2. That the amendment to the conditional use permits is subject to the original conditions in CUPs (Resolution Nos. PZ12-22 and PZ15-24) and the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. Obtain a minimum 60-foot right of way easement on the adjacent property for ingress and egress from/to Ponderosa Street.
4. Prior to building permit issuance, a landscape/site plan must be reviewed and approved by the Planning and Zoning Department.
5. Maintain a safe and clear passage of the 10-foot vehicle access so it remains free of obstruction and obstacles created by snow removal or the depositing of snow. Snow removal must not be pushed onto another property.
6. Prior to building permit issuance, provide an as-built survey to Planning & Zoning Department for verification that a minimum of 20 feet width for vehicular access and buffer are provided between the south building façade and the south property line.
7. Applicant must obtain a sign permit for the proposed monument sign.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 22ND DAY OF MARCH, 2023.



JEFF TWAIT, CHAIRPERSON

ATTEST:



Meghan Thibodeau, Deputy City Clerk



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Linda Mitchell, Planning Director
DATE: September 26, 2023
SUBJECT: **Action/Approval – Transfer of Conditional Use Permits (Resolutions PZ12-22, PZ15-24, and PZ2023-05) for an Assisted Living Facility**

The Planning and Zoning Commission granted several Conditional Use Permits (CUPs) for an assisted living facility (Resolution PZ12-22 for Building 1; Resolution PZ15-24 for Building 2; Resolution PZ2023-05 for an expansion to connect Buildings 1 and 2) on a property described as Tract 36A, Killen Estates 2014 Replat, located at 701 N. Forest Drive in the Suburban Residential (RS) zoning district. On September 11, 2023, the subject property was transferred from Brooks Holding, LLC and Miriam, LLC to Aspen Creek Kenai Property, LLC.

A request to transfer the subject Conditional Use Permits (CUPs) was submitted by Transferor, Aspen Creek Kenai, LLC c/o Douglas Clegg in accordance with Kenai Municipal Code (KMC), as set forth below:

- KMC 14.20.150(l)(5) *A Conditional Use Permit is not transferable from one (1) parcel of land to another. Conditional Use Permits may be transferred from one (1) owner to another for the same use, but if there is a change in use on the property, a new permit must be obtained.*
- KMC 14.20.157(a) *No Conditional Use Permit issued hereunder shall be transferred until the proposed transferee has made application for transfer in writing filed with the administrative official, which application shall state that he intends to be bound by the plan and statements contained in the application of the permit holder or shall contain the amendments to the plan his proposed operation would mandate. The Commission shall approve the application for transfer and in so doing amend the site plan and statements if such amendments as are contained in the application for transfer would have been approved had they been contained in the original application.*

The transferee, Aspen Creek Kenai Property, LLC is required to operate under the terms and conditions of the associated CUPs (PZ12-22, PZ15-24, and PZ2023-05) and any subsequent amendments/modifications granted by the Planning and Zoning Commission.

STAFF RECOMMENDATION

Staff hereby recommends approval of the transfer of conditional use permits (Resolutions PZ12-22, PZ15-24, and PZ2023-05) for an assisted living facility on a property described as Tract 36A, Killen Estates 2014 Replat located at 701 N. Forest Drive in the Suburban Residential (RS) zoning district, subject to the conditions as set forth in the associated conditional use permits and any subsequent amendments/modifications.

ATTACHMENTS

- A. Aerial Map
- B. Statutory Warranty Deed
- C. Resolutions PZ12-22, PZ15-24, and PZ2023-05



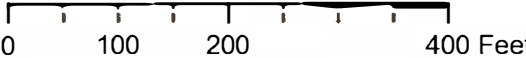


Conditional Use Permit Transfer
Resolutions PZ12-22, PZ15-24, and PZ2023-05
701 N. Forest Drive
KPB Parcel ID: 04321030



Date Printed: 9/23/2023

Map for Reference Only
NOT A LEGAL DOCUMENT



THIS INSTRUMENT IS BEING RECORDED BY
STEWART TITLE COMPANY
AS AN ACCOMMODATION ONLY.
IT HAS NOT BEEN EXAMINED AS TO
ITS EFFECT, IF ANY, ON THE TITLE
OF THE ESTATE HEREIN.



WF# 76999-23-9-8

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

STATUTORY WARRANTY DEED

Miriam, LLC, an Idaho limited liability company, whose address is 715 Blue Spruce Rd, Alpine, UT 84004, and Brooks Holding LLC, an Alaska limited liability company, whose address is 10365 W. Highlander Rd., Boise, ID 83709 (collectively "**Grantor**"), pursuant to A.S. 34.15.030, for and in consideration of the sum of Ten Dollars and No Cents (\$10.00), and other good and valuable consideration in hand paid, the receipt whereof is hereby acknowledged, does hereby convey and warrant unto Aspen Creek Kenai Property LLC, an Alaska limited liability company, whose address is 715 Blue Spruce Rd, Alpine, UT 84004 ("**Grantee**"), all of Grantor's right, title and interest in and to the following described real estate situated in the Kenai Recording District, Third Judicial District, State of Alaska:

Tract Thirty-six "A" (36A), KILLEN ESTATES 2016 REPLAT, according to Plat No. 2016-62, Kenai Recording District, Third Judicial District, State of Alaska

SUBJECT TO reservation and exceptions in U.S. Patent and otherwise of record, real property taxes, if any due, notes on plat, and covenants and restrictions of record.

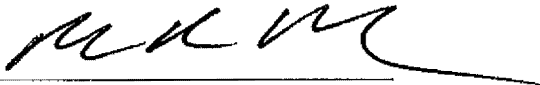
TOGETHER WITH ALL AND SINGULAR the tenements, hereditaments, and appurtenances thereunto belonging, or in anywise appertaining, and the rents, issues and profits thereof situated in the state of Alaska.

Signatures and Notary Blocks on following pages

Dated this 1 day of September, 2023.

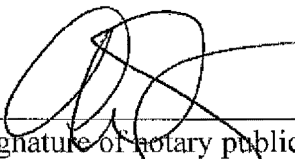
GRANTOR:

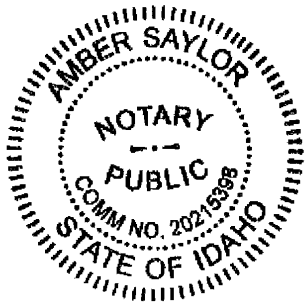
BROOKS HOLDING LLC

By: 
Robert R. Nash, Manager

STATE OF IDAHO)
) ss.
County of Ada)

This record was acknowledged before me on Sept. 1, 2023 by Robert R. Nash as the manager or a member of BROOKS HOLDING LLC.


Signature of notary public
My commission expires NOV. 17, 2027



Kenai Recording District, Third Judicial District, State of Alaska

AFTER RECORDING RETURN TO:

Aspen Creek Kenai Property LLC
715 W. Blue Spruce Road
Alpine, UT 84004





"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-7535 / Fax: 907-283-3014
www.ci.kenai.ak.us

**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ12-22
CONDITIONAL USE PERMIT**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI
GRANTING A REQUEST FOR A CONDITIONAL USE PERMIT TO:

NAME: Clint Hall
USE: Assisted Living Facility
LOCATED: 701 North Forest Drive – Tract 37, Killen Estates Addition No. 1
(Street Address/Legal Description)

KENAI PENINSULA BOROUGH PARCEL NO: 04321015

WHEREAS, the Commission finds:

1. That an application meeting the requirements of Section 14.20.150 has been submitted and received on: July 5, 2012
2. This request is on land zoned: RS – Suburban Residential
3. That the applicant has demonstrated with plans and other documents that they can and will meet the following specific requirements and conditions in addition to existing requirements:
 - a. Facility be licensed by the State of Alaska and managed in compliance with State licensing requirements.
4. That the Commission conducted a duly advertised public hearing as required by KMC 14.20.280 on: August 8, 2012.
5. Applicant must comply with all Federal, State, and local regulations.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI THAT THE APPLICANT **HAS DEMONSTRATED THAT THE PROPOSED ASSISTED LIVING FACILITY MEETS THE CONDITIONS REQUIRED FOR SAID OPERATION AND THEREFORE THE COMMISSION DOES AUTHORIZE THE ADMINISTRATIVE OFFICIAL TO ISSUE THE APPROPRIATE PERMIT.**

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, AUGUST 8, 2012.

CHAIRPERSON: [Signature] ATTEST: [Signature]



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**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ15-24
CONDITIONAL USE PERMIT**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI **GRANTING** A REQUEST FOR A CONDITIONAL USE PERMIT TO:

NAME: Clint Hall

USE: Assisted Living Facility

LOCATED: 707 North Forest Drive – Tract 36, Killen Estates Addition No. 1 (to be known as Tract 36A, Killen Estates 2014 Replat when plat is recorded)

(Street Address/Legal Description)

KENAI PENINSULA BOROUGH PARCEL NO: 04321014

WHEREAS, the Commission finds:

1. That an application meeting the requirements of Section 14.20.150 has been submitted and received on: July 29, 2015
2. This request is on land zoned: RS – Suburban Residential
3. That the applicant has demonstrated with plans and other documents that they can and will meet the following specific requirements and conditions in addition to existing requirements:
 - a. Prior to issuance of the Certificate of Occupancy, the applicant must provide the City of Kenai with a recorded copy of the Plat of Killen Estates 2014 replat.
 - b. Facility by the State of Alaska and managed in compliance with State licensing requirement.
4. That the Commission conducted a duly advertised public hearing as required by KMC 14.20.280 on August 26, 2015.
5. Applicant must comply with all Federal, State, and local regulations.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI THAT THE APPLICANT **HAS** DEMONSTRATED THAT THE PROPOSED **ASSISTED LIVING FACILITY** MEETS THE CONDITIONS REQUIRED FOR SAID OPERATION AND THEREFORE THE COMMISSION **DOES** AUTHORIZE THE ADMINISTRATIVE OFFICIAL TO ISSUE THE APPROPRIATE PERMIT.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, ON THE 26TH DAY OF AUGUST, 2015.

CHAIRPERSON: 
Jeff Twait, Chairperson

ATTEST: 
Sandra Modigh, City Clerk





**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2023-05**

A RESOLUTION **GRANTING** AN AMENDMENT TO CONDITIONAL USE PERMITS FOR AN ASSISTED LIVING FACILITY.

APPLICANT: Aspen Creek Kenai LLC
c/o Douglas Clegg

PROPERTY ADDRESS: 701 N. Forest Drive

LEGAL DESCRIPTION: Tract 36A of Killen Estates 2014 Replat

KENAI PENINSULA BOROUGH PARCEL NUMBER: 04321030

WHEREAS, a complete application meeting the requirements of Kenai Municipal Code 14.20.150 was submitted to the City on January 19, 2023; and,

WHEREAS, the applicant has demonstrated that the prerequisites of a Conditional Use Permit have been met pursuant to Kenai Municipal Code 14.20.150; and,

WHEREAS, the City of Kenai Planning and Zoning Commission conducted a duly advertised public hearing on March 22, 2023, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

1. *KMC 14.20.150(d)(1) The use is consistent with the purpose of this chapter and the purposes and intent of the zoning district;*

Findings The proposed expansion is consistent with the purpose of the Kenai Zoning Code and Land Use Table. The land use table indicates an assisted living facility is a conditional use; therefore, a conditional use permit may be granted for an assisted living facility.

*The RS Zone is intended to provide for medium density residential development in areas which will be provided with common utility systems.
The specific intent in establishing this zone is:*

- (1) *To separate residential structures to an extent which will allow for adequate light, air, and privacy;*
- (2) *To prohibit uses which would:*

(A) Violate the residential character of the environment;

(B) Generate heavy traffic in predominantly residential areas.

The proposed addition will expand the operation of the assisted living facilities with approved CUPs. There should be minimal traffic generated by the proposed addition. The proposal includes a landscape plan that will provide a separation from adjoining properties and will not violate the residential character of the area.

2. *KMC 14.20.150(d)(2) The economic and noneconomic value of the adjoining property and neighborhood will not be significantly impaired;*

Findings: The economic and noneconomic value of adjacent properties would not be significantly impacted by this change. A landscaping/site plan has been submitted and will be reviewed by Planning staff for compliance. Site plan review will require an orderly and safe development as well as landscaping to provide an attractive and functional separation/screening between uses. The proposed access from Ponderosa Road may increase traffic along Ponderosa Road but it is not anticipated that the proposed expansion to an assisted living facility would generate heavy traffic. The development of the paved right-of-way easement for access via Ponderosa Road may increase the development potential of the adjacent vacant lot.

3. *KMC 14.20.150(d)(3) The proposed use is in harmony with the Comprehensive Plan;*

Findings: The Land Use Plan, from the 2016 Comprehensive Plan, identifies the subject property with the Suburban Residential (SR) land use classification. The SR Land Use Classification is defined in the Comprehensive Plan:

Suburban Residential is intended for single-family and multi-family residential uses that are urban or suburban in character. The area will typically be developed at a higher density; lots are typically smaller; and, public water and sewer services are required or planned. Some developments may be required to construct streets to a paved standard and larger subdivisions may be required to provide sidewalks and public areas. Parks and open space land uses may be considered appropriate.

This property is located off of North Forest Drive, a collector street, which provides access to multiple neighborhoods. To the south of the development are Northgate Subdivision and the Church of the Latter Day Saints. The property to the north is undeveloped. Woodland Subdivision is located across North Forest Drive. There are several institutional uses along Forest Drive that complements the existing and surrounding uses.

In Imagine Kenai 2030 Comprehensive Plan, Chapter 6, "Goals, Objectives, and Implementation", several goals and objectives are met from the proposed expansion.

Goal 1 – Quality of Life is to promote and encourage quality of life in Kenai.

Objective Q-1

Establish siting and design standards so that development is in harmony and scale with surrounding uses.

Goal 3 – Land Use is to develop land use strategies to implement a forward-looking approach to community growth and development.

Goal 5 – Provide transportation systems that are efficient and adequate to serve the regional needs of the community.

Objective T-5

Transportation improvements needed to serve new developments shall be in place at the time new development impacts occur.

4. *KMC 14.20.150(d)(4) Public services and facilities are adequate to serve the proposed use;*

Findings: City water and sewer are available to serve the proposed addition. There are adequate public services and facilities to serve the proposed expansion. North Forest is a paved and City-maintained road. Access will also be provided from Ponderosa Road, which will require a minimum 60-foot right-of-way easement on the adjacent property to meet city standards.

5. *KMC 14.150(d)(5) The proposed use will not be harmful to the public safety, health or welfare;*

Findings: An assisted living facility will not be harmful to public safety, health, or welfare. The proposed expansion does not change the existing use. The proposal provides a surplus of parking spaces and adequate landscaping that will minimize the impact to the surrounding area. The proposed addition will not negatively affect the public safety, health or welfare.

6. *KMC 14.150(d)(6) Any and all specific conditions deemed necessary by the Commission to fulfill the above-mentioned conditions should be met by the applicant. These may include, but are not limited to, measures relative to access, screening, site development, building design, operation of the use and other similar aspects related to the proposed use.*

Findings: To minimize impact on adjacent properties with the proposed one-way access, the following conditions are added.

- Maintain a safe and clear passage of the 10-foot vehicle access so it remains free of obstruction and obstacles created by snow removal or the depositing of snow. Snow removal must not be pushed onto another property.
- Prior to building permit issuance, provide an as-built survey to Planning & Zoning Department for verification that a minimum of 20 feet width for vehicular access and buffer are provided between the south building façade and the south property line.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That an amendment to the conditional use permits is granted to Aspen Creek Kenai LLC for the expansion of the assisted living facility on the property described as Tract 36A of Killen Estates 2014 Replat, and located at 701 N. Forest Drive.

Section 2. That the amendment to the conditional use permits is subject to the original conditions in CUPs (Resolution Nos. PZ12-22 and PZ15-24) and the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. Obtain a minimum 60-foot right of way easement on the adjacent property for ingress and egress from/to Ponderosa Street.
4. Prior to building permit issuance, a landscape/site plan must be reviewed and approved by the Planning and Zoning Department.
5. Maintain a safe and clear passage of the 10-foot vehicle access so it remains free of obstruction and obstacles created by snow removal or the depositing of snow. Snow removal must not be pushed onto another property.
6. Prior to building permit issuance, provide an as-built survey to Planning & Zoning Department for verification that a minimum of 20 feet width for vehicular access and buffer are provided between the south building façade and the south property line.
7. Applicant must obtain a sign permit for the proposed monument sign.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 22ND DAY OF MARCH, 2023.



JEFF TWAIT, CHAIRPERSON

ATTEST:



Meghan Thibodeau, Deputy City Clerk



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Linda Mitchell, Planning Director
DATE: September 26, 2023
SUBJECT: **Action/Recommendation – Recommendations to Kenai City Council on Ordinance No. 3373-2023 – Amendment of KMC Section 14.20.330-Standards for commercial marijuana establishments**

At their regular meeting held on September 20, 2023, City Council referred Ordinance No. 3373-2023 as a new business item to Planning and Zoning Commission for recommendations on any specific zoning related considerations in regards to the ordinance. Ordinance No. 3373-2023 is an amendment to Kenai Municipal Code (KMC) Section 14.20.330-*Standards for commercial marijuana establishments*. The State recently approved new regulations allowing the sale of marijuana and related products through walk-up and drive-through windows unless prohibited by local law. This ordinance prohibits commercial marijuana establishments within the City from utilizing walk-up and drive-through windows.

Please find the attached memo from Vice Mayor Baisden on Ordinance No. 3373-2023, the Ordinance will prohibit serving customers through a walk-up or drive-thru window for commercial marijuana establishments.

The commission may make recommendations on any specific zoning related considerations.

Attachments

Memo from Vice Mayor Baisden

Draft Ordinance No. 3373-2023



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Vice Mayor James Baisden

DATE: September 13, 2023

SUBJECT: **Ordinance No. 3373-2023- Prohibiting the sale of marijuana and related products from walk-up and drive through windows.**

The State recently approved new regulations allowing the sale of marijuana and related products through walk-up and drive-through windows unless prohibited by local law. This ordinance prohibits commercial marijuana establishments within the City from utilizing walk-up and drive-through windows. The sale of marijuana and related products from walk-up and drive-through windows has the potential to increase the risk to public safety through impaired driving. Further, it seems practically difficult to ensure that all passengers in a vehicle are of sufficient age or familial relationship to the driver to purchase marijuana as required by the regulations, increasing the risk of consumption of marijuana by underage populations.

Your consideration is appreciated.



**CITY OF KENAI
ORDINANCE NO. 3373-2023**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE 14.20.330-STANDARD FOR COMMERCIAL MARIJUANA ESTABLISHMENTS TO PROHIBIT LICENSED RETAIL MARIJUANA ESTABLISHMENTS FROM SERVING CUSTOMERS THROUGH A WALK-UP OR DRIVE-THROUGH WINDOW.

WHEREAS, the City has adopted local regulations governing commercial marijuana establishments within the City as provided in KMC Chapter 14.20-Kenai Zoning Code; and,

WHEREAS, the State of Alaska has recently enacted new regulations allowing licensed retail marijuana establishments to serve customers through a walk-up or drive-through window unless prohibited by local law; and,

WHEREAS, concerns for public safety and practical enforceability of the new regulations outweigh any public benefit; and,

WHEREAS, at its regular meeting of September 27, 2023 the Planning and Zoning Commission recommended _____ of this ordinance; and,

WHEREAS, it is in the best interest of the City to prohibit licensed retail marijuana establishments from serving customers through a walk-up or drive-through window.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Section 14.20.330 of Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.330-Standard for Commercial marijuana establishments is hereby amended as follows:

14.20.330 Standards for commercial marijuana establishments.

The purpose of this section is to establish general standards for commercial marijuana establishments.

- (a) Commercial marijuana establishments may be permitted or allowed with a conditional use permit under KMC 14.20.150, as provided in the City of Kenai's Land Use Table, KMC 14.22.010, and the provisions of this section. On-site consumption endorsements may not be approved by conditional use permit or otherwise and are not permitted within the City. Serving customers through a walk-up or drive-through window is also prohibited.
- (b) Applicants applying for a conditional use permit must include an area map drawn to scale indicating all land uses on other properties within a five hundred (500) foot proximity of the lot upon which the applicant is seeking a conditional use permit. This shall be in addition to the conditional use permit submission requirements in KMC 14.20.150.
- (c) A public hearing shall be scheduled before the Planning and Zoning Commission to review the conditional use permit application once it has been deemed complete. The public hearing shall be scheduled in accordance with the requirements in KMC 14.20.280, except that notification shall be mailed to all real property owners on record on the Borough Assessor's records within a five hundred (500) foot periphery of the parcel affected by the proposed action. The notice

periphery will be expanded until a minimum of thirty (30) different property owners are available for notification.

- (d) The preparation, packaging, manufacturing, processing, and storing of all marijuana, marijuana concentrate or marijuana products must be conducted within a fully enclosed, secure indoor facility. The growing and cultivating of marijuana must be conducted within a fully enclosed, secure indoor facility or greenhouse with view-obscuring rigid walls, a roof and doors, unless a nonrigid greenhouse, or other structure, is specifically approved, in which case the cultivation must be enclosed by a sight-obscuring wall or fence at least six (6) feet high.
- (e) All commercial marijuana establishments shall not emit an odor that is detectable by the public from outside the commercial marijuana establishment.
- (f) No portion of a parcel upon which any commercial marijuana establishment is located shall be permitted within the following buffer distances:
 - (1) One thousand (1,000) feet of any primary and secondary schools (K-12) and five hundred (500) feet of any vocational programs, post-secondary schools, including but not limited to trade, technical, or vocational schools, colleges and universities, recreation or youth centers, correctional facilities, churches, and State-licensed substance abuse treatment facilities providing substance abuse treatment; and
 - (2) Buffer distances shall be measured as the closest distance from the perimeter of a stand-alone commercial marijuana establishment structure to the outer boundaries of the school, recreation or youth center, or the main public entrance of a church, correctional facility, or a substance abuse treatment facility providing substance abuse treatment. If the commercial marijuana establishment occupies only a portion of a structure, buffer distances are measured as the closest distance from the perimeter of the closest interior wall segregating the commercial marijuana establishment from other uses, or available uses in the structure, or an exterior wall if closer, to the outer boundaries of the school, recreation or youth center, or the main public entrance of a church or correctional facility, or a substance abuse treatment facility providing substance abuse treatment.
- (g) As provided in the Land Use Table, a person or licensee may apply for a conditional use permit to allow for a marijuana cultivation facility, standard, on lots of forty thousand (40,000) square feet or greater in size, and a marijuana cultivation facility, limited, on any size lot.
- (h) A marijuana cultivation facility, standard, or a marijuana cultivation facility, limited, shall only be allowed on a lot which has an existing structure consistent with a principal permitted use.
- (i) A marijuana cultivation facility located in an accessory building shall be subject to the setback provisions in KMC 14.24.020, development requirements table. A person or licensee seeking relief from the provisions in the development requirements table may apply for a variance subject to the provisions of KMC 14.20.180.
- (j) No retail marijuana store may conduct business on, or allow any customer or consumer to access, the licensed premises between the hours of 5:00 a.m. and 8:00 a.m. daily.

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 4TH DAY OF OCTOBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	September 20, 2023
Enacted:	October 4, 2023
Effective:	November 3, 2023



Kenai City Council - Regular Meeting

September 20, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3370-2023** - Accepting and Appropriating Fiscal Year 2023 Funds from the Sign Research Foundation for the Sign Research Foundation Scholarship Program. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-56** - Authorizing the Application to the State of Alaska, Department of Environmental Conservation for a State Revolving Fund Loan from the Alaska Drinking Water Fund and Execution of a Loan Agreement for the Water Treatment Plant Pumphouse Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-57** - Awarding Non-Exclusive On-Airport Car Rental Concessions to Copper River Rentals, LLC D/B/A Budget Rent A Car and Alaska Rent A Car, Inc. D/B/A Avis for the Period of January 1, 2024 to December 31, 2028. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-58** - Authorizing a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and Alaska Air Fuel, Inc., for Airport Reserve Lands Described as Lot 5A, FBO Subdivision No. 10. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-59** - Authorizing the City Manager to Enter a Project Partnership Agreement with the Department of The Army for the Administration and Construction of the Kenai Bluff Stabilization Project with an Estimated

Project Cost of \$41,604,000 Including a Federal Cost Share of \$37,443,600 and City Share of \$4,160,400. (Administration)

F. MINUTES

1. *Regular Meeting of September 6, 2023. (City Clerk)

G. UNFINISHED BUSINESS

1. **ADOPTED AS AMENDED WITHOUT OBJECTION. Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) *[At the 08/02/23 meeting, this item was postponed to 09/06/23; at the 09/06/23 meeting, this item was postponed to 09/20/23.]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Confirming the Appointment of the October 3, 2023 Election Precinct Boards for the October 3, 2023 Regular City Election. (City Clerk)
4. ***Action/Approval** - Confirming the Appointment of Xinlan Tanner as Student Representative to City Council. (Mayor)
5. ***Ordinance No. 3371-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
6. ***Ordinance No. 3372-2023** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
7. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION, AND SCHEDULED FOR PUBLIC HEARING ON 10/4/2023. *Ordinance No. 3373-2023** - Amending Kenai Municipal Code 14.20.330 - Standard for Commercial Marijuana Establishments to Prohibit Licensed Retail Marijuana Establishments from Serving Customers through a Walk-Up or Drive-Through Window. (Baisden, Winger, Douthit)

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/85421659496>

Meeting ID: 854 2165 9496 **Passcode:** 329706

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 854 2165 9496 **Passcode:** 329706



Plat Committee Agenda

ACTION

September 11, 2023– 6:30 PM

Regular Meeting

Betty J. Glick Assembly Chambers
George A. Navarre Kenai Peninsula
Borough Administration Building

ZOOM MEETING DETAILS

Zoom Meeting Link: <https://us06web.zoom.us/j/9077142200>
Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247
Zoom Meeting ID: 907 714 2200

To join the meeting from a computer, visit the Zoom meeting link above. If you connect by computer and do not have speakers or a microphone, connect online and then select phone for audio. A box will come up with toll free numbers, the meeting ID, and your participant number. To attend the Zoom meeting by telephone, use the Zoom toll free phone numbers listed above.

Jeremy Brantley, Chair
Ridgeway / Sterling
Funny River District
Term Expires 2024

Pamela Gillham, Vice Chair
Kalifornsky / Kasilof District
Term Expires 2026

Virginia Morgan
Cooper Land / Hope
Eastern Peninsula District
Term Expires 2025

Diane Fikes
City of Kenai
Term Expires 2025

Charlene Tauffest
City of Soldotna
Term Expires 2024

Franco Venuti
City of Homer
Term Expires 2025

Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

(Action items listed with an asterisk (*) are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a commissioner so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

- *1. **Agenda**
- *2. **Member Excused Absences**
- *3. **Minutes**
 - a. August 28, 2023 Plat Committee
- *4. **Grouped Plats**
 - E2. Hidden Hills Tract G5 Replat; KPB File 2023-092

**Motion to approve the consent & regular agendas passed by unanimous vote .
(4-Yes, 0-No)**

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

1. Cohoe Country Estates Subdivision No. 9; KPB File 2023-091
Surveyor: Johnson Surveying; Owner: Osmar
Location: Cohoe Loop Road; PIN: 133-010-41
Cohoe Area

Motion to grant preliminary approval passed by unanimous vote (4-Yes, 0-No)

Motion to grant the exception request to KPB 20.30.190(A) – Lot Dimensions 3:1, for Lots 1, 2 & 3 passed by unanimous vote (4-Yes, 0-No).

2. Hidden Hills Tract G5 Replat; KPB File 2023-092 **(Passed Under Consent Agenda)**
Surveyor: Geovera LLC; Owner: Engebretsen
Location: Cryptic Avenue Off North Fork Road; PIN: 171-330-20
Anchor Point Area / Anchor Point APC

Motion to grant preliminary approval passed by unanimous vote (4-Yes, 0-No)

3. McNamara Acres at Moose Hill; KPB File 2023-009R1
Surveyor: Peninsula Surveying LLC; Owner Lastinger
Location: McNamara Court, Royce Street & Emilie Avenue
PINs: 066-102-06; 066-102-07; 066-102-08; 066-102-09
Funny River Area / Funny River APC

Motion to grant preliminary approval passed by unanimous vote (4-Yes, 0-No)

Motion to grant the exception request to KPB 20.30.030 – Proposed Street Layout and KPB 20.30.170 – Block Length Requirements, passed by unanimous vote (4-Yes, 0-No)

F. OTHER (No Public Hearing)

G. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Plat Committee meeting will be held **Monday, September 25, 2023** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **5:30 p.m.**

CONTACT INFORMATION

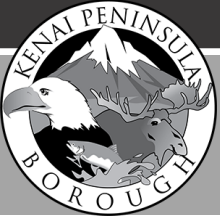
KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

Phone: 907-714-2215 / Toll free within the Borough 1-800-478-4441, extension 2215

Fax: 907-714-2378

e-mail address: planning@kpb.us

website: <http://www.kpb.us/planning-dept/planning-home>



Planning Commission Agenda

ACTION

September 11, 2023– 7:30 PM

Regular Meeting

Betty J. Glick Assembly Chambers
George A. Navarre Kenai Peninsula
Borough Administration Building

Jeremy Brantley, Chair
Ridgeway / Sterling
Funny River District
Term Expires 2024

Pamela Gillham, Vice Chair
Kalifornsky / Kasilof District
Term Expires 2026

Virginia Morgan
Cooper Landing / Hope
Eastern Peninsula District
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Diane Fikes
City of Kenai
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Term Expires 2025

Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

(Action items listed with an asterisk (*) are considered to be routine and non-controversial by the Commission and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless a commissioner so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

*1. Time Extension Request – None

*2. Planning Commission Resolutions

- a. PC Resolution 2023-22

*3. Plats Granted Administrative Approval

- a. Federal Addition to Seward Saltwater Safari Replat; KPB File 2022-184
- b. Salamatof Air Park Alcan 2022 Replat; KPB File 2022-117
- c. Trust Land Survey 2021-03 Lower Cohoe Subdivision; KPB File 2022-057

*4. Plats Granted Final Approval – None

*5. Plat Amendment Request – None

*6. Commissioner Excused Absences

- a. Virginia Morgan, Cooper Landing/Hope/Eastern Peninsula District
- b. Pamela Gillham, Kalifornsky/Kasilof District
- c. Charlene Taufest (Unexcused)
- d. City of Seward, Vacant

*7. Minutes

August 28, 2023 Planning Commission Meeting Minutes

Motion to approve the consent & regular agendas passed by unanimous vote (5-Yes, 3-Absent)

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters - *No Quasi-Judicial Matters*

Public Hearing: Legislative Matters

1. Street Naming Resolution 2023-05
 - a. Renaming two alleys in the Bear Creek Area; ESN 751
 - a. Renaming a Public Access Easement in the Happy Valley Area; ESN 401
 - b. Renaming a Private Road in the Cohoe Area; ESN 302

Motion to adopt Street Naming Resolution 2023-05

- Naming two alleys in the Bear Creek area, ESN 751, to Retreat Alley & Gilmore Alley
- Naming a public access easement in the Happy Valley area, ESN 401, to Wishbone Way
- Renaming a Private road in the Cohoe area, ESN 302 to Old Weasel Trail Road

Passed by unanimous vote (5-Yes, 3-Absent)

F. PLAT COMMITTEE REPORT - Plat Committee will review 3 preliminary plats

G. OTHER (No Public Hearing)

H. PRESENTATIONS / PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Monday, September 25, 2023** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **7:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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e-mail address: planning@kpb.us

website: <http://www.kpb.us/planning-dept/planning-home>

A party of record may file an appeal of a decision of the Planning Commission in accordance with the requirements of the Kenai Peninsula Borough Code of Ordinances. An appeal must be filed with the Borough Clerk within 15 days of the notice of decision, using the proper forms, and be accompanied by the filing and records preparation fees.

Vacations of rights-of-way, public areas, or public easements outside city limits cannot be made without the consent of the borough assembly. Vacations within city limits cannot be made without the consent of the city council. The assembly or city council shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received within the specified period, it shall be considered that consent was given.

A denial of a vacation is a final act for which the Kenai Peninsula Borough shall give no further consideration. Upon denial, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

MEMORANDUM

TO: Council Members
THROUGH: Mayor Gabriel
FROM: Shellie Saner, City Clerk
Terry Eubank, City Manager
Scott Bloom, City Attorney
DATE: July 25, 2023
SUBJECT: **City of Kenai Commissions, Committees and Council on Aging Review**

This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City’s advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

Commission Development Tools.

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

Plan for Implementation.

September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

January

1. Commission Work Sessions for each Commission with the following agenda outline.
 - a. Review of the past five (5) years of Commission actions taken.
 - b. Review Kenai Municipal Code applicable to the Commission.
 - c. Review Council adopted policies applicable to the Commission.
 - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
 - a. Missions or Vision Statement for the Commission.
 - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.

February - December

1. Commission meetings to conduct work as approved in the Work Plan.

December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. _____ Objective: _____ Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



ACCOMPLISHMENTS

Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.

