



Kenai City Council - Regular Meeting

November 05, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Election of Vice Mayor**
4. 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

1. Kenai Police Department Accreditation, Scott Hayes, Executive Director of Northwest Accreditation Alliance.
2. Community Development Block Grant Program, Kevin Buettner, City of Kenai Planning Director.

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration)
2. **Ordinance No. 3491-2025** - Accepting the Donation of Three Bronze Statues from the Kenai Chamber of Commerce and Visitors Center. (Administration) [*KMC 1.15.070(d)*]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

- [3.](#) **Resolution No. 2025-62** - Declaring the Vacation of Portions of Utility Easements Associated with Lots 8, 9, 27 And 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting Vacation. (Administration)
- [4.](#) **Resolution No. 2025-63** - Establishing the 2026 City Council Regular Meeting Schedule. (City Clerk)
- [5.](#) **Resolution No. 2025-64** - Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc. (Administration)
- [6.](#) **Resolution No. 2025-65** - Authorizing the Use of the Equipment Replacement Fund for Purchase of Datacenter Equipment Software. (Administration)
- [7.](#) **Resolution No. 2025-66** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment. (Administration)

F. **MINUTES**

- [1.](#) *Regular Meeting of October 15, 2025. (City Clerk)

G. **UNFINISHED BUSINESS**

H. **NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage. (Administration)
- [3.](#) ***Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road. (Administration)
- [4.](#) ***Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center. (Administration)
- [5.](#) ***Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road. (Administration)
- [6.](#) ***Ordinance No. 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances. (Administration)
- [7.](#) **Action/Approval** - Directing the Planning & Zoning Commission to Review and Make Recommendations to Update Kenai Municipal Code 14.10 – Subdivision Regulations. (Administration)
- [8.](#) **Action/Approval** - Mayor Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Knackstedt)
- [9.](#) **Action/Approval** - Confirmation of Mayor Nomination for a Partial Term Appointment of Marty Askin to the Planning & Zoning Commission. (Knackstedt)
- [10.](#) **Discussion/Action** - Scheduling a Joint Work Session with the Salamatof Tribal Council. (Administration)

- [11.](#) **Discussion/Action** - Scheduling a Work Session to Discuss City Elections. (Clerk)
- 12. **Discussion/Action** - Selecting a Sub-Committee to Develop Interview Questions for Council Applicant Interviews. (Clerk)

I. COMMISSION REPORTS

- 1. Council on Aging Commission
- [2.](#) Airport Commission
- 3. Harbor Commission
- 4. Parks and Recreation Commission
- [5.](#) Planning and Zoning Commission
- [6.](#) Beautification Commission

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 at 907-283-8231.

Registration is required to join the meeting remotely through Zoom. Please use the following link to register:

<https://us02web.zoom.us/meeting/register/1nR9ur03Rs2V0Pnm721dJw>



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

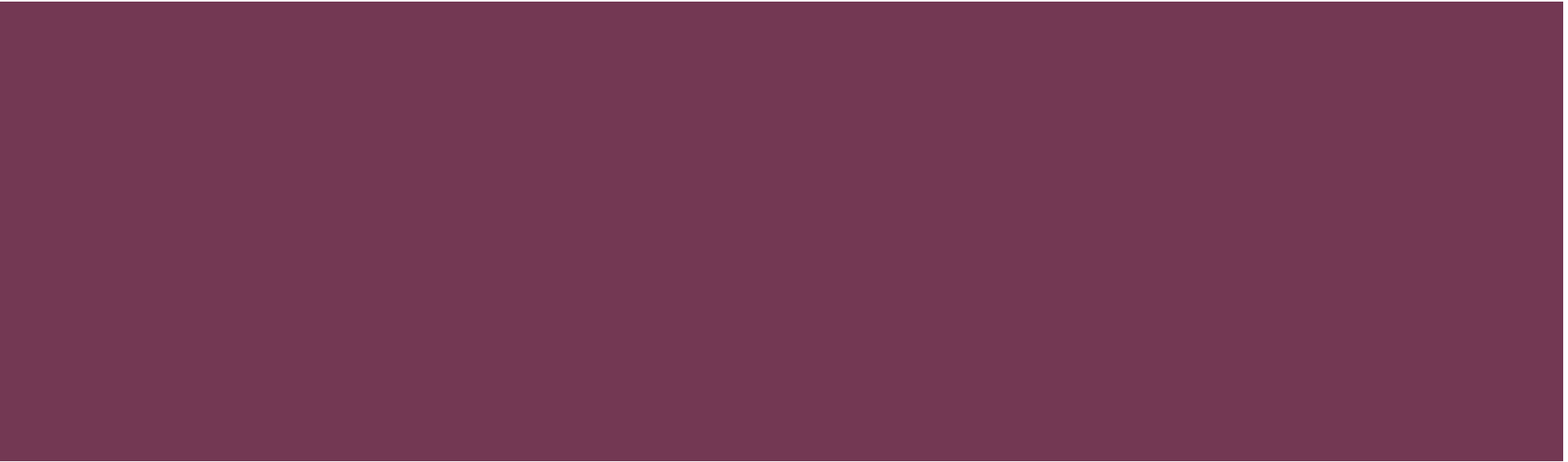
INFORMATIONAL SESSION





COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

AN OVERVIEW OF THE PROGRAM & HOW KENAI CAN BENEFIT



WHAT IS CDBG?

- Federal funding opportunity managed by the Alaska Dept. of Commerce, Community, & Economic Development
- Projects may fall into at least one of three categories:
 - Community Development
 - Planning
 - Special Economic Development
- Up to \$850,000 per community, per funding round
- Encouraged to have 25% match
 - Can be in-kind or leverage other funding
- May fund phased projects

PROJECT EXAMPLES

Community Development (partial list)

- Water & Sewer Systems
- Solid Waste Disposal Systems
- Flood & Drainage Facilities
- Docks & Harbors
- Local Service Roads
- Airports
- ADA Compliance for Public Facilities
- Fire Protection Facilities & Equipment

Planning

- Data Collection & Analysis
- Marketing Studies
- Feasibility Studies
- Community Economic Development Plans
- Community land Use Plans
- Capital Improvement Plans
- Plan Updates

PROJECT EXAMPLES

Special Economic Development

- Commercial/Industrial Improvements
- Assistance to certain private entities
 - Must create and maintain jobs for low to moderate income persons
 - Assist businesses providing goods/services needed by and affordable to low to moderate income residents



INELIGIBLE PROJECTS



- Equipment
 - Except for Fire Protection
- Government Buildings
 - Except for removal of architectural barriers
- Regular Operations
- Regular Maintenance
- Political Activities

PRIORITIES & REQUIREMENTS

- Must target areas consisting of at least 51% low- and moderate income persons
- Must achieve a public benefit
- Must have two public hearings
 - One prior to award and one during project

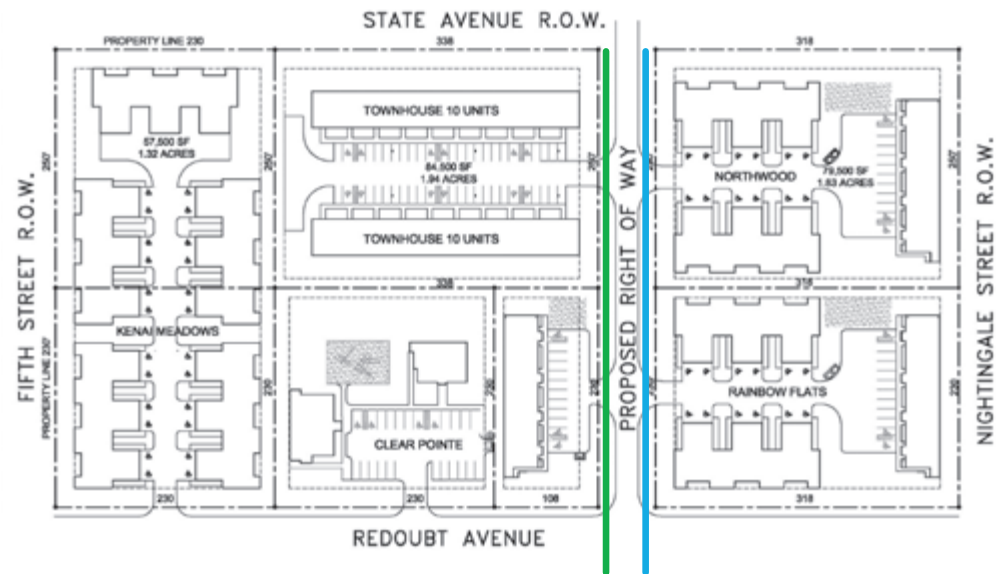


COMMUNITY DEVELOPMENT & HOUSING NEEDS



PROPOSED PROJECT - 2025

- Installation of new water & wastewater mains along Sixth Street, north of Redoubt Avenue.
- Construction of local service road (Sixth Street) to access newly constructed low-income and senior housing developments



OTHER PROJECTS?

- Are there other projects that should be considered?





Questions?

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director, City of Kenai







Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3490-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WASTEWATER TREATMENT FACILITY IMPROVEMENT CAPITAL PROJECT FUND, ACCEPTING A GRANT FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY FOR THE KENAI WASTEWATER TREATMENT FACILITY DIGESTER BLOWERS UPGRADE PROJECT AND AWARDING THE CONSTRUCTION CONTRACT FOR THE PROJECT.

WHEREAS, the City applied for and received a \$2,900,000 grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project; and,

WHEREAS, this project will consist of installation of new high efficiency turbo blowers in a new building and associated construction to supply air to the digester including new stainless-steel air piping, disconnecting the old blowers and reconstruction of operational equipment for the digester; and,

WHEREAS, the cost share requirements for the grant were waived; and,

WHEREAS, the City has appropriated \$750,000 in Water & Sewer funds to the project already and is requesting an additional appropriation of \$750,000 to complete the project with a total budget of \$4,400,000; and,

WHEREAS, additional funding is needed to award the project and to complete additional associated work on the project consisting of draining and cleaning the digester, construction administration services, replacement of a standby generator and efficiency improvements to the existing blowers; and,

WHEREAS, an Invitation to Bid was released on March 27, 2025 with bids due on April 29, 2025 for the project and only one bid was received by Blazy Construction Inc.; and,

WHEREAS, the bid was determined to be responsive and responsible; and,

WHEREAS, due to the time that occurred between bidding and award, the bid price was open for renegotiation; and,

WHEREAS, the City negotiated the current cost of \$3,280,258 to complete the project after value engineering the project and incorporating material and labor cost increases; and,

WHEREAS, it is in the best interest of the City to award the construction contract to Blazy Construction Inc.

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

Section 1. That the City Manager is authorized to accept a grant from the U.S. Environmental Protection Agency in the amount of \$2,900,000 and expend the funds in accordance with the provisions of the grant.

Section 2. That estimated revenues and expenditures be increased as follows:

Water & Sewer Fund:

New Text Underlined: [DELETED TEXT BRACKETED]

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$750,000</u>

Increase Expenditures -	
Transfer to Water & Sewer Capital Project Fund	<u>\$750,000</u>

Section 3. That estimated revenues and expenditures be increased as follows:

Water & Sewer Capital Projects Fund – Wastewater Treatment Facility Digester Blowers Upgrade Project:

Increase Estimated Revenues -	
Federal Grants -	\$2,900,000
Transfer from Water & Sewer Fund	<u>750,000</u>
	<u>\$3,650,000</u>

Increase Appropriations -	
Construction	<u>\$3,650,000</u>

Section 4. That the City Manager is authorized to execute a contract with Blazy Construction Inc. in the amount of \$3,280,258 for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project.

Section 5. 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 6. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	October 15, 2025
Enacted:	November 5, 2025
Effective:	November 5, 2025

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: October 8, 2025

SUBJECT: **Ordinance 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project.

The memo requests Council's approval to accept a U.S. Environmental Protection Agency (EPA) grant for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade project, appropriate additional funding to complete the project and award the project to Blazy Construction, Inc.

The project will consist of installation of new high efficiency turbo blowers in a new building and associated construction to supply air to the digester including new stainless-steel air piping, disconnecting the old blowers and reconstruction of operational equipment for the digester.

The grant from the EPA is in the amount of \$2,900,000 and matching requirements were waived. \$750,000 of local funds are already appropriated for the project and the Public Works Department requests an additional appropriation of \$750,000 to award the project and complete other associated work and improvements.

The Public Works Department requests award of the construction contract to Blazy Construction Inc. in the amount of \$3,280,258. \$464,950 of this cost is the negotiated cost for purchase of the blower units that was previously approved by EPA as a sole source purchase. Blazy construction was the only bidder on the project when it bid in April of 2025, and we negotiated the current cost to award since the timeline to hold the price expired. We also value engineered several items out of the scope of work to save funding where feasible.

Remaining funding is expected to be used for emptying and cleaning the digester by the City, construction administration by our consultant and City staff, purchase and installation of a new generator to replace the failing unit at the treatment plant and additional work on the existing blowers to increase their efficiency. Work is expected to be completed by the end of 2026. Contingency funds have been included in this funding request for potential change orders encountered on the project. The main concern on this project is the condition of the existing digester structure. It was built in 1982 and the concrete will be evaluated when it is taken down. There is a potential that significant repairs could be required based on what is discovered and that supplemental appropriations could be necessary at that time.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3491-2025**

AN ORDINANCE ACCEPTING THE DONATION OF THREE BRONZE STATUES FROM THE KENAI CHAMBER OF COMMERCE AND VISITORS CENTER.

WHEREAS, the Kenai Chamber of Commerce and Visitors Center (KCCVC) is a 501(c)(6) organization that promotes economic development, job growth, and education in the City of Kenai through destination marketing, support of the visitor industry, management of the Kenai Visitors and Cultural Center, and the promotion of Kenai's history, arts, and culture; and,

WHEREAS, the Bronze Bear Family Sculpture Project was presented to the Kenai Airport Commission at its regular meeting on September 14, 2023, and the Commission unanimously supported the project; and,

WHEREAS, on October 19, 2023, the City Council authorized Administration to incorporate the Bronze Bear Family Sculpture into the airport landscape design, pursue grant funding, and support a community fundraising committee to purchase the sculptures on behalf of the City; and,

WHEREAS, KCCVC, the City Administration, and a community working group collaborated to bring the Kenai Bronze Bear Family Sculpture to the Kenai Municipal Airport, creating a cultural and community landmark; and,

WHEREAS, the community working group raised approximately \$172,000, including sponsorships, individual donations, and a grant from the Rasmuson Foundation to support the project; and,

WHEREAS, KCCVC used the funds to purchase three bronze statues, including "Standing cub and walking cub," "Mother bear with fish," and five bronze miniatures (moquettes) for project sponsors, valued at approximately \$135,000; and,

WHEREAS, the bronzes are complete and scheduled for installation at the Kenai Municipal Airport on or before November 6, 2025; and,

WHEREAS, KCCVC desires to donate the three bronze statues to the City, which will become a City asset maintained by the Kenai Municipal Airport, enhancing community spaces, celebrating local identity, and providing long-term cultural and educational value; and,

WHEREAS, it is in the best interest of the City to accept this donation.

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

Section 1. That the City Manager is authorized to accept a donation of three bronze statues valued in the amount of approximately \$135,000.

Section 2. That the estimated revenues and appropriations be increased as follows:

Airport Fund:

Increase Revenues –
Donations

\$135,000

Increase Appropriations– Terminal
Improvements

\$135,000

Section 3. 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 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	November 5, 2025
Enacted:	November 5, 2025
Effective:	November 5, 2025



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Christine Cunningham, Assistant to City Manager

DATE: October 16, 2025

SUBJECT: **Ordinance 3491-2025** - Accepting the Donation of Three Bronze Statues from the Kenai Chamber of Commerce and Visitors Center.

The Kenai Bronze Bear Family Sculpture Project is a community-led effort to install a life-sized bronze bear family sculpture at the Kenai Municipal Airport entrance. The idea first emerged during the Airport Terminal Rehabilitation Project, and with support from the Airport Commission and City Council, it has grown into a strong community partnership.

The Kenai Chamber of Commerce and Visitors Center (KCCVC) has played a central role in the project. The KCCVC established a special projects account to manage fundraising and finances, developed the project logo, managed the website, and coordinated with the fiscal sponsor, Bridges Community Resource Network, Inc.

A community working group, including members from the KCCVC, Kenai National Wildlife Refuge, Kenaitze Indian Tribe, Kenai Art Center, and current and retired City representatives, provided leadership, coordination, and creative vision. Together, the group raised approximately \$172,000 through sponsorships, individual donations, and a Rasmuson Foundation grant.

The KCCVC entered into a Fine Art Purchase Agreement with Atlas Bronze Casting for three bronze sculptures - Mother Bear with Fish, Standing Cub, and Walking Cub - and five donor miniatures. The sculptures are complete and scheduled for installation at the airport on or before November 6, 2025.

The project was made possible through the generosity of community sponsors – Title Sponsors Grant Aviation and Three Bears Alaska; Silver Sponsors Marathon Petroleum, Bear Mountain Lodge, Lynden Transport, Rick and Bobbie Baldwin, and Dr. Pete and Karolee Hansen; Bronze Sponsors Alaska E-Line Services, HDL Engineering Consultants, Kenai Community Foundation, Alaska Channel, Marty and Victoria Askin, and Aleutian Airways – as well as a Rasmuson Foundation grant and contributions from individual donors.

Notification was received on October 14 that the sculptures could ship as early as October 21, with an expected arrival date of October 28. This short timeline creates a need to accept the donation promptly so installation can occur before winter weather conditions become a challenge.

Pursuant to KMC 1.15.070(d), same-day introduction and passage of the ordinance is requested so the sculptures may be installed promptly.

The KCCVC wishes to formally donate the three bronze sculptures to the City of Kenai. The Bronze Bear Family Sculpture will serve as a welcoming landmark, celebrate Alaska's wildlife and local identity, support tourism, and provide a lasting cultural and educational landmark.

Council's approval is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-62**

A RESOLUTION DECLARING THE VACATION OF PORTIONS OF UTILITY EASEMENTS ASSOCIATED WITH LOTS 8, 9, 27 AND 28, BLOCK 7, VALHALLA HEIGHTS SUBDIVISION PART 3 (PLAT KN 1568), AND AS SET FORTH ON THE ATTACHED EXHIBIT "A" ARE NOT NEEDED FOR A PUBLIC PURPOSE AND ARE CONSENTING VACATION.

WHEREAS, on August 27, 2025, by Resolution No. PZ2025-27, the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve the preliminary plat of Valhalla Heights Subdivision Thomsen Replat with a vacation of portions of utility easements as dedicated on the plat of Valhalla Heights Subdivision Thomsen Replat; and,

WHEREAS, on October 27, 2025, the Kenai Peninsula Borough Planning Commission consented to the vacation of the utility easements dedicated on the plat for Valhalla Heights Subdivision Thomsen Replat; and,

WHEREAS, there is no needed public use for the portions of utility easements depicted on Exhibit "A"; and,

WHEREAS, on October 28, 2025, the Kenai Peninsula Borough submitted a letter to the Kenai City Council requesting consideration of the vacation in accordance with Kenai Peninsula Borough Code 20.65.050 that requires the consent of the City Council prior to vacation of city easements; and,

WHEREAS, Kenai Municipal Code 22.05.110 - Determination as to need for public use, states City Council may vacate rights-of-way or easements by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That portions of utility easements associated with Lots 8, 9, 27 and 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568) are not needed for a public purpose and the Council of the City of Kenai consents to the vacation of the portions of utility easements as set forth on the attached Exhibit "A".

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Land Management Analyst

DATE: October 28, 2025

SUBJECT: **Resolution No. 2025-62** - Declaring the Vacation of Portions of Utility Easements Associated with Lots 8, 9, 27 And 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting Vacation.

On August 27, 2025, the City of Kenai Planning and Zoning Commission (P&Z) passed Resolution PZ2025-27 recommending City Council approval of preliminary plat Valhalla Heights Subdivision Thomsen Replat. New utility easements were dedicated on this preliminary plat, negating the need for the existing easements. On October 27, 2025, the Kenai Peninsula Borough Planning Commission consented to the vacation of the utility easements dedicated on the plat for Valhalla Heights Subdivision Thomsen Replat.

In accordance with Kenai Peninsula Borough Code 20.65.050, vacation of a City right-of-way and/or easement requires consent of the City Council. Pursuant to Kenai Municipal Code 22.05.110 *Determination as to Need for Public Purpose*, the Kenai City Council may vacate rights-of-way or easements by resolution. Council approval of Resolution No. 2025-62 would approve the vacation of the subject utility easements.

Thank you for your consideration.

Attachments

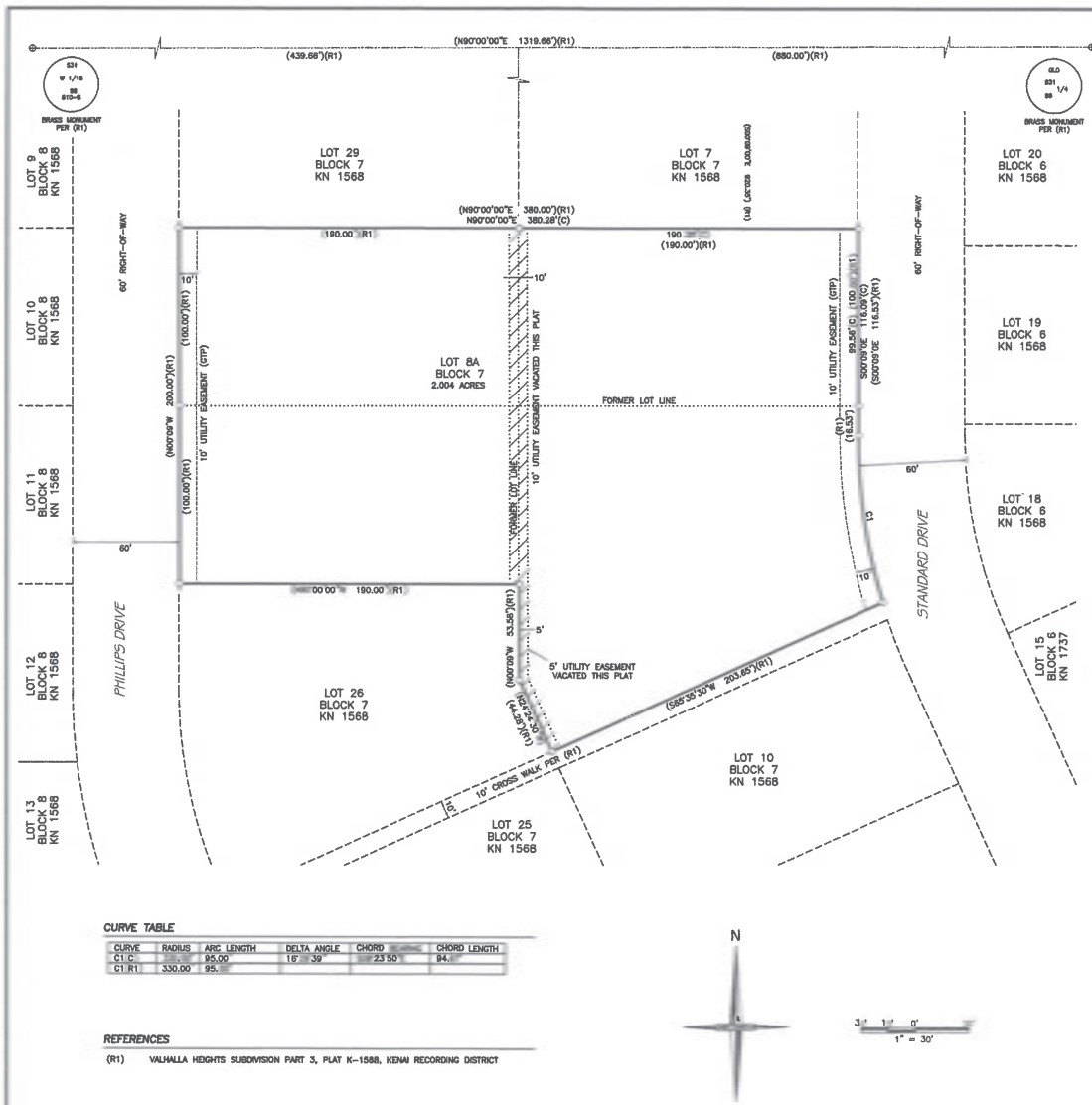
Exhibit "A" Preliminary Plat

Letter from Kenai Peninsula Borough (KPB)

Relevant Packet Material from October 27, 2025 KPB Planning Commission Meeting

Minutes from August 27, 2025 City of Kenai P&Z Meeting

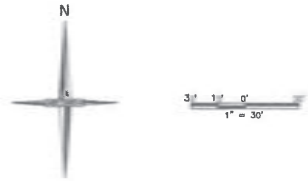
Resolution PZ2025-27



CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD	CHORD LENGTH
C1 C	85.00		18° 39'	23.50	94.
C1 R1	330.00	95.			

REFERENCES
(R1) VALHALLA HEIGHTS SUBDIVISION PART 3, PLAT K-1588, KENAI RECORDING DISTRICT



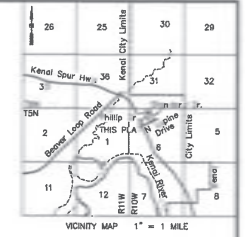
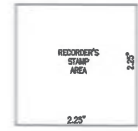
- NOTES
1. PER KPB CODE 20.30.250 THE BUILDING SETBACK OF RECORD HAS BEEN REMOVED. ALL DEVELOPMENT MUST COMPLY WITH THE CITY OF KENAI ZONING REGULATIONS AND FLOODPLAIN MANAGEMENT.
 2. PER THIS PLATTING ACTION THE FRONT 10 FEET ADJACENT TO THE RIGHTS-OF-WAY IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
 3. THIS SUBDIVISION IS SUBJECT TO A GENERAL ELECTRICAL LINE EASEMENT, WITH NO DEFINED LOCATION GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED ON JULY 16, 1999 IN MEC. BOOK 35 PAGE 197 KENAI RECORDING DISTRICT.
 4. THIS PLATTING ACTION ELIMINATED EXISTING PROPERTY LINES. NO FIELD SURVEY WAS PERFORMED OR REQUIRED PER KPB CODE 20.68.200A.
 5. UTILITY EASEMENT VACATION APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
 6. WASTEWATER DISPOSAL: THE PARENT SUBDIVISION, (PLAT K-1568, KRD), FOR THE LOTS RESULTING FROM THIS PLATTING ACTION WAS APPROVED BY THE KENAI PENINSULA BOROUGH ON JULY 8, 1998. WASTEWATER TREATMENT AND DISPOSAL SYSTEMS MUST MEET THE REGULATORY REQUIREMENTS OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

- LEGEND
- ⊙ RECORD MONUMENT -- AS SHOWN
 - RECORD PROPERTY CORNER PER (R1)
 - 1/2" X 18" STEEL ROD
 - - - SUBDIVISION BOUNDARY
 - - - ADJACENT PROPERTY LINE
 - - - FORMER LOT/ EASEMENT LINE
 - - - UTILITY EASEMENT
 - - - MONUMENT THE LINE
 - (R1) RECORD DATA
 - (GTP) GRANTED THIS PLAT
 - (C) COMPUTED
 - ▨ UTILITY EASEMENT VACATED THIS PLAT

PLAT APPROVAL
THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

CERTIFICATE OF SURVEYOR
I, MARK AMONETTI 13022-S, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



CERTIFICATE OF OWNERSHIP AND DEDICATION
I HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811

NOTARY'S ACKNOWLEDGEMENT
FOR: CRAIG W. THOMSEN
ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____ 2025

PUBLIC NOTARY SIGNATURE
MY COMMISSION EXPIRES _____



KPB FILE No. 2025-XXX
VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT
A REPLAT OF
LOTS 8, 9, 27 AND 28 BLOCK 6
VALHALLA HEIGHTS SUBDIVISION PART 3
PLAT NO. K-1568
KENAI RECORDING DISTRICT
LOCATED WITHIN
NW1/4 SECTION 6, T5N, R10W, S.M.
CITY OF KENAI
KENAI RECORDING DISTRICT
KENAI PENINSULA BOROUGH
STATE OF ALASKA
OWNER:
CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811
CONTAINING 2.004 ACRES



DATE BY: 08.18.25
CHECKED BY: SCALE: PROJECT: 25-584
SHEET:

Exhibit "A" PRELIMINARY



October 28, 2025

Kenai City Council
210 Fidalgo Avenue
Kenai, AK 99611

RE: Vacate the 10' wide utility easement along the east boundary of Lots 27 & 28 and along the west boundary of Lots 8 & 9 all within Block 7 granted by Valhalla Heights Subdivision Part 3, Plat KN 1568; KPB File 2025-129V

Dear Kenai City Council Members,

During their regularly scheduled meeting of October 27, 2025 the Kenai Peninsula Borough Planning Commission approved the proposed utility easement vacation based on staff recommendations and compliance to Kenai Peninsula Borough code.

In accordance with Kenai Municipal Code 22.05.110, the City Council for the City of Kenai must approve the vacation of utility easements. This petition is being sent to you for your consideration. The City Council has 30 days from October 27, 2025 in which to veto the decision of the Planning Commission. If no veto is received from the Council within the 30-day period, the decision of the Planning Commission will stand.

Attached are the draft, unapproved minutes of the pertinent portion of the meeting and other related materials.

For additional information please contact the Planning Division of the Planning Department, 907-714-2200.

Sincerely,

Aaron Hughes
Acting Planning Director
Kenai Peninsula Borough

Zoning:	Rural Unrestricted
Planning Commission Resolution	2025-25

Staff report given by Platting Manager Vince Piagentini.

Chair Brantley opened the item for public comment.

Jason Young, Edge Survey & Design; P.O. Bx 59, Kasilof, AK 99610: Mr. Young was the surveyor on this project and made himself available for questions.

Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the committee.

MAIN MOTION: Commissioner Venuti moved, seconded by Commissioner Gillham to adopt PC Resolution 2025-25 granting a building setback encroachment permit to Lot 1A, Block 1, Sterling Heights Scooter's Replat, Plat KN 93-87.

Hearing no objection or further discussion, the motion was carried by the following vote:

MAIN MOTION PASSED BY UNANIMOUS VOTE:

Yes - 9	Brantley, England, Epperheimer, Fikes, Gillham, Morgan, Slaughter, Whitney, Venuti
---------	--

FINDINGS MOTION: Commissioner Gillham moved, seconded by Commissioner Slaughter to attach findings 1, 4 & 14 – 16 in support of standard one, findings 2-4 & 13 in support of standard two and findings 2-4 in support of standard three and subject to the 4 conditions as set forth in the staff report.

Hearing no objection or further discussion, the motion was carried by the following vote:

FINDINGS MOTION PASSED BY UNANIMOUS VOTE:

Yes - 9	Brantley, England, Epperheimer, Fikes, Gillham, Morgan, Slaughter, Whitney, Venuti
---------	--

ITEM #4 - UTILITY EASEMENT ALTERATION

VACATE THE 10-FOOT UTILITY EASEMENT ALONG THE EAST BOUNDARY OF LOTS 27 AND 28 AND ALONG THE WEST BOUNDARY OF LOTS 8 AND 9 ALL WITHIN BLOCK 7 GRANTED BY VALHALLA HEIGHTS SUBDIVISION PART 3 (PLAT KN 1568)

KPB File No.	2025-129V
Planning Committee Meeting:	October 27, 2025
Applicant / Owner:	Craig W. Thomsen o
Surveyor:	Jason Young, Edge Survey & Design LLC
General Location:	Standard Drive and Phillips Drive / City of Kenai

Staff report given by Platting Manager Vince Piagentini.

Chair Brantley opened the item for public comment.

Jason Young, Edge Survey & Design; P.O. Bx 59, Kasilof, AK 99610: Mr. Young was the surveyor on this project and made himself available for questions.

Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the committee.

Commissioner Fikes informed the chair that she had voted on this matter in her role as a planning commissioner for the City of Kenai and requested to be recused. Chair Brantley granted her request.

MOTION: Commissioner Whitney moved, seconded by Commissioner Epperheimer to grant the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.65, adopting and incorporating by reference the staff report, staff recommendations and subject to the two conditions as set forth in the staff report.

Hearing no objection or further discussion, the motion was carried by the following vote:

MOTION PASSED BY UNANIMOUS VOTE:

Yes - 8	Brantley, England, Epperheimer, Gillham, Morgan, Slaughter, Whitney, Venuti
Recused - 1	Fikes

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

Chair Brantley asked if there was anyone who wished to comment on anything that was not on the agenda. There was no one who wished to comment.

AGENDA ITEM K. ADJOURNMENT

Commissioner Venuti moved to adjourn the meeting at 8:20 P.M.

Ann E. Shirnberg
Administrative Assistant

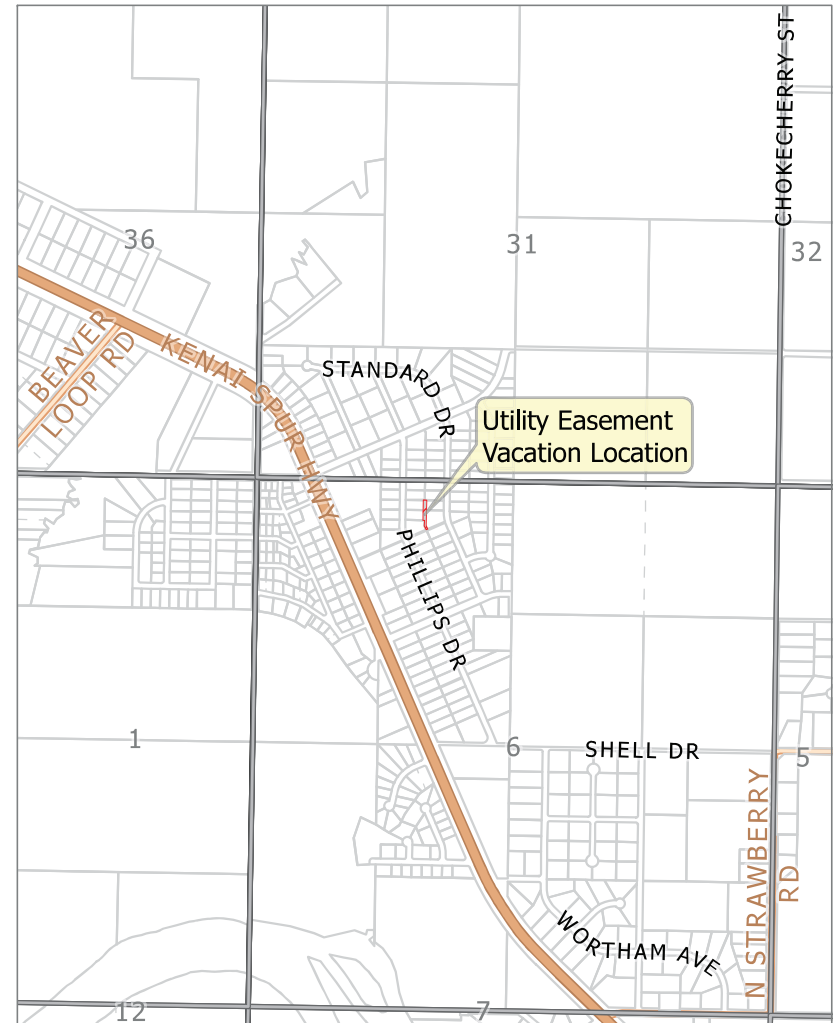
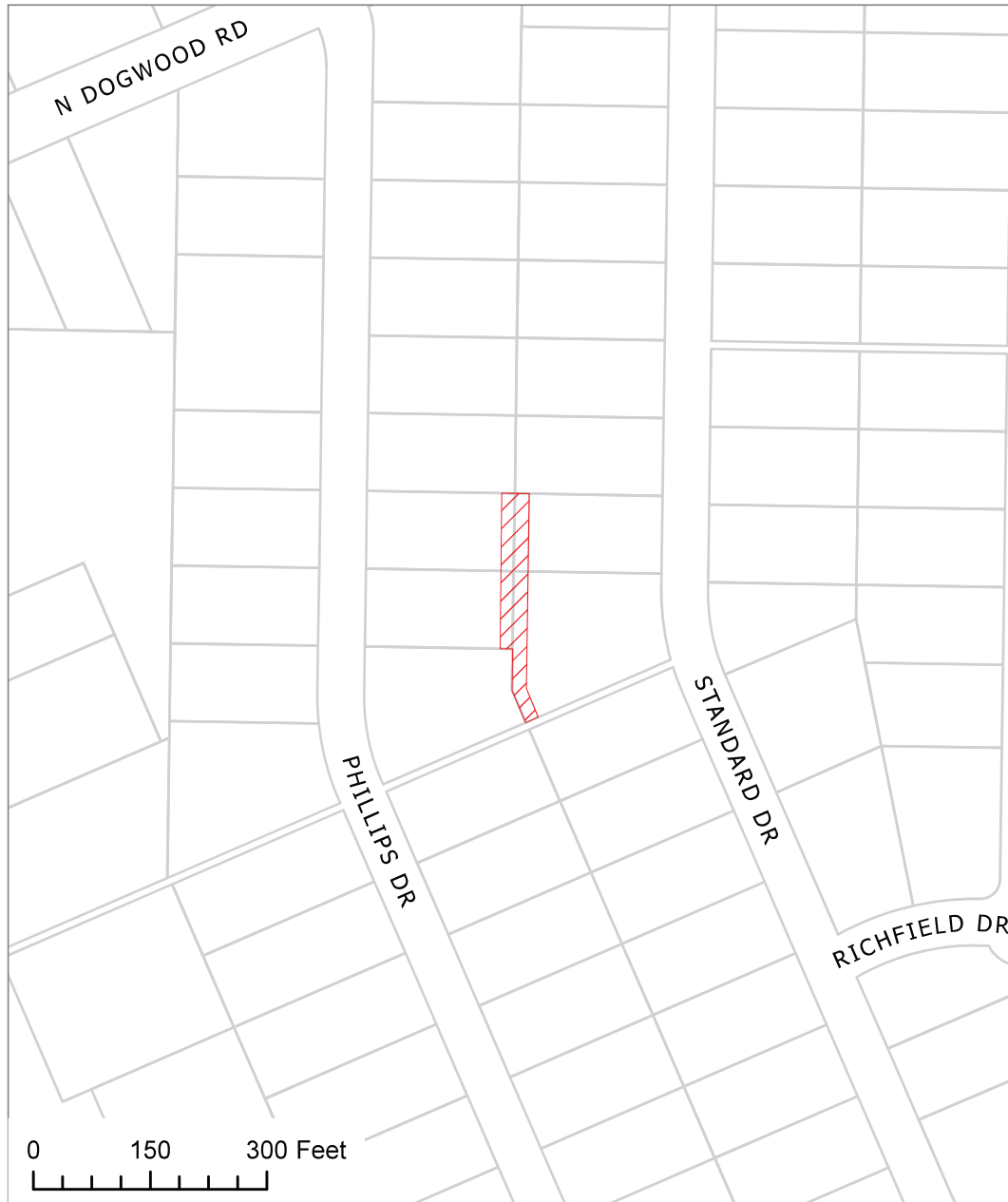
E. NEW BUSINESS

4. Utility Easement Vacation; KPB File 2025-129V

Edge Survey & Design / Thomsen

Request: Vacates a 20' wide utility easement along a proposed to be vacated interior lot line & a 10' wide utility easement along the southwesterly lot line of Lot 9 Valhalla Heights Subdivision Part 3, Plat KN-1568

City of Kenai



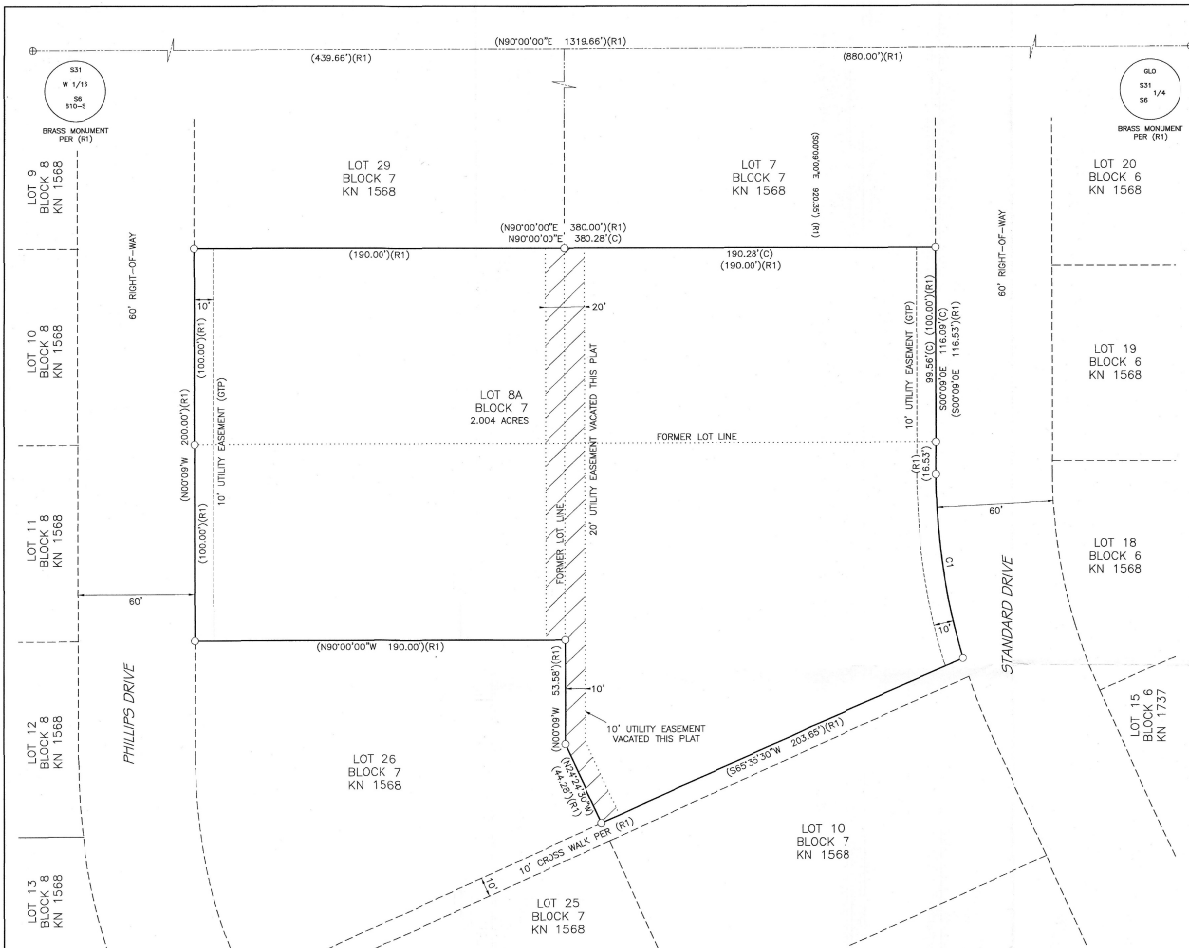
KPB File 2025-129V
T 05N R 10W SEC 06
City of Kenai



Aerial Map



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

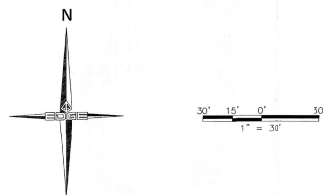


CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
CT(C)	330.00'	95.00'	16°29'39"	S08°23'50"E	94.67'
CT(R1)	330.00'	95.00'			

REFERENCES

(R1) VALHALLA HEIGHTS SUBDIVISION PART 3, PLAT 1-1568, KENAI RECORDING DISTRICT



PRELIMINARY

NOTES

- PER KPB CODE 20.30.250 THE BUILDING SETBACK OF RECORD HAS BEEN REMOVED. ALL DEVELOPMENT MUST COMPLY WITH THE CITY OF KENAI ZONING REGULATIONS AND FLOODPLAIN MANAGEMENT.
- PER THIS PLATTING ACTION THE FRONT 10 FEET ADJACENT TO THE RIGHTS-OF-WAY IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
- THIS SUBDIVISION IS SUBJECT TO A GENERAL ELECTRICAL LINE EASEMENT, WITH NO DEFINED LOCATION GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED ON JULY 16, 1989 IN MSC. BOOK 15 PAGE 187 KENAI RECORDING DISTRICT.
- THIS PLATTING ACTION ELIMINATED EXISTING PROPERTY LINES, NO FIELD SURVEY WAS PERFORMED OR REQUIRED PER KPB CODE 20.60.200.A.
- UTILITY EASEMENT VACATION APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
- NO LEGAL ACCESS PERMITTED FROM PHILLIPS DRIVE, PER CITY OF KENAI CODE 14.10.070(C)(2).
- WASTEWATER DISPOSAL: THE PARENT SUBDIVISION, (PLAT K-1568, KR1), FOR THE LOTS RESULTING FROM THIS PLATTING ACTION WAS APPROVED BY THE KENAI PENINSULA BOROUGH ON JULY 8, 1988. WASTEWATER TREATMENT AND DISPOSAL SYSTEMS MUST MEET THE REGULATORY REQUIREMENTS OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

LEGEND

- ⊕ RECORD MONUMENT - AS SHOWN
- RECORD PROPERTY CORNER PER (R1)
- 1/2" x 18" STEEL ROD
- SUBDIVISION BOUNDARY
- ADJACENT PROPERTY LINE
- FORMER LOT/ EASEMENT LINE
- UTILITY EASEMENT
- MONUMENT TIE LINE
- (R1) RECORD DATA
- (GTP) GRANTED THIS PLAT
- (C) COMPLETED
- /// UTILITY EASEMENT VACATED THIS PLAT

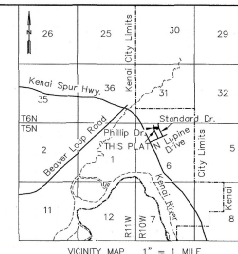
PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

CERTIFICATE OF SURVEYOR

I, MARK ANTONETTI 13022-S, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAYS AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811

NOTARY'S ACKNOWLEDGEMENT

FOR: CRAIG W. THOMSEN
ACKNOWLEDGED BEFORE ME:
THIS _____ DAY OF _____, 2025

PUBLIC NOTARY SIGNATURE
MY COMMISSION EXPIRES: _____



KPB FILE No. 2025-XXX

VALHALLA HEIGHTS
SUBDIVISION
THOMSEN REPLAT

A REPLAT OF
LOTS 8, 9, 27 AND 28 BLOCK 6
VALHALLA HEIGHTS SUBDIVISION PART 3
PLAT NO. K-1568
KENAI RECORDING DISTRICT
LOCATED WITHIN
NW1/4 SECTION 6, T5N, R10W, S1M.
CITY OF KENAI
KENAI RECORDING DISTRICT
KENAI PENINSULA BOROUGH
STATE OF ALASKA

OWNER:
CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811

CONTAINING 2.004 ACRES



6000 KING STREET ANCHORAGE, AK 99516
Phone (907) 344-5995 Fax (907) 344-7794

DRAWN BY: JY DATE: 05/03/2025 PROJECT: 25-58
CHECKED BY: MA SCALE: 1" = 30' SHEET: 1 OF 1

KPB 2025-129V

AGENDA ITEM E. NEW BUSINESS**ITEM #4 - UTILITY EASEMENT ALTERATION****VACATE THE 10-FOOT UTILITY EASEMENT ALONG THE EAST BOUNDARY OF LOTS 27 AND 28 AND ALONG THE WEST BOUNDARY OF LOTS 8 AND 9 ALL WITHIN BLOCK 7 GRANTED BY VALHALLA HEIGHTS SUBDIVISION PART 3 (PLAT KN 1568)**

KPB File No.	2025-129V
Planning Committee Meeting:	October 27, 2025
Applicant / Owner:	Craig W. Thomsen of Kenai, AK
Surveyor:	Jason Young, Edge Survey & Design LLC
General Location:	Standard Drive and Phillips Drive, City of Kenai

STAFF REPORT**Specific Request / Purpose as stated in the petition:**

The petitioner requests the vacation of a 20-foot utility easement along proposed to be vacated interior lot line, and a 10-foot utility easement along a side lot line granted by Plat K-1588, Kenai Recording District.

Notification: Notice of vacation mailings were sent by regular mail to twenty-nine owners of property within 300 feet. Notice of the proposed vacation was emailed to five agencies and interested parties.

The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Staff Analysis:

Valhalla Heights Subd. Part 3 (K-1568) originally subdivided the area and granted a 10-foot utility easement on the rear lot lines of Lots 8,9,27 and 28, Block 7. This easement is petitioned to be vacated as represented by the hatched area on the submitted preliminary plat. Additionally, the plat is proposed to eliminate the common lot lines between Lots 8,9,27, and 28, resulting in one Lot.

The associated plat, Valhalla Heights Subdivision Thomsen Replat, is scheduled for the October 27th Plat Committee Meeting. Upon approval, the plat will finalize the utility easement vacation.

On August 28, 2025, The City of Kenai Planning and Zoning Commission granted conditional approval of the associated plat Valhalla Heights Subdivision Thomsen Replat by PZ Resolution PZ2025-27 which included the petitioned utility easement vacation.

The proposed plat is granting a 10-foot utility easement adjacent to Phillips Drive and Standard Drive. ACS, HEA and Enstar have provided written non-objections to the vacation. No additional easements have been requested by utility agencies.

Utility provider review:

HEA	No objection
ENSTAR	Approved as shown
ACS	No objections
GCI	No response

Applicant Findings:

1. The utility easements are currently unused and remain vacant.
2. The proposed platting action will grant a 10-foot utility easement along all rights-of-ways, ensuring adequate space for future utility installation.
3. All utility providers who reviewed the request were in favor of vacating the unused portion of the easement.

4. Vacating the easement will provide the landowner with additional usable property area.

Staff Findings:

5. ACS, ENSTAR, HEA provided written non-objection to the proposed vacation. GCI did not respond after two separate contact attempts.
6. Valhalla Heights Subd. Part 3 (K-1568) originally subdivided the area and granted a 10-foot utility easement on the rear lot lines of all lots in the subdivision
7. On August 28, 2025, The City of Kenai Planning and Zoning Commission granted conditional approval of the associated plat Valhalla Heights Subdivision Thomsen Replat by PZ Resolution PZ2025-27 which included the petitioned utility easement vacation.
8. No surrounding properties will be denied utilities.

STAFF RECOMMENDATIONS **CORRECTIONS / EDITS**

Make the following corrections:

RECOMMENDATION:

Based on consideration of the merits as outlined by Staff comments and Staff findings, Staff recommends **APPROVAL** of the utility easement alteration as petitioned, subject to:

1. Grant utility easements requested by the Kenai City Council and any utility providers.
2. Finalizing the approval of the easement alteration by either;
 - a. The recording of a subdivision plat within 24 months, compliant with the requirements of Chapter 20 of KPB Code or,
 - b. The recording of a utility easement alteration resolution within 90 days of the adoption of the resolution by the Planning Commission, with the following requirements:
 - i. An exhibit drawing showing, and dimensioning, the utility easement alteration area, prepared, signed and sealed by a licensed land surveyor. The exhibit drawing will be attached to, and recorded with, the resolution.
 - ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
 - iii. The Planning Department is responsible for filing the Planning Commission resolution.

20.65.070 Alteration of platted utility easements

- E. A planning commission decision under this section is final. A notice of decision shall be sent to the petitioner. No reapplication or petition concerning the same alteration to platted utility easement 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. If the reasons for denial are resolved, the petitioner may submit a new petition for alteration of platted utility easement with documentation that the issues have been resolved, accompanied by a new fee.**
- F. An appeal of the planning commission decision under this section must be filed in the superior court in accordance with the Alaska Rules of Appellate Procedure.**

The 2019 Kenai Peninsula Borough Comprehensive Plan adopted November, 2019 by Ordinance No. 2019-25. The relevant objectives are listed.

Goal 3. Preserve and improve quality of life on the Kenai Peninsula Borough through increased access to local and regional facilities, activities, programs and services.

- *Focus Area: Energy and Utilities*
 - *Objective A - Encourage coordination or residential, commercial, and industrial development with extension of utilities and other infrastructure.*
 - *Strategy 1. Near – Term: Maintain existing easements (especially section line easements) in addition to establishing adequate utility rights of way or easements to serve existing and future utility needs.*
 - *Strategy 2. Near – Term: Maintain regular contact with utility operators to coordinate and review utility easement requests that are part of subdivision plat approval.*
 - *Strategy 3. Near – Term: Identify potential utility routes on Borough lands.*
- *Housing*
 - *Objective D. Encourage efficient use of land, infrastructure and services outside incorporated cities by prioritizing future growth in the most suitable areas.*
 - *Strategy 1. Near – Term: Collaborate with the AK Department of Transportation, incorporated cities within the borough, utility providers, other agencies overseeing local services, and existing communities located adjacent to the undeveloped areas that are appropriate for future growth, to align plans for future expansion of services to serve future residential development and manage growth.*

END OF STAFF REPORT



Aerial Map



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



All bearings refer to the C.L.D. datum of EAST
for the North Boundary of Section 6.

COMMENCING FROM THE U.S.G.L.O. X SECTION CORNER MONUMENT FOUND AT THE WEST END OF SECTION 6, T15N, R10W, OF THE SEWARD MERIDIAN, ALASKA, PROCEED EAST 480.00 FEET ALONG THE NORTH BOUNDARY OF SECTION 6 TO THE TRUE POINT OF BEGINNING, THENCE S 0°09' E = 351.97 FEET, THENCE S 65°35'30" W = 187.18 FEET, THENCE S 24°48'30" E = 985.31 FEET, THENCE S 65°25'30" W = 480.00 FEET, THENCE N 24°43'30" W = 280.00 FEET, THENCE S 65°25'30" W = 170.00 FEET TO A POINT ON THE EAST SIDE OF THE KENAI SPUR HIGHWAY, THENCE N 24°48'30" W = 87.49 FEET TO THE WEST 1/4 CORNER OF SECTION 6, THENCE N 0°09'30" W = 1280.37 FEET TO THE WEST 1/4 CORNER COMMON TO SECTIONS 6 AND 9, THENCE WEST = 577.36 FEET ALONG THE NORTH BOUNDARY OF SECTION 6 TO A POINT ON THE EASTLY EDGE OF THE SAID KENAI SPUR HIGHWAY RIGHT OF WAY, THENCE N 24°43'30" W = 170.00 FEET ALONG THE EASTLY EDGE OF THE SAID KENAI SPUR HIGHWAY RIGHT OF WAY, THENCE S 4°48'30" E = 166.70 FEET, THENCE S 0°09' E = 615.50 FEET TO THE TRUE POINT OF BEGINNING, THUS COMPRISING 41,667 ACRES OF LAND.

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON. WE REQUEST THE APPROVAL OF THIS PLAT SHOWING SUCH EASEMENTS FOR PUBLIC UTILITIES, ROADWAYS AND OR STREETS DEDICATED BY US FOR PUBLIC USE.

DATE	OWNER	OWNER
1-2-18	1-11-12	1-11-12

Subscribed and sworn before me this 17 DAY OF June, 1968.

PV COMMISSION EXPIRES 3/1/77

NOTARY PUBLIC FOR ALASKA

KENAI CITY PLANNING COMMISSION

6-27-68 — 6-26-68 — *Harley S. Cagle*

COUNCIL.

THIS IS TO CERTIFY THAT THE WITHIN PLAT WAS ONLY SUBMITTED TO A APPROVED BY THE COUNCIL OF KENAS CITY, ALASKA, BY RESOLUTION NUMBER 1977, AUTHENTICATED AS 1977, 3 DAY OF JULY, 1977.

Eugene H. Moran T. H. Larocca Herbertson

PLAN APPROVED BY THE KENAS MINNEOLA BOROUGH
PLANNING COMMISSION THIS 5th DAY OF July 1968

Amis & Hildner
COLLEGE

LOTS 18 THRU 27 OF BLOCK 6, BLOCK 7,
AND THE REMAINDER OF BLOCK 8 OF
VALHALLA HEIGHTS SUBD.

* HARRY S. and ELIZABETH BOLSTER
Rt. 1, Sterling, Alaska owners

41.447 ACRES SITUATED IN THE W 1/2 OF
SECTION 6, T5N, R10W, 3M, ALASKA
AND IN THE CITY OF KENAI.

SURVEYED BY
 J. S. McLane R. L. E. Date May 1 - 20, 1968

E4-8

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 July 23, 2025.

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-27** – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-27.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-27. Commissioner Pettey **SECONDED** the motion.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

There was discussion regarding double frontage rule; the intent of the property owner to construct a larger shop; and relocation of the utility easement.

Clarification was provided that in single residential areas there were no restrictions on land clearing; and although the City did try to locate covenants, they were not enforceable by the City.

VOTE:

YEA: Reveal, Pettey, Earsley, Krause, Fikes, Woodard

NAY: None

ABSENT: Twait

MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-26** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-26. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the report as included in the packet and attached to Resolution PZ2025-26.



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-27**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESS: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

LEGAL DESCRIPTION: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

KPB PARCEL NUMBERS: 04921016, 04921017, 04921018, & 04922003

WHEREAS, the City of Kenai received a preliminary plat from Edge Survey & Design, LLC, on behalf of property owner Craig Thomsen, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lots will have access solely from Standard Drive (a maintained gravel City road); and,

WHEREAS, the proposed lots will not have access from Phillips Drive (a maintained gravel City road) per Kenai Municipal Code (KMC) 14.10.070(e)(2) which prohibits double frontage; and,

WHEREAS, the primary address for the parcel will be 190 Standard Drive, as the primary structure is currently at this address; and,

WHEREAS, City water is not available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, an easement for utilities is granted this plat adjacent to the Standard Drive and Phillips Drive rights-of-way, along the eastern and west boundaries of the proposed lot; and,

WHEREAS, an existing easement for utilities along the rear of the current existing lots is requested to be vacated as of this replat; and,

WHEREAS, an installation agreement is not required; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the Standard Drive right-of-way exists within the proposed preliminary plat. Standard Drive is an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet ($\approx$ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet.
4. Pursuant to KMC 14.24.020 General Requirements, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That preliminary plat Valhalla Heights Sub Thomsen Replat, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, be approved, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 27th DAY OF AUGUST, 2025.

JEFF TWAIT, CHAIRPERSON

ATTEST:

LOGAN PARKS, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: August 20, 2025

SUBJECT: Resolution No. PZ2025-27 – Preliminary Plat – Valhalla Height Subdivision Thomsen Replat

Request	The applicant is proposing a preliminary plat to replat Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three.
Staff Recommendation	Adopt Resolution No. PZ2025-27 recommending approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, creating one (1) lot of 2.004 acres.

Applicant:	Edge Survey & Design, LLC Attn: Jason Young PO Box 208 Kasilof, AK 99610
Property Owner:	Craig Thomsen
Legal Descriptions:	Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian
Property Address:	180 & 190 Standard Drive; 175 & 185 Phillips Dr.
KPB Parcel Nos.:	04921016, 04921017, 04921018, & 04922003
Zoning District:	Rural Residential (RR)
Land Use Plan:	Suburban Residential (SR)
Surrounding Uses:	Rural Residential

SUMMARY

A preliminary plat has been submitted from Edge Survey & Design, LLC on behalf of the property owner for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to create one (1) parcel.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the minimum lot size requirement of 20,000 square feet (≈ 0.47 acre) for the Rural Residential (RR) zoning district. The size of the proposed lot is approximately 87,294 square feet (2.004 acres).

City water and wastewater is not available along Standard Drive and developments on the proposed lot already have an established private water and septic system. Any expansion of the system will be subject to regulations set forth by the Alaska Department of Environmental Conservation.

Direct access to the proposed lots is provided via Standard Drive, a maintained gravel City road. The owner intends to retain their access driveway onto Standard Drive. If approved, the owners intend to keep the 190 Standard Drive address, as the primary structure is already addressed as such. The City of Kenai Public Works Department has reviewed the preliminary plat and has no comments. Therefore, staff finds that an installation agreement is not required for the preliminary plat.

Prior to development, the City of Kenai Floodplain Administrator should be contacted for information and regulations. The City of Kenai Floodplain Administrator has reviewed the preliminary plat and has no comments.

Staff finds that the preliminary plat for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites, and the existing well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the right-of-way within the proposed preliminary plat exists prior to this plat. The right-of-way is a continuation of an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet (≈ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

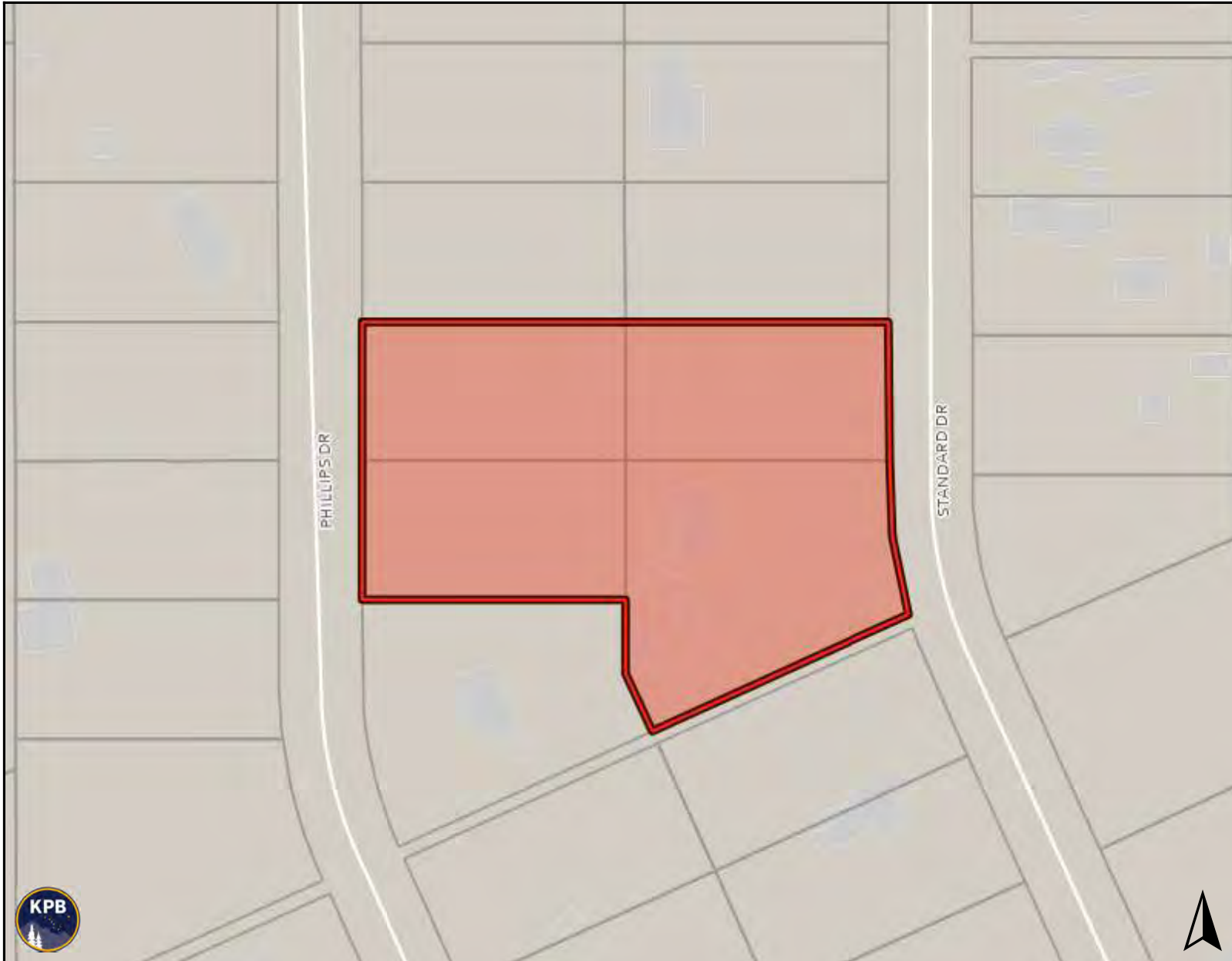
STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Valhalla Heights Subdivision Thomsen Replat meets the general standards of Kenai Municipal Code (KMC), Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommend approval of Resolution No. PZ2025-27 for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

ATTACHMENTS

Aerial Map
 Application
 Preliminary Plat, Valhalla Heights Sub Thomsen Replat
 Correspondence – Double Frontage



Legend

Transportation

Mileposts

Parcels and PLSS

Tax Parcels

0 150 300
ft

NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or

Page 11

Borough assumes no liability of any kind arising from the use of this data. The creation or modification of the data. In using these data, you further agree to data, or use of the data.

		Preliminary Plat Submittal Form		City of Kenai Planning and Zoning Department 210 Fidalgo Avenue Kenai, AK 99611 (907) 283-8200 planning@kenai.city www.kenai.city/planning	
APPLICANT (SURVEYOR)					
Name:	Edge Survey and Design LLC				
Mailing Address:	PO Box 208	City:	Kasilof	State:	AK Zip Code: 99610
Phone Number(s):	907-283-9047				
Email:	[REDACTED]				
PROPERTY OWNER					
Name:	Craig Thomsen				
Mailing Address:	190 Standard Dr.	City:	Kenai	State:	AK Zip Code: 99610
Phone Number(s):	[REDACTED]				
Email:	[REDACTED]				
PROPERTY INFORMATION					
Kenai Peninsula Borough Parcel #:	04921016, 04921017, 04921018, and 04922003				
Current City Zoning:					
Use:	☒ Residential ☐ Recreational ☐ Commercial ☐ Other:				
Water:	☒ On Site ☐ City ☐ Community				
Sewer:	☒ On Site ☐ City ☐ Community				
PLAT INFORMATION					
Preliminary Plat Name:	Valhalla Heights Subdivision Thomsen Replat				
Revised Preliminary Plat Name:					
Vacation of Public Right-of-Way:	☐ Yes ☒ No				
Street Name (if vacating ROW):					
Exceptions Required and Requested:					
Comments:					
REQUIRED ATTACHMENTS					
☒ Certificate to Plat		☒ (2) 11" x 17" Plats and/or PDF			
SIGNATURE					
Signature:				Date:	7/10/25
Print Name:	Craig Thomsen	Title/Business:	Owner		

Stewart Title of the Kenai Peninsula, Inc.

35681 Kenai Spur Hwy., Unit B
Soldotna, AK 99669
Tel: (907) 260-8031 Fax: (907) 260-8036

CERTIFICATE TO PLAT

Edge Survey and Design, LLC.
PO Box 208
Kasilof, AK 99610
Attention: Jason Young

File Number: 25615
Premium: \$300.00
Tax:

Gentlemen:

This is a certificate as of July 28, 2025 at 8:00 A.M. for a plat out of the following property:

Lots Eight (8), Nine (9), Twenty-seven (27), and Twenty-eight (28), Block Seven (7), VALHALLA HEIGHTS SUBD. PART 3, according to Plat No. K-1568, Kenai Recording District, Third Judicial District, State of Alaska.

The Company certifies that record title is vested in

Craig W. Thomsen, an unmarried person as to Lot 8 Block 7; and Craig W. Thomsen, a married person, as to Lots 9, 27 and 28, Block 7.

an estate in fee simple, free from all liens, encumbrances, and objections except for as follows:

1. **RESERVATIONS** and exceptions as contained in U.S. Patent, and/or acts authorizing the issuance thereof.
2. **RESERVATIONS AND EXCEPTIONS** as contained in Mineral Patent from the United States of America to the State of Alaska
Recorded: September 27, 1982
Volume/Page: 194/781

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

3. **TAXES AND ASSESSMENTS**, if any due the taxing authority indicated (We will advise by submitting a copy of our report upon receipt of the information):
Taxing Authority: CITY OF KENAI
4. **TAXES AND ASSESSMENTS**, if any, due the taxing authority indicated:
Taxing Authority: KENAI PENINSULA BOROUGH
5. **EASEMENT** for electric lines or system and/or telephone lines together with right to enter, maintain, repair and clear shrubbery:
Recorded: July 16, 1969
Volume/Page: Misc. 35/187
Granted To: Homer Electric Association, Inc.
Affects: General Easement, no definite location disclosed
6. **RESERVATION** of oil, gas and mineral rights constructive notice of which is given by recital in deeds:
Recorded: July 17, 1968
Volume/Page: Deed Book 52, Pages 51, 52, 70 and 71

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

7. **RESERVATION** of oil, gas and mineral rights constructive notice of which is given by recital in deed:

Recorded: August 10, 1973
Volume/Page: 72/770

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

8. **EASEMENTS, SET-BACKS AND DEDICATIONS** as delineated on Plat No. K-1568.

9. **EFFECT** of the notes on said Plat No. K-1568.

10. **BUILDING ENERGY EFFICIENCY STANDARDS CERTIFICATION** including the terms and provisions therein:

Recorded: October 2, 1998
Serial No.: 541/834

11. **SUMMARY OF BUILDING INSPECTION** including the terms and provisions therein:

Recorded: October 2, 1998
Serial No.: 541/835

12. **DEED OF TRUST**, including terms and provisions thereof, to secure an indebtedness of the amount herein stated and for any other amounts payable under the terms thereof:

Amount: \$250,000.00
Dated: November 3, 2021
Recorded: November 8, 2021
Serial No.: 2021-012351-0
Trustor: Craig W. Thomsen, a married person
Trustee: Credit Union 1
Beneficiary: Credit Union 1
Affects Lot 9, Block 7

13. **INTEREST OF THE SPOUSE** of the vestee, if married, and the subject property has been used as a marital homestead.

Stewart Title of the Kenai Peninsula, Inc.

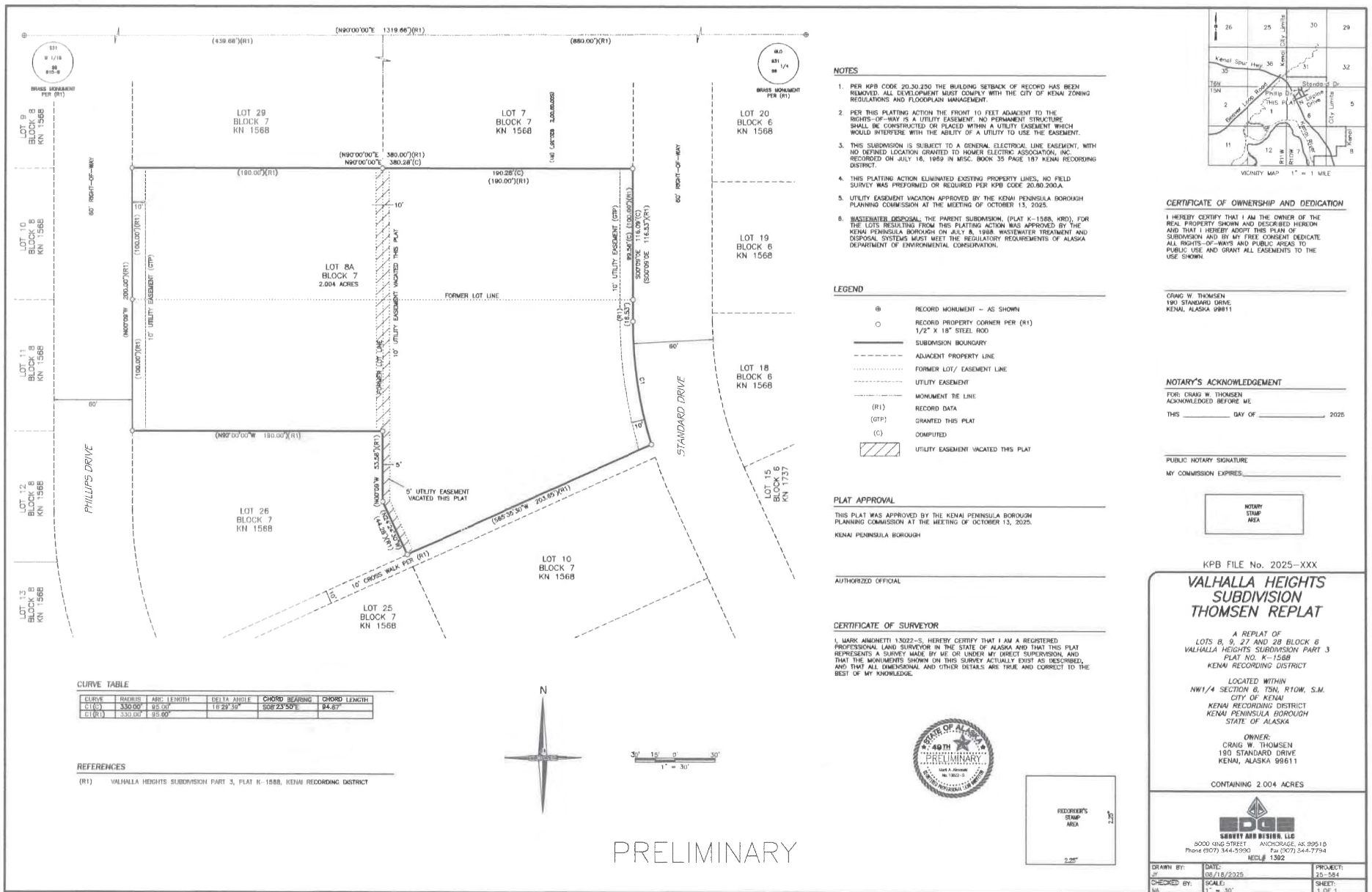
By



Authorized Countersignature

Mary Frengle
Authorized Signator

NOTE: We will update this certificate to comply with Kenai Peninsula Borough Ordinance 90-38 upon notification from surveyor.



Kevin Buettner

From: Jason Young <jason@edgesurvey.net>
Sent: Monday, August 18, 2025 11:10 AM
To: Kevin Buettner
Subject: Re: Valhalla Heights Sub - Thomsen Replat

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Landowner has no intentions of constructing access to Phillips, so a note will be fine and I can add before KPB submittal.

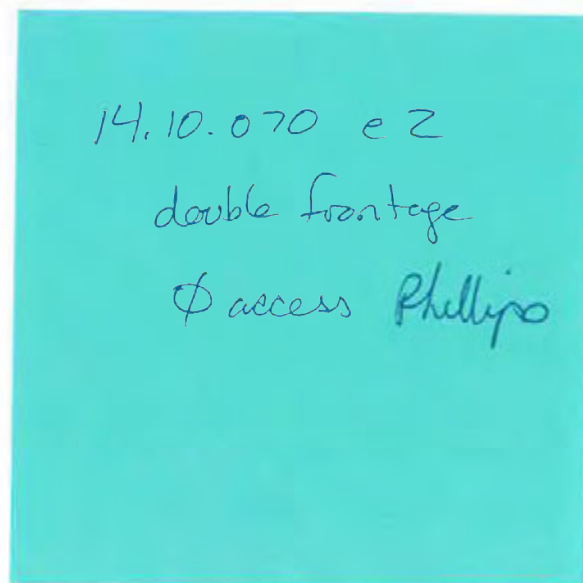
Thanks,
 Jason Young
 Edge Survey and Design
 907-283-9047

From: Kevin Buettner <kbuettner@kenai.city>
Sent: Monday, August 18, 2025 9:12 AM
To: Jason Young <jason@edgesurvey.net>
Subject: Valhalla Heights Sub - Thomsen Replat

Jason,

I am reviewing the replat you dropped off last week. The new proposed parcel will have double frontage, which is not allowed per KMC 14.10.070(e)(2). Would the owner be opposed to a plat note stating that no access shall be given from Phillips Dr.? If that is acceptable, I will ask for an exception to this rule from P&Z.

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director
 (907) 283-8235 (O) | (907) 971-0867 (M)
www.kenai.city



From: [Kevin Buettner](#)
To: jason@edgesurvey.net
Cc: [Planning Department](#); [Carpenter, Beverly](#)
Subject: <EXTERNAL-SENDER>Notice of Recommendation- Preliminary Plat-Valhalla Heights Sub Thomsen Replat
Date: Thursday, August 28, 2025 10:17:20 AM
Attachments: [image001.png](#)
[Resolution PZ2025-27 Thomsen Replat signed.pdf](#)
[NOD to KPB PZ2025-27.pdf](#)

CAUTION: This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Dear Edge Survey & Design, LLC:

On Wednesday, August 27, 2025, the City of Kenai Planning and Zoning Commission recommended approval of Resolution PZ2025-27 for Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat. An installation agreement is not required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or planning@kenai.city.

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director
(907) 283-8235 (O) | (907) 971-0867 (M)
www.kenai.city



SENT VIA ELECTRONIC MAIL

August 28, 2025

Edge Survey & Design, LLC
PO Box 208
Kasilof, AK 99610
jason@edgesurvey.net

RE: Notice of Recommendation - Resolution PZ2025-27 – Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat

Dear Edge Survey & Design, LLC:

On Wednesday, August 27, 2025, the City of Kenai Planning and Zoning Commission recommended approval of Resolution PZ2025-27 for Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat. An installation agreement is not required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or planning@kenai.city.

Sincerely,



Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director

Enclosure

cc: Beverly Carpenter, KPB Planning Department (bcarpenter@kpb.us)



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-27**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESS: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

LEGAL DESCRIPTION: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

KPB PARCEL NUMBERS: 04921016, 04921017, 04921018, & 04922003

WHEREAS, the City of Kenai received a preliminary plat from Edge Survey & Design, LLC, on behalf of property owner Craig Thomsen, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lots will have access solely from Standard Drive (a maintained gravel City road); and,

WHEREAS, the proposed lots will not have access from Phillips Drive (a maintained gravel City road) per Kenai Municipal Code (KMC) 14.10.070(e)(2) which prohibits double frontage; and,

WHEREAS, the primary address for the parcel will be 190 Standard Drive, as the primary structure is currently at this address; and,

WHEREAS, City water is not available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, an easement for utilities is granted this plat adjacent to the Standard Drive and Phillips Drive rights-of-way, along the eastern and west boundaries of the proposed lot; and,

WHEREAS, an existing easement for utilities along the rear of the current existing lots is requested to be vacated as of this replat; and,

WHEREAS, an installation agreement is not required; and,

Resolution No. PZ2025-27
Page 2 of 2

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the Standard Drive right-of-way exists within the proposed preliminary plat. Standard Drive is an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet ($\approx$ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That preliminary plat Valhalla Heights Sub Thomsen Replat, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, be approved, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 27th DAY OF AUGUST, 2025.

Sanjay Easley for
JEFF TWAIT, CHAIRPERSON
chair Jeff Twait

ATTEST:

Logan Parks

LOGAN PARKS, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: August 20, 2025

SUBJECT: Resolution No. PZ2025-27 – Preliminary Plat – Valhalla Height Subdivision Thomsen Replat

Request The applicant is proposing a preliminary plat to replat Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three.

Staff Recommendation Adopt Resolution No. PZ2025-27 recommending approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, creating one (1) lot of 2.004 acres.

Applicant: Edge Survey & Design, LLC
Attn: Jason Young
PO Box 208
Kasilof, AK 99610

Property Owner: Craig Thomsen

Legal Descriptions: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

Property Address: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

KPB Parcel Nos.: 04921016, 04921017, 04921018, & 04922003

Zoning District: Rural Residential (RR)

Land Use Plan: Suburban Residential (SR)

Surrounding Uses: Rural Residential

SUMMARY

A preliminary plat has been submitted from Edge Survey & Design, LLC on behalf of the property owner for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to create one (1) parcel.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the minimum lot size requirement of 20,000 square feet (≈ 0.47 acre) for the Rural Residential (RR) zoning district. The size of the proposed lot is approximately 87,294 square feet (2.004 acres).

City water and wastewater is not available along Standard Drive and developments on the proposed lot already have an established private water and septic system. Any expansion of the system will be subject to regulations set forth by the Alaska Department of Environmental Conservation.

Direct access to the proposed lots is provided via Standard Drive, a maintained gravel City road. The owner intends to retain their access driveway onto Standard Drive. If approved, the owners intend to keep the 190 Standard Drive address, as the primary structure is already addressed as such. The City of Kenai Public Works Department has reviewed the preliminary plat and has no comments. Therefore, staff finds that an installation agreement is not required for the preliminary plat.

Prior to development, the City of Kenai Floodplain Administrator should be contacted for information and regulations. The City of Kenai Floodplain Administrator has reviewed the preliminary plat and has no comments.

Staff finds that the preliminary plat for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites, and the existing well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the right-of-way within the proposed preliminary plat exists prior to this plat. The right-of-way is a continuation of an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet (≈ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Valhalla Heights Subdivision Thomsen Replat meets the general standards of Kenai Municipal Code (KMC), Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommend approval of Resolution No. PZ2025-27 for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

ATTACHMENTS

Aerial Map
Application
Preliminary Plat, Valhalla Heights Sub Thomsen Replat
Correspondence – Double Frontage

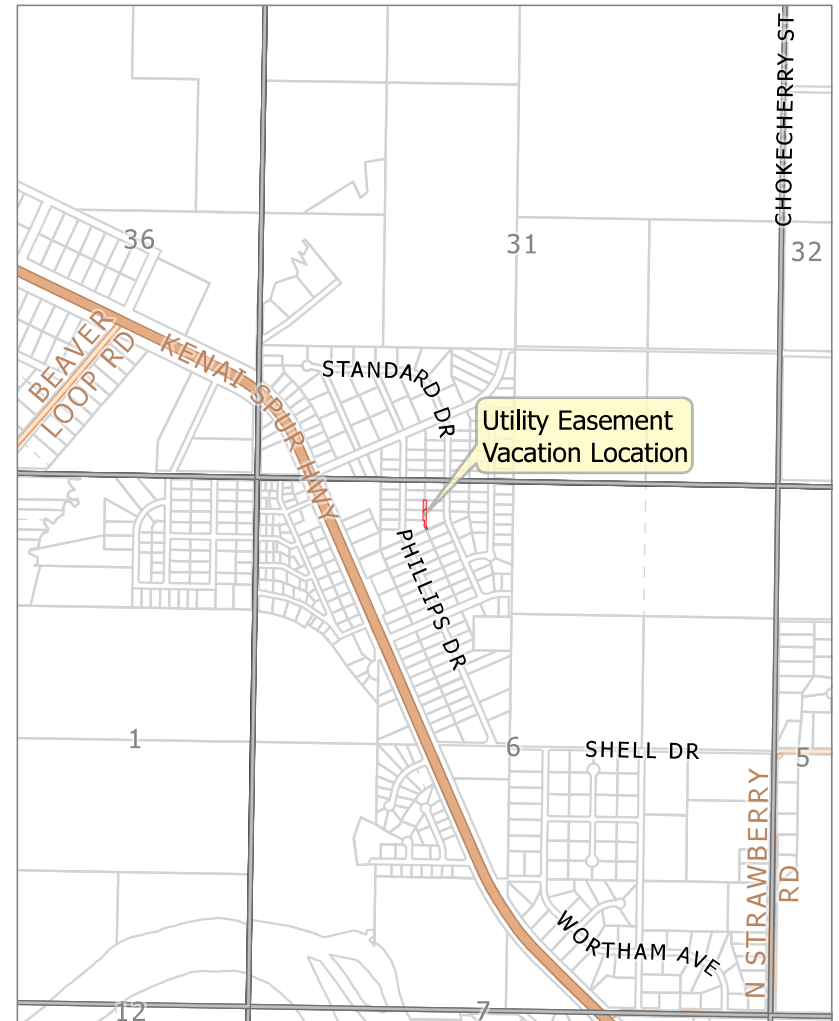
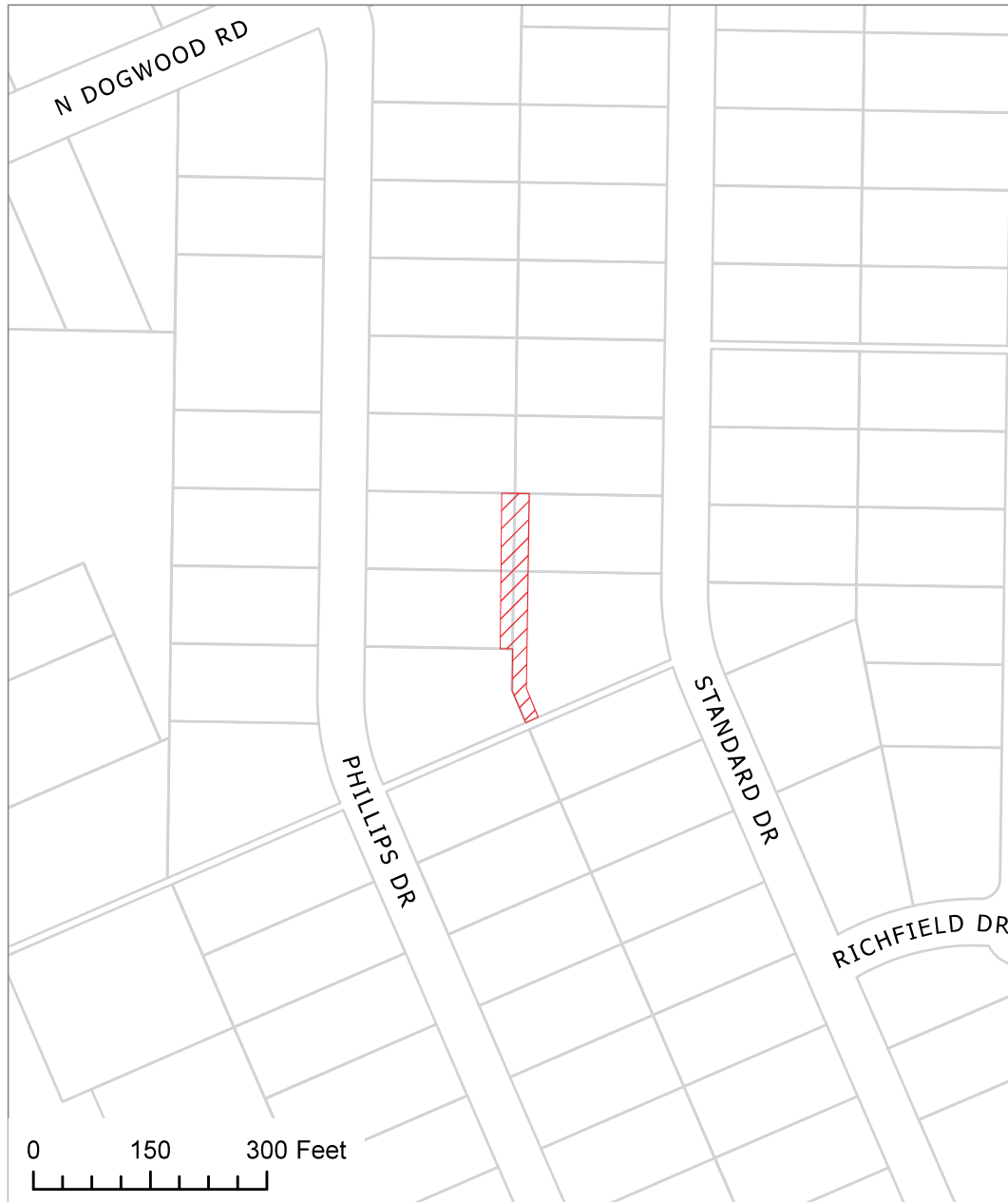
E. NEW BUSINESS

4. Utility Easement Vacation; KPB File 2025-129V

Edge Survey & Design / Thomsen

Request: Vacates a 20' wide utility easement along a proposed to be vacated interior lot line & a 10' wide utility easement along the southwesterly lot line of Lot 9 Valhalla Heights Subdivision Part 3, Plat KN-1568

City of Kenai



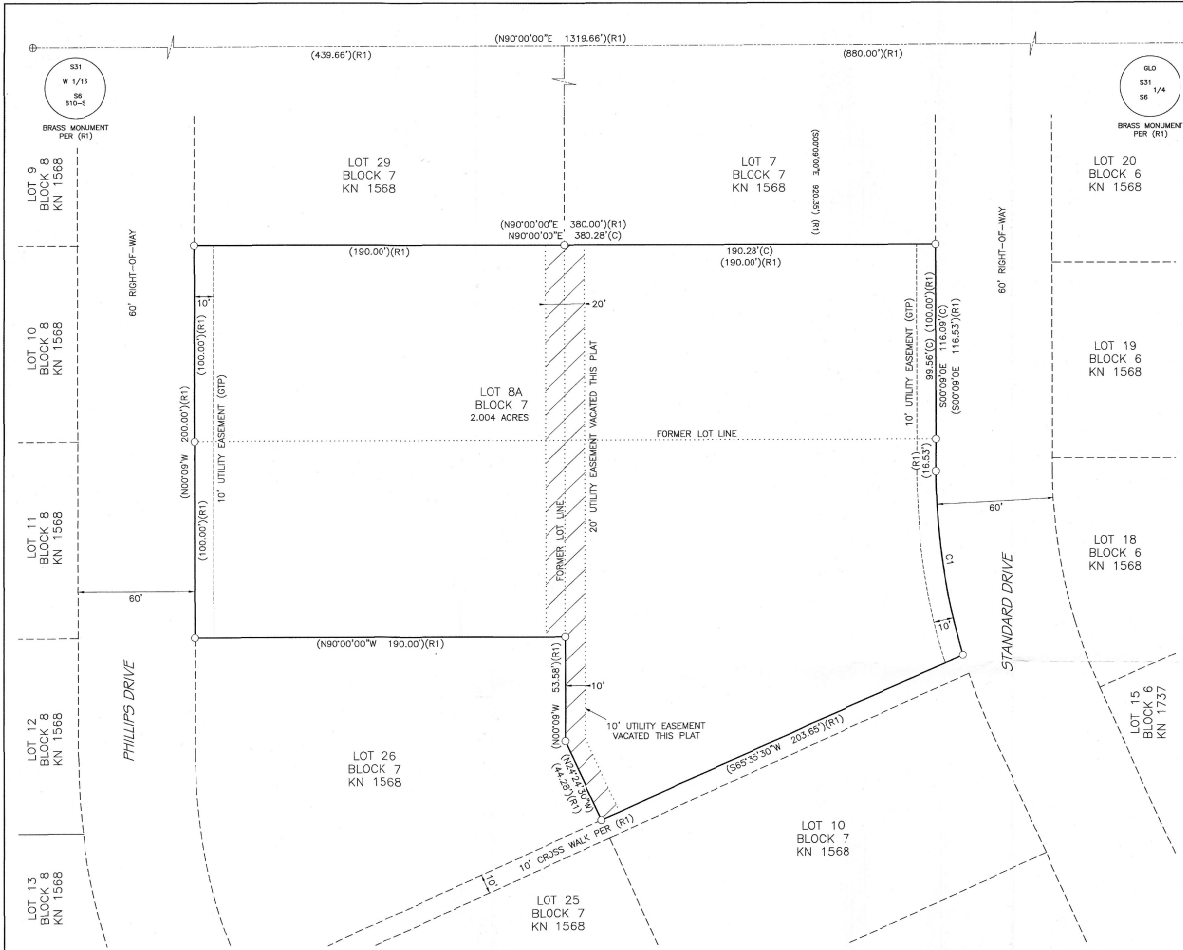
KPB File 2025-129V
T 05N R 10W SEC 06
City of Kenai



Aerial Map



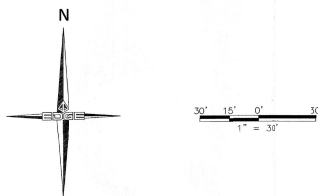
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
CT(C)	330.00'	95.00'	16°29'39"	S08°23'50"E	94.67'
CT(R)	330.00'	95.00'			

REFERENCES
(R1) VALHALLA HEIGHTS SUBDIVISION PART 3, PLAT 1-1568, KENAI RECORDING DISTRICT



PRELIMINARY

NOTES

- PER KPB CODE 20.30.250 THE BUILDING SETBACK OF RECORD HAS BEEN REMOVED. ALL DEVELOPMENT MUST COMPLY WITH THE CITY OF KENAI ZONING REGULATIONS AND FLOODPLAIN MANAGEMENT.
- PER THIS PLATTING ACTION THE FRONT 10 FEET ADJACENT TO THE RIGHTS-OF-WAY IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
- THIS SUBDIVISION IS SUBJECT TO A GENERAL ELECTRICAL LINE EASEMENT, WITH NO DEFINED LOCATION GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED ON JULY 16, 1989 IN MSC. BOOK 15 PAGE 187 KENAI RECORDING DISTRICT.
- THIS PLATTING ACTION ELIMINATED EXISTING PROPERTY LINES, NO FIELD SURVEY WAS PERFORMED OR REQUIRED PER KPB CODE 20.60.200.A.
- UTILITY EASEMENT VACATION APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
- NO LEGAL ACCESS PERMITTED FROM PHILLIPS DRIVE, PER CITY OF KENAI CODE 14.10.070(C)(2).
- WASTEWATER DISPOSAL: THE PARENT SUBDIVISION, (PLAT K-1568, KR0), FOR THE LOTS RESULTING FROM THIS PLATTING ACTION WAS APPROVED BY THE KENAI PENINSULA BOROUGH ON JULY 8, 1988. WASTEWATER TREATMENT AND DISPOSAL SYSTEMS MUST MEET THE REGULATORY REQUIREMENTS OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

LEGEND

- ⊕ RECORD MONUMENT - AS SHOWN
- RECORD PROPERTY CORNER PER (R1)
- 1/2" x 18" STEEL ROD
- SUBDIVISION BOUNDARY
- ADJACENT PROPERTY LINE
- FORMER LOT/ EASEMENT LINE
- UTILITY EASEMENT
- MONUMENT TIE LINE
- (R1) RECORD DATA
- (GTP) GRANTED THIS PLAT
- (C) COMPLETED
- /// UTILITY EASEMENT VACATED THIS PLAT

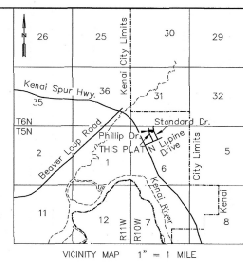
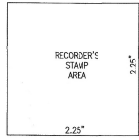
PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF OCTOBER 13, 2025.
KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

CERTIFICATE OF SURVEYOR

I, MARK ANTONETTI 13022-S, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAYS AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811

NOTARY'S ACKNOWLEDGEMENT

FOR: CRAIG W. THOMSEN
ACKNOWLEDGED BEFORE ME:
THIS _____ DAY OF _____, 2025

PUBLIC NOTARY SIGNATURE
MY COMMISSION EXPIRES: _____



KPB FILE No. 2025-XXX

VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT

A REPLAT OF
LOTS 8, 9, 27 AND 28 BLOCK 6
VALHALLA HEIGHTS SUBDIVISION PART 3
PLAT NO. K-1568
KENAI RECORDING DISTRICT
LOCATED WITHIN
NW1/4 SECTION 6, T5N, R10W, S1M.
CITY OF KENAI
KENAI RECORDING DISTRICT
KENAI PENINSULA BOROUGH
STATE OF ALASKA

OWNER:
CRAIG W. THOMSEN
190 STANDARD DRIVE
KENAI, ALASKA 99811

CONTAINING 2.004 ACRES



6000 KING STREET ANCHORAGE, AK 99516
Phone (907) 344-5995 Fax (907) 344-7794
REC# 1392

DRAWN BY:	DATE:	PROJECT:
JY	05/03/2025	25-58
CHECKED BY:	SCALE:	SHEET:
MA	1" = 30'	1 OF 1

KPB 2025-129V

AGENDA ITEM E. NEW BUSINESS

ITEM #4 - UTILITY EASEMENT ALTERATION
VACATE THE 10-FOOT UTILITY EASEMENT ALONG THE EAST BOUNDARY OF LOTS 27 AND 28 AND
ALONG THE WEST BOUNDARY OF LOTS 8 AND 9 ALL WITHIN BLOCK 7 GRANTED BY VALHALLA
HEIGHTS SUBDIVISION PART 3 (PLAT KN 1568)

KPB File No.	2025-129V
Planning Committee Meeting:	October 27, 2025
Applicant / Owner:	Craig W. Thomsen of Kenai, AK
Surveyor:	Jason Young, Edge Survey & Design LLC
General Location:	Standard Drive and Phillips Drive, City of Kenai

STAFF REPORT

Specific Request / Purpose as stated in the petition:

The petitioner requests the vacation of a 20-foot utility easement along proposed to be vacated interior lot line, and a 10-foot utility easement along a side lot line granted by Plat K-1588, Kenai Recording District.

Notification: Notice of vacation mailings were sent by regular mail to twenty-nine owners of property within 300 feet. Notice of the proposed vacation was emailed to five agencies and interested parties.

The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Staff Analysis:

Valhalla Heights Subd. Part 3 (K-1568) originally subdivided the area and granted a 10-foot utility easement on the rear lot lines of Lots 8,9,27 and 28, Block 7. This easement is petitioned to be vacated as represented by the hatched area on the submitted preliminary plat. Additionally, the plat is proposed to eliminate the common lot lines between Lots 8,9,27, and 28, resulting in one Lot.

The associated plat, Valhalla Heights Subdivision Thomsen Replat, is scheduled for the October 27th Plat Committee Meeting. Upon approval, the plat will finalize the utility easement vacation.

On August 28, 2025, The City of Kenai Planning and Zoning Commission granted conditional approval of the associated plat Valhalla Heights Subdivision Thomsen Replat by PZ Resolution PZ2025-27 which included the petitioned utility easement vacation.

The proposed plat is granting a 10-foot utility easement adjacent to Phillips Drive and Standard Drive. ACS, HEA and Enstar have provided written non-objections to the vacation. No additional easements have been requested by utility agencies.

Utility provider review:

HEA	No objection
ENSTAR	Approved as shown
ACS	No objections
GCI	No response

Applicant Findings:

1. The utility easements are currently unused and remain vacant.
2. The proposed platting action will grant a 10-foot utility easement along all rights-of-ways, ensuring adequate space for future utility installation.
3. All utility providers who reviewed the request were in favor of vacating the unused portion of the easement.

4. Vacating the easement will provide the landowner with additional usable property area.

Staff Findings:

5. ACS, ENSTAR, HEA provided written non-objection to the proposed vacation. GCI did not respond after two separate contact attempts.
6. Valhalla Heights Subd. Part 3 (K-1568) originally subdivided the area and granted a 10-foot utility easement on the rear lot lines of all lots in the subdivision
7. On August 28, 2025, The City of Kenai Planning and Zoning Commission granted conditional approval of the associated plat Valhalla Heights Subdivision Thomsen Replat by PZ Resolution PZ2025-27 which included the petitioned utility easement vacation.
8. No surrounding properties will be denied utilities.

STAFF RECOMMENDATIONS **CORRECTIONS / EDITS**

Make the following corrections:

RECOMMENDATION:

Based on consideration of the merits as outlined by Staff comments and Staff findings, Staff recommends **APPROVAL** of the utility easement alteration as petitioned, subject to:

1. Grant utility easements requested by the Kenai City Council and any utility providers.
2. Finalizing the approval of the easement alteration by either;
 - a. The recording of a subdivision plat within 24 months, compliant with the requirements of Chapter 20 of KPB Code or,
 - b. The recording of a utility easement alteration resolution within 90 days of the adoption of the resolution by the Planning Commission, with the following requirements:
 - i. An exhibit drawing showing, and dimensioning, the utility easement alteration area, prepared, signed and sealed by a licensed land surveyor. The exhibit drawing will be attached to, and recorded with, the resolution.
 - ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
 - iii. The Planning Department is responsible for filing the Planning Commission resolution.

20.65.070 Alteration of platted utility easements

- E. A planning commission decision under this section is final. A notice of decision shall be sent to the petitioner. No reapplication or petition concerning the same alteration to platted utility easement 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. If the reasons for denial are resolved, the petitioner may submit a new petition for alteration of platted utility easement with documentation that the issues have been resolved, accompanied by a new fee.**
- F. An appeal of the planning commission decision under this section must be filed in the superior court in accordance with the Alaska Rules of Appellate Procedure.**

The 2019 Kenai Peninsula Borough Comprehensive Plan adopted November, 2019 by Ordinance No. 2019-25. The relevant objectives are listed.

Goal 3. Preserve and improve quality of life on the Kenai Peninsula Borough through increased access to local and regional facilities, activities, programs and services.

- *Focus Area: Energy and Utilities*
 - o *Objective A - Encourage coordination of residential, commercial, and industrial development with extension of utilities and other infrastructure.*
 - *Strategy 1. Near – Term: Maintain existing easements (especially section line easements) in addition to establishing adequate utility rights of way or easements to serve existing and future utility needs.*
 - *Strategy 2. Near – Term: Maintain regular contact with utility operators to coordinate and review utility easement requests that are part of subdivision plat approval.*
 - *Strategy 3. Near – Term: Identify potential utility routes on Borough lands.*
- *Housing*
 - o *Objective D. Encourage efficient use of land, infrastructure and services outside incorporated cities by prioritizing future growth in the most suitable areas.*
 - *Strategy 1. Near – Term: Collaborate with the AK Department of Transportation, incorporated cities within the borough, utility providers, other agencies overseeing local services, and existing communities located adjacent to the undeveloped areas that are appropriate for future growth, to align plans for future expansion of services to serve future residential development and manage growth.*

END OF STAFF REPORT



Aerial Map



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



• Found G.L.O. brook cop monument -
 • Set 1" Al. cap
 • Set 1/2" x 16" steel rod at all other corners
 • Set brook cop monument
 All bearings refer to the G.L.O. datum of EAST
 for the North boundary of Section 6.

COMMENCING FROM THE U.S.G.L.O. X SECTION CORNER MONUMENT POINT ON THE NORTH BOUNDARY OF Section 8, T5N, R10E, 12W, THE FOLLOWING PERIMETER, CLASADA, PROCEED EAST - 840.00 FEET ALONG THE NORTH BOUNDARY OF SECTION 8 TO THE TRUE POINT OF BEGINNING, THENCE S 0°00'00" E - 751.97 FEET, THENCE S 65°55'30" E - 180.18 FEET, THENCE S 24°24'30" E - 945.31 FEET, THENCE S 65°55'30" E - 480.00 FEET, THENCE N 74°24'30" W - 780.00 FEET, THENCE S 65°55'30" W - 540.00 FEET TO A POINT ON THE EASTERN EDGE OF THE KENAI SPUR HIGHWAY RIGHT OF WAY, THENCE N 34°24'30" W - 87.24 FEET TO THE WEST 1/4 1/4 LINE OF SECTION 8, THENCE N 0°00'00" W - 1280.32 FEET TO THE WEST 1/4 1/4 CORNER COMMON TO SECTIONS 8 AND 9, THENCE WEST - 577.36 FEET ALONG THE NORTH BOUNDARY OF SECTION 8 TO A POINT ON THE EASTERN EDGE OF THE SAID KENAI SPUR HIGHWAY RIGHT OF WAY, THENCE N 74°24'30" W 175.78 FEET ALONG 3/4 R.O.W., THENCE N 65°55'30" E - 1700.00 FEET, THENCE S 74°24'30" E - 167.97 FEET THENCE S 0°00'00" E - 615.50 FEET TO THE TRUE POINT OF BEGINNING, THIS EMBRACING 41.667 ACRES OF LAND.

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON. WE REQUEST THE APPROVAL OF THIS PLAT SHOWING SUCH EASEMENTS FOR PUBLIC UTILITIES, ROADS AND OR STREETS DEDICATED BY US FOR PUBLIC USE.

DATE 2-2-68 OWNER J. C. Smith OWNER W. H. Call

Subscribed and sworn before me this 17 DAY OF Nov, 1968.

GENERAL CITY PLANNING COMMISSION.
6-21-68 - 6-26-68 - *Barry S. Cagle*
RECEIVED APPROVED
COUNCIL, *Barry S. Cagle*
Secretary

THIS IS TO CERTIFY THAT THE WITHIN PLAT WAS DULY SUBMITTED TO AND APPROVED BY THE COUNCIL OF KENAI CITY, ALASKA, BY RESOLUTION NUMBER 112, DULY AUTHENTICATED AS FOLLOWS: THIS 5th DAY OF June 1968.

Eugene N. Moran *L. Amos Wilson*
CITY CLERK CITY MANAGER

PLAN APPROVED BY THE KENAS PENINSULA BOROUGH
PLANNING COMMISSION THIS 21 DAY OF July 1968.
James V. Heston
Chairman

LOTS 18 THRU 27 OF BLOCK 6, BLOCK 7,
AND THE REMAINDER OF BLOCK 8 OF
VALHALLA HEIGHTS SUBD.

41.447 ACRES SITUATED IN THE W 1/2 OF
SECTION 6, T5N, R10W, 3M. ALASKA
AND IN THE CITY OF KENAI.

SURVEYED BY
 J. S. McLane R. L. E. Date May 1 - 20, 1968

E4-8

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 July 23, 2025.

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-27** – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-27.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-27. Commissioner Pettey **SECONDED** the motion.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

There was discussion regarding double frontage rule; the intent of the property owner to construct a larger shop; and relocation of the utility easement.

Clarification was provided that in single residential areas there were no restrictions on land clearing; and although the City did try to locate covenants, they were not enforceable by the City.

VOTE:

YEA: Reveal, Pettey, Earsley, Krause, Fikes, Woodard

NAY: None

ABSENT: Twait

MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-26** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-26. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the report as included in the packet and attached to Resolution PZ2025-26.



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-27**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESS: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

LEGAL DESCRIPTION: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

KPB PARCEL NUMBERS: 04921016, 04921017, 04921018, & 04922003

WHEREAS, the City of Kenai received a preliminary plat from Edge Survey & Design, LLC, on behalf of property owner Craig Thomsen, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lots will have access solely from Standard Drive (a maintained gravel City road); and,

WHEREAS, the proposed lots will not have access from Phillips Drive (a maintained gravel City road) per Kenai Municipal Code (KMC) 14.10.070(e)(2) which prohibits double frontage; and,

WHEREAS, the primary address for the parcel will be 190 Standard Drive, as the primary structure is currently at this address; and,

WHEREAS, City water is not available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, an easement for utilities is granted this plat adjacent to the Standard Drive and Phillips Drive rights-of-way, along the eastern and west boundaries of the proposed lot; and,

WHEREAS, an existing easement for utilities along the rear of the current existing lots is requested to be vacated as of this replat; and,

WHEREAS, an installation agreement is not required; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the Standard Drive right-of-way exists within the proposed preliminary plat. Standard Drive is an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet ($\approx$ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet.
4. Pursuant to KMC 14.24.020 General Requirements, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That preliminary plat Valhalla Heights Sub Thomsen Replat, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, be approved, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 27th DAY OF AUGUST, 2025.

JEFF TWAIT, CHAIRPERSON

ATTEST:

LOGAN PARKS, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: August 20, 2025

SUBJECT: Resolution No. PZ2025-27 – Preliminary Plat – Valhalla Height Subdivision Thomsen Replat

Request	The applicant is proposing a preliminary plat to replat Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three.
Staff Recommendation	Adopt Resolution No. PZ2025-27 recommending approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, creating one (1) lot of 2.004 acres.

Applicant:	Edge Survey & Design, LLC Attn: Jason Young PO Box 208 Kasilof, AK 99610
Property Owner:	Craig Thomsen
Legal Descriptions:	Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian
Property Address:	180 & 190 Standard Drive; 175 & 185 Phillips Dr.
KPB Parcel Nos.:	04921016, 04921017, 04921018, & 04922003
Zoning District:	Rural Residential (RR)
Land Use Plan:	Suburban Residential (SR)
Surrounding Uses:	Rural Residential

SUMMARY

A preliminary plat has been submitted from Edge Survey & Design, LLC on behalf of the property owner for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to create one (1) parcel.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the minimum lot size requirement of 20,000 square feet (≈ 0.47 acre) for the Rural Residential (RR) zoning district. The size of the proposed lot is approximately 87,294 square feet (2.004 acres).

City water and wastewater is not available along Standard Drive and developments on the proposed lot already have an established private water and septic system. Any expansion of the system will be subject to regulations set forth by the Alaska Department of Environmental Conservation.

Direct access to the proposed lots is provided via Standard Drive, a maintained gravel City road. The owner intends to retain their access driveway onto Standard Drive. If approved, the owners intend to keep the 190 Standard Drive address, as the primary structure is already addressed as such. The City of Kenai Public Works Department has reviewed the preliminary plat and has no comments. Therefore, staff finds that an installation agreement is not required for the preliminary plat.

Prior to development, the City of Kenai Floodplain Administrator should be contacted for information and regulations. The City of Kenai Floodplain Administrator has reviewed the preliminary plat and has no comments.

Staff finds that the preliminary plat for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites, and the existing well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the right-of-way within the proposed preliminary plat exists prior to this plat. The right-of-way is a continuation of an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet (≈ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

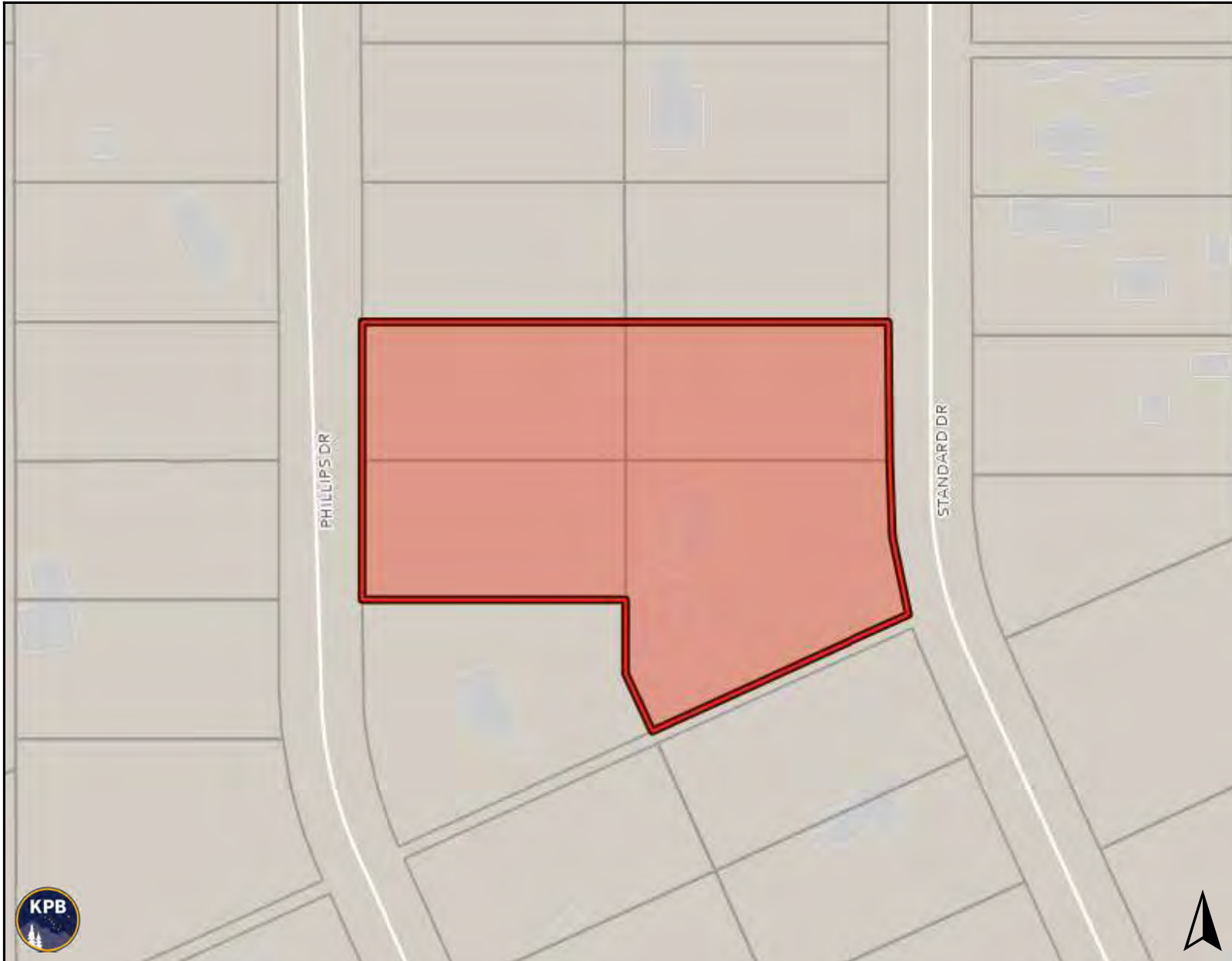
STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Valhalla Heights Subdivision Thomsen Replat meets the general standards of Kenai Municipal Code (KMC), Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommend approval of Resolution No. PZ2025-27 for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

ATTACHMENTS

Aerial Map
 Application
 Preliminary Plat, Valhalla Heights Sub Thomsen Replat
 Correspondence – Double Frontage



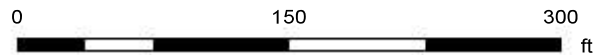
Legend

Transportation

Mileposts

Parcels and PLSS

Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or

Borough assumes no liability of any kind arising from the use of this data. The creation or modification of the data. In using these data, you further agree to data, or use of the data.

		Preliminary Plat Submittal Form		City of Kenai Planning and Zoning Department 210 Fidalgo Avenue Kenai, AK 99611 (907) 283-8200 planning@kenai.city www.kenai.city/planning	
APPLICANT (SURVEYOR)					
Name:	Edge Survey and Design LLC				
Mailing Address:	PO Box 208	City:	Kasilof	State:	AK Zip Code: 99610
Phone Number(s):	907-283-9047				
Email:	[REDACTED]				
PROPERTY OWNER					
Name:	Craig Thomsen				
Mailing Address:	190 Standard Dr.	City:	Kenai	State:	AK Zip Code: 99610
Phone Number(s):	[REDACTED]				
Email:	[REDACTED]				
PROPERTY INFORMATION					
Kenai Peninsula Borough Parcel #:	04921016, 04921017, 04921018, and 04922003				
Current City Zoning:					
Use:	☒ Residential ☐ Recreational ☐ Commercial ☐ Other:				
Water:	☒ On Site ☐ City ☐ Community				
Sewer:	☒ On Site ☐ City ☐ Community				
PLAT INFORMATION					
Preliminary Plat Name:	Valhalla Heights Subdivision Thomsen Replat				
Revised Preliminary Plat Name:					
Vacation of Public Right-of-Way:	☐ Yes ☒ No				
Street Name (if vacating ROW):					
Exceptions Required and Requested:					
Comments:					
REQUIRED ATTACHMENTS					
☒ Certificate to Plat		☒ (2) 11" x 17" Plats and/or PDF			
SIGNATURE					
Signature:				Date:	7/10/25
Print Name:	Craig Thomsen	Title/Business:	Owner		

Stewart Title of the Kenai Peninsula, Inc.

35681 Kenai Spur Hwy., Unit B
Soldotna, AK 99669
Tel: (907) 260-8031 Fax: (907) 260-8036

CERTIFICATE TO PLAT

Edge Survey and Design, LLC.
PO Box 208
Kasilof, AK 99610
Attention: Jason Young

File Number: 25615
Premium: \$300.00
Tax:

Gentlemen:

This is a certificate as of July 28, 2025 at 8:00 A.M. for a plat out of the following property:

Lots Eight (8), Nine (9), Twenty-seven (27), and Twenty-eight (28), Block Seven (7), VALHALLA HEIGHTS SUBD. PART 3, according to Plat No. K-1568, Kenai Recording District, Third Judicial District, State of Alaska.

The Company certifies that record title is vested in

Craig W. Thomsen, an unmarried person as to Lot 8 Block 7; and Craig W. Thomsen, a married person, as to Lots 9, 27 and 28, Block 7.

an estate in fee simple, free from all liens, encumbrances, and objections except for as follows:

1. **RESERVATIONS** and exceptions as contained in U.S. Patent, and/or acts authorizing the issuance thereof.
2. **RESERVATIONS AND EXCEPTIONS** as contained in Mineral Patent from the United States of America to the State of Alaska
Recorded: September 27, 1982
Volume/Page: 194/781

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

3. **TAXES AND ASSESSMENTS**, if any due the taxing authority indicated (We will advise by submitting a copy of our report upon receipt of the information):
Taxing Authority: CITY OF KENAI
4. **TAXES AND ASSESSMENTS**, if any, due the taxing authority indicated:
Taxing Authority: KENAI PENINSULA BOROUGH
5. **EASEMENT** for electric lines or system and/or telephone lines together with right to enter, maintain, repair and clear shrubbery:
Recorded: July 16, 1969
Volume/Page: Misc. 35/187
Granted To: Homer Electric Association, Inc.
Affects: General Easement, no definite location disclosed
6. **RESERVATION** of oil, gas and mineral rights constructive notice of which is given by recital in deeds:
Recorded: July 17, 1968
Volume/Page: Deed Book 52, Pages 51, 52, 70 and 71

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

7. **RESERVATION** of oil, gas and mineral rights constructive notice of which is given by recital in deed:

Recorded: August 10, 1973
Volume/Page: 72/770

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

8. **EASEMENTS, SET-BACKS AND DEDICATIONS** as delineated on Plat No. K-1568.

9. **EFFECT** of the notes on said Plat No. K-1568.

10. **BUILDING ENERGY EFFICIENCY STANDARDS CERTIFICATION** including the terms and provisions therein:

Recorded: October 2, 1998
Serial No.: 541/834

11. **SUMMARY OF BUILDING INSPECTION** including the terms and provisions therein:

Recorded: October 2, 1998
Serial No.: 541/835

12. **DEED OF TRUST**, including terms and provisions thereof, to secure an indebtedness of the amount herein stated and for any other amounts payable under the terms thereof:

Amount: \$250,000.00
Dated: November 3, 2021
Recorded: November 8, 2021
Serial No.: 2021-012351-0
Trustor: Craig W. Thomsen, a married person
Trustee: Credit Union 1
Beneficiary: Credit Union 1
Affects Lot 9, Block 7

13. **INTEREST OF THE SPOUSE** of the vestee, if married, and the subject property has been used as a marital homestead.

Stewart Title of the Kenai Peninsula, Inc.

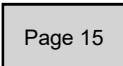
By



Authorized Countersignature

Mary Frengle
Authorized Signator

NOTE: We will update this certificate to comply with Kenai Peninsula Borough Ordinance 90-38 upon notification from surveyor.



Kevin Buettner

From: Jason Young <jason@edgesurvey.net>
Sent: Monday, August 18, 2025 11:10 AM
To: Kevin Buettner
Subject: Re: Valhalla Heights Sub - Thomsen Replat

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Landowner has no intentions of constructing access to Phillips, so a note will be fine and I can add before KPB submittal.

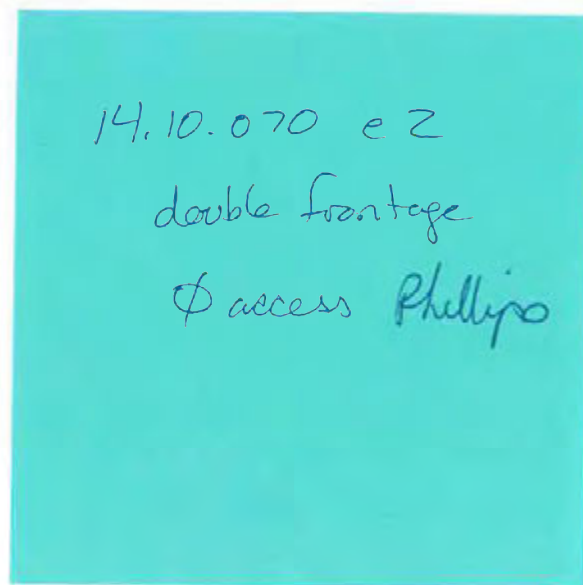
Thanks,
 Jason Young
 Edge Survey and Design
 907-283-9047

From: Kevin Buettner <kbuettner@kenai.city>
Sent: Monday, August 18, 2025 9:12 AM
To: Jason Young <jason@edgesurvey.net>
Subject: Valhalla Heights Sub - Thomsen Replat

Jason,

I am reviewing the replat you dropped off last week. The new proposed parcel will have double frontage, which is not allowed per KMC 14.10.070(e)(2). Would the owner be opposed to a plat note stating that no access shall be given from Phillips Dr.? If that is acceptable, I will ask for an exception to this rule from P&Z.

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director
 (907) 283-8235 (O) | (907) 971-0867 (M)
www.kenai.city



From: [Kevin Buettner](#)
To: jason@edgesurvey.net
Cc: [Planning Department](#); [Carpenter, Beverly](#)
Subject: <EXTERNAL-SENDER>Notice of Recommendation- Preliminary Plat-Valhalla Heights Sub Thomsen Replat
Date: Thursday, August 28, 2025 10:17:20 AM
Attachments: [image001.png](#)
[Resolution PZ2025-27 Thomsen Replat signed.pdf](#)
[NOD to KPB PZ2025-27.pdf](#)

CAUTION: This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Dear Edge Survey & Design, LLC:

On Wednesday, August 27, 2025, the City of Kenai Planning and Zoning Commission recommended approval of Resolution PZ2025-27 for Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat. An installation agreement is not required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or planning@kenai.city.

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director
(907) 283-8235 (O) | (907) 971-0867 (M)
www.kenai.city





KENAI

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

SENT VIA ELECTRONIC MAIL

August 28, 2025

Edge Survey & Design, LLC
PO Box 208
Kasilof, AK 99610
jason@edgesurvey.net

RE: Notice of Recommendation - Resolution PZ2025-27 – Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat

Dear Edge Survey & Design, LLC:

On Wednesday, August 27, 2025, the City of Kenai Planning and Zoning Commission recommended approval of Resolution PZ2025-27 for Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat. An installation agreement is not required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or planning@kenai.city.

Sincerely,

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director

Enclosure

cc: Beverly Carpenter, KPB Planning Department (bcarpenter@kpb.us)



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-27**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESS: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

LEGAL DESCRIPTION: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

KPB PARCEL NUMBERS: 04921016, 04921017, 04921018, & 04922003

WHEREAS, the City of Kenai received a preliminary plat from Edge Survey & Design, LLC, on behalf of property owner Craig Thomsen, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lots will have access solely from Standard Drive (a maintained gravel City road); and,

WHEREAS, the proposed lots will not have access from Phillips Drive (a maintained gravel City road) per Kenai Municipal Code (KMC) 14.10.070(e)(2) which prohibits double frontage; and,

WHEREAS, the primary address for the parcel will be 190 Standard Drive, as the primary structure is currently at this address; and,

WHEREAS, City water is not available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, an easement for utilities is granted this plat adjacent to the Standard Drive and Phillips Drive rights-of-way, along the eastern and west boundaries of the proposed lot; and,

WHEREAS, an existing easement for utilities along the rear of the current existing lots is requested to be vacated as of this replat; and,

WHEREAS, an installation agreement is not required; and,

Resolution No. PZ2025-27

Page 2 of 2

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the Standard Drive right-of-way exists within the proposed preliminary plat. Standard Drive is an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet ($\approx$ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That preliminary plat Valhalla Heights Sub Thomsen Replat, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, be approved, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 27th DAY OF AUGUST, 2025.

Sanjay Easley for

 JEFF TWAIT, CHAIRPERSON
Chair Jeff Twait

ATTEST:

Logan Parks

 LOGAN PARKS, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: August 20, 2025

SUBJECT: Resolution No. PZ2025-27 – Preliminary Plat – Valhalla Height Subdivision Thomsen Replat

Request The applicant is proposing a preliminary plat to replat Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three.

Staff Recommendation Adopt Resolution No. PZ2025-27 recommending approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, creating one (1) lot of 2.004 acres.

Applicant: Edge Survey & Design, LLC
Attn: Jason Young
PO Box 208
Kasilof, AK 99610

Property Owner: Craig Thomsen

Legal Descriptions: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

Property Address: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

KPB Parcel Nos.: 04921016, 04921017, 04921018, & 04922003

Zoning District: Rural Residential (RR)

Land Use Plan: Suburban Residential (SR)

Surrounding Uses: Rural Residential

SUMMARY

A preliminary plat has been submitted from Edge Survey & Design, LLC on behalf of the property owner for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to create one (1) parcel.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the minimum lot size requirement of 20,000 square feet (≈ 0.47 acre) for the Rural Residential (RR) zoning district. The size of the proposed lot is approximately 87,294 square feet (2.004 acres).

City water and wastewater is not available along Standard Drive and developments on the proposed lot already have an established private water and septic system. Any expansion of the system will be subject to regulations set forth by the Alaska Department of Environmental Conservation.

Direct access to the proposed lots is provided via Standard Drive, a maintained gravel City road. The owner intends to retain their access driveway onto Standard Drive. If approved, the owners intend to keep the 190 Standard Drive address, as the primary structure is already addressed as such. The City of Kenai Public Works Department has reviewed the preliminary plat and has no comments. Therefore, staff finds that an installation agreement is not required for the preliminary plat.

Prior to development, the City of Kenai Floodplain Administrator should be contacted for information and regulations. The City of Kenai Floodplain Administrator has reviewed the preliminary plat and has no comments.

Staff finds that the preliminary plat for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites, and the existing well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the right-of-way within the proposed preliminary plat exists prior to this plat. The right-of-way is a continuation of an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet (≈ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Valhalla Heights Subdivision Thomsen Replat meets the general standards of Kenai Municipal Code (KMC), Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommend approval of Resolution No. PZ2025-27 for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

ATTACHMENTS

Aerial Map
Application
Preliminary Plat, Valhalla Heights Sub Thomsen Replat
Correspondence – Double Frontage

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 27, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on August 27, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Vice Chair Earsley led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Reveal
Glenese Pettey
Stacie Krause
Gwen Woodard

Sonja Earsley, Vice Chair
Diane Fikes

A quorum was present.

Absent:

Jeff Twait

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Shellie Saner, City Clerk
Logan Parks, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

Vice Chair Earsley noted the following additions to the Packet:

- Add to item F.1. **Resolution PZ2025-26**
- Public Comment

MOTION:

Commissioner Reveal **MOVED** to approve the agenda and consent agenda, with the requested revisions. Commissioner Pettey **SECONDED** the motion.

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

Vice Chair Earsley 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 July 23, 2025.

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-27** – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-27.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-27. Commissioner Pettey **SECONDED** the motion.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

There was discussion regarding double frontage rule; the intent of the property owner to construct a larger shop; and relocation of the utility easement.

Clarification was provided that in single residential areas there were no restrictions on land clearing; and although the City did try to locate covenants, they were not enforceable by the City.

VOTE:

YEA: Reveal, Pettey, Earsley, Krause, Fikes, Woodard

NAY: None

ABSENT: Twait

MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-26** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-26. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the report as included in the packet and attached to Resolution PZ2025-26.

Vice Chair Earsley opened the floor for public hearing; there being no one wishing to be heard, the public hearing period was closed.

It was reported that the proposed rezones were developed to align with the parcels existing use; property owners were contacted in advanced and several owners engaged in discussions; this was a housekeeping effort to clean up mapping; and property owners would still have the ability to apply for rezones in the future.

VOTE:

YEA: Pettey, Earsley, Krause, Fikes, Woodard, Reveal

NAY: None

ABSENT: Twait

MOTION PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. **Action/Approval** - Approving the Transfer of a Conditional Use Permit PZ2017-01 for the use of a Hotel/Motel, Restaurant, and Bar on the property described as Tract B, Kenai Landing Subdivision 2021 Addition, located at 2291 Bowpicker Lane within the Heavy Industrial Zoning District.

[Clerk's Note: Vice Chair Earsley passed the gavel to Commissioner Pettey and declared a conflict with the Transfer of the Conditional Use Permit as she is employed by the applicant. Vice Chair Earsley abstained from discussion and voting on the subject.]

MOTION:

Commissioner Krause **MOVED** to approve the transfer of the Conditional Use Permit PZ2017-01. Commissioner Reveal **SECONDED** the motion.

Commissioner Pettey opened the floor for public comment there being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Krause, Fikes, Woodard, Reveal, Pettey

NAY: None

ABSTENTION: Earsley

ABSENT: Twait

MOTION PASSED.

[Clerk's Note: Commissioner Pettey returned the gavel to Vice Chair Earsley.]

2. **Discussion** – Alaska Walkability Action Institute – Kenai Peninsula Action Plan.

Planning Director Buettner, Alecia Gottlob and Julie Bunch provided a presentation identifying potential areas for improving walkability within the City of Kenai.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Expressed gratitude to the Commission
- Training of Jessica See, Planning Technician

2. Commission Chair – No report.

3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Askin reported on recent actions of the City Council.

J. **ADDITIONAL PUBLIC COMMENT** - None.

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: September 10, 2025.

L. **COMMISSION COMMENTS AND QUESTIONS**

Commission Members welcomed Deputy City Clerk Logan Parks, thanked the City staff for their hard work, and expressed gratitude for the presentation.

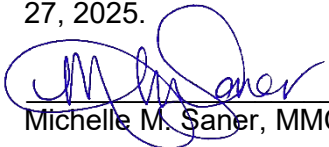
M. **PENDING ITEMS** - None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:17 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of August 27, 2025.



Michelle M. Saner, MMC, City Clerk



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-27**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT VALHALLA HEIGHTS SUBDIVISION THOMSEN REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESS: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

LEGAL DESCRIPTION: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

KPB PARCEL NUMBERS: 04921016, 04921017, 04921018, & 04922003

WHEREAS, the City of Kenai received a preliminary plat from Edge Survey & Design, LLC, on behalf of property owner Craig Thomsen, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lots will have access solely from Standard Drive (a maintained gravel City road); and,

WHEREAS, the proposed lots will not have access from Phillips Drive (a maintained gravel City road) per Kenai Municipal Code (KMC) 14.10.070(e)(2) which prohibits double frontage; and,

WHEREAS, the primary address for the parcel will be 190 Standard Drive, as the primary structure is currently at this address; and,

WHEREAS, City water is not available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, an easement for utilities is granted this plat adjacent to the Standard Drive and Phillips Drive rights-of-way, along the eastern and west boundaries of the proposed lot; and,

WHEREAS, an existing easement for utilities along the rear of the current existing lots is requested to be vacated as of this replat; and,

WHEREAS, an installation agreement is not required; and,

Resolution No. PZ2025-27

Page 2 of 2

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the Standard Drive right-of-way exists within the proposed preliminary plat. Standard Drive is an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet ($\approx$ 0.47 acre), with a proposed lot size of 2.004 acres or approximately 87,294 square feet.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That preliminary plat Valhalla Heights Sub Thomsen Replat, for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, be approved, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 27th DAY OF AUGUST, 2025.

Sanjay Easley for
JEFF TWAIT, CHAIRPERSON
chair Jeff Twait

ATTEST:

Logan Parks

LOGAN PARKS, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: August 20, 2025

SUBJECT: Resolution No. PZ2025-27 – Preliminary Plat – Valhalla Height Subdivision Thomsen Replat

Request The applicant is proposing a preliminary plat to replat Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three.

Staff Recommendation Adopt Resolution No. PZ2025-27 recommending approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, creating one (1) lot of 2.004 acres.

Applicant: Edge Survey & Design, LLC
Attn: Jason Young
PO Box 208
Kasilof, AK 99610

Property Owner: Craig Thomsen

Legal Descriptions: Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian

Property Address: 180 & 190 Standard Drive; 175 & 185 Phillips Dr.

KPB Parcel Nos.: 04921016, 04921017, 04921018, & 04922003

Zoning District: Rural Residential (RR)

Land Use Plan: Suburban Residential (SR)

Surrounding Uses: Rural Residential

SUMMARY

A preliminary plat has been submitted from Edge Survey & Design, LLC on behalf of the property owner for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to create one (1) parcel.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the minimum lot size requirement of 20,000 square feet (≈ 0.47 acre) for the Rural Residential (RR) zoning district. The size of the proposed lot is approximately 87,294 square feet (2.004 acres).

City water and wastewater is not available along Standard Drive and developments on the proposed lot already have an established private water and septic system. Any expansion of the system will be subject to regulations set forth by the Alaska Department of Environmental Conservation.

Direct access to the proposed lots is provided via Standard Drive, a maintained gravel City road. The owner intends to retain their access driveway onto Standard Drive. If approved, the owners intend to keep the 190 Standard Drive address, as the primary structure is already addressed as such. The City of Kenai Public Works Department has reviewed the preliminary plat and has no comments. Therefore, staff finds that an installation agreement is not required for the preliminary plat.

Prior to development, the City of Kenai Floodplain Administrator should be contacted for information and regulations. The City of Kenai Floodplain Administrator has reviewed the preliminary plat and has no comments.

Staff finds that the preliminary plat for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites, and the existing well and septic system is subject to the regulatory requirements of the Alaska Department of Environmental Conservation.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the right-of-way within the proposed preliminary plat exists prior to this plat. The right-of-way is a continuation of an existing street and is determined acceptable access. Therefore, an installation agreement is not required.
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4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Valhalla Heights Subdivision Thomsen Replat meets the general standards of Kenai Municipal Code (KMC), Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommend approval of Resolution No. PZ2025-27 for a replat of Lots 8, 9, 27, & 28, Block Seven, Valhalla Heights Sub Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. A plat note added to the final plat to prohibit access from Phillips Drive to avoid double frontage, in accordance with KMC 14.10.070(e)(2).

ATTACHMENTS

Aerial Map
Application
Preliminary Plat, Valhalla Heights Sub Thomsen Replat
Correspondence – Double Frontage



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2025-63**

A RESOLUTION ESTABLISHING THE 2026 CITY COUNCIL REGULAR MEETING SCHEDULE.

WHEREAS, Kenai Municipal Code 1.10.040(a) establishes that regular meetings of the Council will be on the first and third Wednesday of every month at a time set by resolution of the Council; and,

WHEREAS, Kenai Municipal Code 1.10.040(b) provides that on or before the last meeting in December the City Clerk will introduce a resolution, on behalf of the Council to establish the dates for the subsequent year's Council meetings; and,

WHEREAS, pursuant to Kenai Municipal Charter 2-6 City Council meetings may be canceled by the mayor due to lack of quorum or for an emergency, or by a majority of the Council members for any reason as long as there is at least one regular meeting each month and at least twenty regular meetings each calendar year; and,

WHEREAS, providing advanced notice of the meeting schedule to the public and administration by timely adoption of a calendar of meeting dates to include any canceled meetings is in the best interest of the City; and,

WHEREAS, canceling the second regular meeting of the City Council in July allows for Council, administration, and residents to participate in the personal use fishery and other seasonal activities; and,

WHEREAS, the first meeting in July falls on July 1, leaving a five-week span until the first meeting in August; and,

WHEREAS, adjusting the first meeting in July to the second Wednesday would reduce that span to only four-weeks allowing for City business to be conducted timely.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Council regular meeting schedule for 2026 as attached is hereby adopted, to include the exception that the first meeting in July will be held on the second Wednesday, and there will not be a meeting on the third Wednesday of July.

Section 2. That this Calendar may be further amended by Council in accordance with the City Charter and Kenai Municipal Code.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Shellie Saner, City Clerk

DATE: October 23, 2025

SUBJECT: **Resolution No. 2025-63** - Establishing the 2026 City Council Regular Meeting Schedule.

This Resolution is intended to establish a calendar for the regular meetings of the City Council in 2026, in accordance with KMC 1.10.040(b).

City Charter, allows that a meeting may be cancelled by the Mayor due to a lack of a quorum, for an emergency, or by a majority of council members for any reason as long as at least twenty regular meetings are held each year and at least one each month. The 2026 proposed meeting schedule includes at least one regular meeting each month and more than the minimum requirement of twenty regular meetings each year, with the exception of one meeting in July.

The proposes meeting scheduling sets meetings every first and third Wednesday of each month, except July based on the following:

- The second meeting of July, when the second meeting coincides with the peak season of the personal use dipnet fishery which consumes the full attention of the administration and is a busy time of the year for other residents; and,
- The first meeting in July is proposed to be rescheduled for the second Wednesday in July to reduce the number of weeks between the one July meeting and the first meeting in August.

The second meeting in November or the first meeting in December may be cancelled as it could coincide with the Alaska Municipal League conferences in Anchorage.

Your consideration is appreciated.

2026 City Council Meeting Schedule

Page 96

Key

CITY COUNCIL

HOLIDAY - CITY OFFICES CLOSED

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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June						
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November						
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December						
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27	28	29	30	31		



Sponsored by: Legal

**CITY OF KENAI
RESOLUTION NO. 2025-64**

A RESOLUTION MUTUALLY AGREEING TO TERMINATE THE LEASE LOCATED AT 9711 KENAI SPUR HIGHWAY WITH THE ALASKA CENTER FOR SPACE TECHNOLOGY, INC.

WHEREAS, on May 20, 1999 the City entered into a 99-year lease with the Alaska Center for Space Technology, Inc. (Challenger Center), recorded in the Kenai Recording District at Book 0559 Page 796 through 807, for the operation of the “Challenger Learning Center”; and,

WHEREAS, on October 24, 2025, the Board of Directors of the Challenger Center formally notified the City of its request to terminate the lease with the City effective November 15, 2025; and,

WHEREAS, pursuant to Section 42 of the lease, it is in the best interest of the City to mutually agree to terminate the lease effective November 15, 2025 as the Challenger Center is no longer able to operate the lease for its intended purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Manager is authorized to execute a lease termination and any other necessary documents to terminate the lease executed on May 20, 1999 between the City and Alaska Center for Space Technology, Inc., for property located at 9711 Kenai Spur Highway recorded in the Kenai Recording District Book 0559 Pages 796 through 807.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Scott Bloom, City Attorney

DATE: October 27, 2025

SUBJECT: **Resolution No. 2025-64-** Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc.

On May 20, 1999 the City entered into a lease with the Alaska Center for Space Technology, Inc. (Challenger Center), recorded in the Kenai Recording District at Book 0559 Pages 796 through 807, for the operation of the "Challenger Learning Center." The Board of Directors of the Challenger Center has submitted the attached notification to the City requesting to terminate the Lease effective November 15, 2025, as it is no longer able to operate. Pursuant to Section 42 of the Lease-Mutual Cancellation, the lease may be terminated at any time upon mutual written agreement between the Lessee and City. It is in the best interest of the City to mutually agree to terminate the lease as it can no longer be operated by the Lessee.

Your consideration of the Resolution authorizing the City manager to execute the lease termination is appreciated. City Administration is working closely with the Lessee on a successful transition.



**TED AND CATHERINE STEVENS
CENTER FOR SCIENCE AND
TECHNOLOGY EDUCATION**

9711 Kenai S
Kenai, AK 99611
855-477-7926
www.akchallenger.org
92-1761906

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Oct 24, 2025

Terry Eubank
City Manager, City of Kenai

The Board of Directors of the Challenger Learning Center of Alaska voted to close the Center. We are requesting that the City of Kenai terminate our lease effective Nov 15, 2025.

This was a very difficult, but unanimous decision by the Board. Revenues from student missions, workforce training and donations have been declining since the pandemic. Costs have increased for out-of-district schools to visit the center due to the requirement to use district buses and additional staff for field trips. Throw in inflation and the increase in fixed costs and you have an untenable financial situation, even with a minimal part-time staff.

Layoffs were required and all professional staff were terminated on September 26. One maintenance staff person is being temporarily retained to take care of the building until it reverts to the control of the City of Kenai. We anticipate that Accounts Receivable will cover back wages and benefits for the employees.

The Board has requested federal, state and local governments, there is no funding available. For Kenai, the Challenger Center's shut down marks more than the end of an institution. It is the close of a 25-year chapter in which thousands of students, teachers and community members found inspiration in science, teamwork and exploration. Its legacy will endure in the people whose lives were shaped by its curriculum. Thank you for understanding. Please let me know if you have additional questions.

Thank you for your patience,

A handwritten signature in blue ink, appearing to read "Tim Dillon", with a long horizontal flourish extending to the right.

Tim Dillon
Board President
Challenger Learning Center of Alaska

NOTICE OF TERMINATION OF LEASE

COMES NOW THE Lessor, **CITY OF KENAI**, 210 Fidalgo Avenue, Kenai, Alaska 99611, a home-rule municipal corporation of Alaska, and Lessee, **ALASKA CHALLENGER CENTER FOR SPACE TECHNOLOGY, INC.**, an Alaska non-profit corporation, whose address is P.O. Box 1035, Kenai, AK 99611, and give notice of termination of that certain lease disclosed by instruments recorded on June 01, 1999, Serial No. 1999-004639-0, Kenai Recording District, Third Judicial District, State of Alaska. Said Lease is of no further force and effect. Said lease affecting the following described property

Beginning at the NE corner of the parcel described below, which is the true point of beginning, thence S 0° 05' 42" E a distance of 400 ft; thence west 310 feet; thence north 270 feet to intersect the southerly right-of-way boundary of the Kenai Spur Highway; thence 67° 30' 05" E along said right-of-way boundary to the true point of beginning, an area of approximately 2.38 acres of the parcel described as:

Section 33: The surface estate excluding sand and gravel of that portion of the W½ SW¼ SE¼ lying south of the Kenai Spur Road right-of-way. Containing 9.64 acres, more or less. Township 6 North, Range 11 West, Seward Meridian, Alaska, according to the survey plat accepted by the United States Department of the Interior, Bureau of Land Management in Washington, D.C. on June 24, 1954.

Termination effective November 15, 2025.

LESSOR:

CITY OF KENAI

By: _____
Terry Eubank, City Manager

ATTESTED:

By: _____
Michelle Saner, City Clerk

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024,
 by TERRY EUBANK, City Manager of the City of Kenai.

 Notary Public in and for Alaska
 My commission expires: _____

LESSEE:

ALASKA CHALLENGER CENTER FOR SPACE TECHNOLOGY, INC.

By: _____
 Tim Dillon, President of Board of Directors

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by TIM
 DILLON, President, Board of Directors for ALASKA CHALLENGER CENTER FOR SPACE TECHNOLOGY, INC.

 Notary Public in and for Alaska
 My commission expires: _____

Approved as to form:

 Scott Bloom, City Attorney

After recording please return to:
 City of Kenai
 210 Fidalgo Avenue
 Kenai, AK 99611



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-65**

A RESOLUTION AUTHORIZING THE USE OF THE EQUIPMENT REPLACEMENT FUND FOR PURCHASE OF DATACENTER EQUIPMENT SOFTWARE.

WHEREAS, Resolution 2024-43 was passed on November 6, 2024 authorizing the purchase of Datacenter Equipment for Phase 1; and,

WHEREAS, Resolution 2025-56 was passed on September 3, 2025 authorizing the purchase of Datacenter Equipment for Phase 2; and,

WHEREAS, the software for Phase 3 has been identified; and,

WHEREAS, KMC 7.15.070 (b) (6) – Innovative Procurements and Other Exceptions, allows for Council to award a contract when solicitation of proposals has been limited or procurement is by direct negotiation if found to be in the City’s best interest, and sufficient information is available to ensure a fair and reasonable price; and,

WHEREAS, a bid for the Phase 3 software resulted in no responsive bidders; and,

WHEREAS, three vendors were contacted, and one quote for the software was subsequently received with the results listed below:

Vendor	Amount
CDW Government	\$13,410

; and,

WHEREAS, these prices were determined to be fair and reasonable; and,

WHEREAS, CDW Government is the lowest responsive quote; and,

WHEREAS, it is in the best interest of the City to award a purchase order to CDW Government as the Datacenter Equipment Software is needed for the operation of City business; and,

WHEREAS, the total cost for the Datacenter Equipment Phase 1, 2, and 3 is expected to be \$165,818 and the Equipment Replacement Fund has the capacity to fund this purchase.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Manager is authorized to purchase the Datacenter Equipment Software in the amount of \$13,410 utilizing Equipment Replacement Funds.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: David Swarner, Finance Director

FROM: Dan Castimore, IT Manager

DATE: October 27, 2025

SUBJECT: **Resolution No. 2025-65** - Authorizing the Use of the Equipment Replacement Fund for Datacenter Equipment Software and Issuing a Purchase Order for the Purchase of Datacenter Equipment Software.

This memo recommends issuing a purchase order to CDW Government for the purchase of Datacenter Software.

At the November 6, 2024 City Council meeting, council approved Resolution 2024-43 which authorized the purchase of Phase 1 of the Datacenter Equipment replacement. Phase 1 consisted of server equipment that is used for non-virtualized applications.

At the September 3, 2025 City Council meeting, council approved Resolution 2025-56 which authorized the purchase of Phase 2 of the Datacenter Equipment replacement. Phase 2 consisted of the server and storage equipment that is used for virtualized applications.

This Resolution will approve Phase 3 of the Datacenter Equipment Replacement project.

Phase 3, which is the final phase of this project, will purchase the virtualization hypervisor software. Recently, VMWare, the provider of our current software, was purchased by Broadcom. With this purchase, Broadcom significantly changed the licensing process. As a result the City must purchase new subscription licensing. This licensing is required for the continued operation of the Datacenter.

A formal bid for software was released on September 29th, 2025 with bids due on October 14th, 2025. There were no responsive bidders. KMC 7.15.070 (b) (6) allows council to approve any contract by resolution when the solicitation of bids or proposals has been limited. Quotes from three vendors were solicited. The following quote was received:

Vendor	Amount
CDW Government	\$13,410.00

As these funds originate in the Equipment Replacement Fund, council authorization is required.

Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-66**

A RESOLUTION AUTHORIZING THE USE OF THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE OF A NEW TRACKLESS MT7 WITH SNOW BLOWER ATTACHMENT.

WHEREAS, an existing 2009 Trackless MT6 unit is due for replacement; and,

WHEREAS, adequate funding from the Equipment Replacement Fund is available for this purchase; and,

WHEREAS, KMC 7.15.070 (4) allows the City to purchase equipment under the contract of another governmental agency; and,

WHEREAS, the Sourcewell pricing, a government agency purchasing cooperative, of \$202,920.48 has been determined to be fair and reasonable; and,

WHEREAS, purchase of another Trackless unit will maintain standardization of equipment for use of existing attachments and maintenance; and,

WHEREAS, it is in the best interest of the City to use the Equipment Replacement Fund to purchase a Trackless MT7 unit with snow blower attachment from Yukon Equipment, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Manager is authorized to execute a contract with Yukon Equipment, Inc. in the amount of \$202,920.48 for the purchase of a Trackless MT7 with snow blower attachment utilizing Equipment Replacement Funds.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: October 28, 2025

SUBJECT: **Resolution No. 2025-66** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment.

This memo requests Council's approval to contract with Yukon Equipment, Inc. for the purchase of a new Trackless MT7 with snow blower attachment utilizing the Equipment Replacement Fund.

This new unit would replace an existing 2009 Trackless MT6 unit that is scheduled for replacement. The MT7 model is the current replacement for the MT6 from the manufacturer. The City owns an additional Trackless unit for snow clearing operations and purchasing this unit would maintain fleet standardization and utilization of existing attachments for the equipment.

KMC 7.15.070 (4) allows the City to purchase equipment under the contract of another governmental agency. The pricing received for this equipment is Sourcewell pricing that meets this requirement. In addition, the pricing was compared to government contract pricing available from the State of Minnesota Fleet contract and the Sourcewell pricing is a lower cost.

The Public Works Department recommends purchase of a Trackless MT7 unit with snow blower attachment from Yukon Equipment, Inc. in the amount of \$202,920.48.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.

**KENAI CITY COUNCIL - REGULAR MEETING
OCTOBER 15, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on October 15, 2025, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Phil Daniel
Alex Douthit
Sovala Kisenia

Henry Knackstedt, Vice Mayor
Deborah Sounart
Victoria Askin

A quorum was present.

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Tyler Best, Parks and Recreation Director
Kathy Romain, Senior Services Director
Logan Parks, Deputy City Clerk
Shellie Saner, City Clerk

3. Certification of the October 7, 2025 Election Results

The City Clerk read the results of the October 7, 2025 election as follows:

FOR CITY MAYOR, ONE THREE-YEAR TERM

Candidates	Polls	Absentee / Questioned	Total Votes
KNACKSTEDT, Henry H.	458	116	574
DOUTHIT, Alexander "Alex"	326	52	378
Write-In	5	0	5

FOR CITY COUNCIL, TWO THREE-YEAR TERMS

Candidates	Polls	Absentee / Questioned	Total Votes
ASKIN, Victoria	445	102	547
GRIEME, Bridget	402	71	473
PETTEY, Glenese	334	101	435
Write-In	25	6	31

MOTION:

Vice Mayor Knackstedt **MOVED** to certify the results of the October 7, 2025 Election as presented. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: Newly elected Mayor Knackstedt; reelected Council Member Askin and newly elected Council Member Grieme were administered their oath of office for a term beginning on October 20, 2025.]

4. Agenda and Consent Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add to item A. 3.

Certifying the October 7, 2025 Election Results

- Certification of Results
- Unofficial Results
- Report of Canvass

Add item H. 3.

Discussion/Action - City Council Vacancy

Remove Item M. 1.

Executive Session - Discussion for Airline Operating Agreement with Kenai Aviation (Removed at the request of the Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Sounart **SECONDED** the motion.

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

Mayor Gabriel 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.

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

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 - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update on activities, noting they had won the Local Chamber of the Year Award; the fundraising event went well; and they were preparing for the Haunted Chamber.

Bob Malloy thanked Mayor Gabriel for his service and shared examples of leadership qualities he appreciated during the Mayor's tenure.

E. PUBLIC HEARINGS

1. **Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3487-2025. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that Hilcorp had been providing these donations since 1976. Appreciation was stated for the generosity of Hilcorp.

VOTE:

YEA: Kisen, Gabriel, Daniel, Sounart, Knackstedt, Askin, Douthit

NAY: None.

**Student Representative Bolling: YEA

MOTION PASSED

2. **Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3488-2025. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Amanda Barber and Jen Wardas provided an overview of the donation to Council on behalf of the Kenai Peninsula Soccer Club.

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

There was discussion regarding where the pavilion would be located; the benefits to our community when working together; and appreciation was stated for the generous donation.

MOTION TO AMEND:

Vice Mayor Knackstedt **MOVED** to amend Ordinance No. 3488-2025 as follows:

Sixth whereas clause to read, "on October 2, 2025 at the Parks and Recreation Commission meeting, the Parks and Recreation Commission recommended that Council accept the donation from KPSC; and,"

Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

YEA: Gabriel, Daniel, Sounart, Knackstedt, Askin, Douthit, Kisena

NAY: None.

**Student Representative Bolling: YEA

MAIN MOTION AS AMENDED PASSED.

- 3. Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales-Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3489-2025. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported the proposed amendment to code would align this section with KMC 1.85.060 and KMC 7.15.100.

VOTE:

YEA: Daniel, Sounart, Knackstedt, Askin, Douthit, Kisena, Gabriel

NAY: None.

**Student Representative Bolling: YEA

MOTION ENACTED UNANIMOUSLY.

- 4. Resolution No. 2025-60** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2026. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-60. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that the City health plan was performing well; was currently below claim expectations; and a summary overview of the memo as attached to Resolution 2025-60 was provided.

Shannon Mahan, Alaska Benefits Leader - Account Executive for IMA Financial Group addressed Council noting, that current trends are typically twelve to eighteen percent; however, since the City plan was performing so well it was brought down quite a bit.

UNANIMOUS CONSENT was requested.

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

- 5. Resolution No. 2025-61** - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program to Extend Water, Sewer and a Local Service Road on Sixth Street. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-61. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that Kenai Peninsula Housing (KPHI) is currently constructing additional housing; KPHI was not eligible to serve as the direct grantee, the City would be the primary applicant; and this would benefit the City by providing utility infrastructure to City owned land.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of October 1, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration)

Introduced by the consent agenda and Public Hearing set for November 5, 2025.

3. **Discussion/Action** - City Council Vacancy. (City Clerk)

It was reported that with the election of Vice Mayor Knackstedt to the position of Mayor, the Council seat currently occupied by Mr. Knackstedt would become vacant on October 20, 2025; the Council could wait until the next meeting to declare the seat vacant or they could declare the seat vacant effective October 20, 2025 and schedule the interviews during this meeting.

MOTION:

Vice Mayor Knackstedt **MOVED** to declare the seat vacant effective October 20, 2025. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

Direction was provided to schedule the Council applicant interviews for November 19, 2025 and to bring back an item during the November 5, 2025 meeting for establishing a City Council subcommittee to develop interview questions in accordance with Council Policy 20.220.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Knackstedt reported on October 9, 2025 work session, next meeting November 13, 2025.

2. Airport Commission

Council Member Daniel reported on the October 9, 2025 meeting, next meeting November 13, 2025.

3. Harbor Commission

No report, next meeting November 10, 2025.

4. Parks and Recreation Commission

Council Member Douthit reported on the October 2, 2025 meeting, next meeting November 6, 2025.

5. Planning and Zoning Commission

Council Member Askin reported on the October 8, 2025 work session, next meeting October 22, 2025.

6. Beautification Commission

No report, next meeting January 13, 2026.

J. **REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Attending the Pumpkin Festival and hitting the target on the Pumpkin Drop.
- Thanked the Kenai Soccer Club for the pavilion donation.
- Congratulated the Kenai Chamber for receiving the Chamber of the Year Award.
- As his final meeting, he reflected on his fifteen-years of service, expressing his gratitude to Council members, City staff and the Community for supporting him during his two terms as Council member and three terms as Mayor.

K. **ADMINISTRATION REPORTS**

1. City Manager - City Manager Eubank reported on the following:

- Provided an update on recruitment for Airport Manager and Chief Animal Control Officer.
- Meeting with the consultant on the Street Light Assessment, noting significant progress was being made.
- Housing availability and affordability remained a key City priority.
- There were estimated 1,500 to 2,000 attendees at the Pumpkin Festival.
- Bluff Stabilization Project completion celebration was scheduled for October 29, 2025.
- Kenai Library, Haunted House will be open October 24 -31, 2025.
- Kenai Senior Center, Halloween Event scheduled for October 31, 2025.
- Crowley Fuel announced plans to remove their self-service fuel tank at the airport, and does not intend to replace them.
- Thanked Mayor Gabriel for his years of leadership and unwavering support of the City employees and administration.

2. City Attorney - City Attorney Bloom reported on the following:

- Congratulated Council Members Askin, Grieme and Mayor Knackstedt on their election.
- Thanked Mayor Gabriel and Council Member Douthit for their service.

3. City Clerk - City Clerk Saner reported on the following:

- Congratulated Council Members Askin, Grieme and Mayor Knackstedt on their election.
- Thanked Mayor Gabriel and Council Member Douthit for their service.

L. **ADDITIONAL PUBLIC COMMENTS**

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*) - None.
2. Council Comments

Vice Mayor Knackstedt stated his appreciation for Mayor Gabriel and their years of service working together.

Council Member Kisenia congratulated those who were recently elected and those who ran for elected office; thanked Clerks for administering the local elections, Parks and Recreation Department for the Pumpkin Festival and Mayor Gabriel for his service; and noted that he started on this path thanks to Mayor Gabriel appointing him to a Commission.

Council Member Daniel thanked Mayor Gabriel for his service and the guidance he has given him; everyone who ran for elected office; Council Member Douthit for his service; and Parks and Recreation for all the work they do.

Council Member Askin reported attending the Kenai Chamber of Commerce Fundraiser and the Pumpkin Festival; thanked the voters for their support and Mayor Gabriel for his service.

Council Member Sounart thanked Council Member Douthit for his service, Mayor Gabriel for his service, advice and leadership; and congratulated those elected to office.

Student Representative Bolling provided an update on Kenai Central High School sports activities; and congratulated those who were elected to office.

Council Member Douthit thanked Mayor Gabriel for his service and advice; congratulated those elected to office; commended Parks and Recreation for the Pumpkin Festival; and noted the success of the Kenai Chamber of Commerce fundraiser.

M. EXECUTIVE SESSION

1. Discussion for Airline Operating Agreement with Kenai Aviation. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City. (Administration)

[Clerk's Note: At the request of the Administration, agenda item M. 1. Executive Session - Discussion for Airline Operating Agreement with Kenai Aviation, was removed from the agenda.]

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:25 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 15, 2025.

Michelle M. Saner, MMC
City Clerk

**** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes will not affect the outcome of the official council vote. Advisory votes will be recorded in the minutes. A student representative may not move or second items during a council meeting.**

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: NOVEMBER 5, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	120,098.09

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Mary Bondurant, Interim Airport Manager

DATE: October 16, 2025

SUBJECT: **Action/Approval** - Special Use Permit for LifeMed Alaska, LLC for Ambulance Warm Storage.

LifeMed Alaska, LLC, is requesting a Special Use Permit for 234 square feet in Warm Storage 1 for the winter storage of their ambulance.

This Special Use Permit will be effective November 1, 2025 through April 30, 2026 for a monthly fee of \$234 plus applicable tax.

The Special Use Application Fee of \$100 has been paid.

Airport Commission reviewed the request at the October 9, 2025 meeting and voted unanimously to recommend Council approval.

Does Council recommend the City Manager enter into a Special Use Permit with LifeMed Alaska, LLC?

Thank you for your consideration.

attachment



City of Kenai Special Use Permit Application

Application Date: OCT 1, 2025

Applicant Information

Name of Applicant:	LIFEMED ALASKA, LLC				
Mailing Address:	3838 W 50TH AVE	City:	ANCHORAGE	State:	ALASKA Zip Code: 99502
Phone Number(s):	Home Phone: [REDACTED]	Work/ Message Phone:	[REDACTED]		
E-mail: (Optional)	[REDACTED]				
Name to Appear on Permit:	LIFEMED ALASKA, LLC				
Mailing Address:	3838 W 50TH AVE	City:	ANCHORAGE	State:	ALASKA Zip Code: 99502
Phone Number(s):	Home Phone: ()	Work/ Message Phone:	()		
E-mail: (Optional)					
Type of Applicant:	☐ Individual (at least 18 years of age) ☐ Partnership ☐ Corporation ☐ Government ☒ Limited Liability Company (LLC) ☐ Other _____				

Property Information

Legal or physical description of the property: 2023 FORD F550 AMBULANCE VIN - 1FDUF5HT6PEC28637
LIC - KKN550 (AK)

Description of the proposed business or activity intended:

WARM STORAGE OF MEDEVAC TRANSPORT (AMBULANCE) WHILE ON STAND-BY

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location?

☐ YES ☒ NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances?

☐ YES ☒ NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)? NOT TO EXCEED ONE YEAR

Requested Starting Date: 11/01/2025

Signature:		Date:	
Print Name:	WILLIAM CHAPLIN	Title:	Chief Operations Officer

For City Use Only:

- ☐ General Fund ☐ Airport Reserve Land
☐ Airport Fund ☐ Outside Airport Reserve

Date Application Fee Received: _____

City Council Action/Resolution: _____

Account Number: _____

SPECIAL USE PERMIT 2025-2026

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **LIFEMED ALASKA, LLC** (PERMITTEE) 3838 West 50th Avenue, Anchorage, Alaska, 99502 the non-exclusive right to use 234 square feet of area as described below:

Tract A FBO Subdivision consisting of approximately 234 square feet in an area described as Warm Storage 1.

and as further shown in the attached Exhibit A.

1. **TERM.** This special use permit shall be for approximately (6) six months from November 1, 2025 to April 30, 2026.
2. **PERMIT FEES.** The Permittee shall be charged a monthly permit fee of \$234.00 plus applicable sales tax.

The Permittee shall pay the City the permit fee by the 10th day of the preceding month.

Checks, bank drafts, or postal money orders shall be made payable to the City of Kenai and delivered to the City Hall, 210 Fidalgo Avenue, Kenai, Alaska 99611.

In addition to the permit fee specified above, the Permittee agrees to pay to the appropriate parties all levies, assessments, and charges as hereinafter provided:

- A. Sales tax not enforced, or levied in the future, computed upon the permit fee payable in monthly installments whether said fee is paid on a monthly or yearly basis;
 - B. All necessary licenses and permits; all lawful taxes and assessments which, during the term hereof may become a lien upon or which may be levied by the State, Borough, City, or by any other tax levying body, upon any taxable possessory right which Permittee may have in or to the Premises by reason of its use or occupancy or by reason of the terms of this Permit, provided however, that nothing herein contained shall prevent Permittee from contesting any increase in such tax or assessment through procedures provided by law.
 - C. Interest at the rate of eight percent (8%) per annum and penalties of ten percent (10%) of any amount of money owed under this Special Use Permit which are not paid on or before the due date.
 - D. Costs and expenses incident to this Special Use Permit, including but not limited to recording costs.
 - E. Annual Special Use Permit Application fee of \$100.00 plus applicable sales tax.
3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Storage for LifeMed Ambulance. This use is subject to City, Borough, and State laws and regulations

and the reasonable administrative actions of the City for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities. Use of the Premises is subject to the following conditions:

- A. Permittee shall use the Premises only for storage of one ambulance.
 - B. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit.
4. **INSURANCE.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, the City is entitled to coverage to the extent of the higher limits.
- A. Garage Liability or Commercial General Liability Insurance, including Premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must name the City as an additional insured.
 - B. Worker's Compensation Insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.
 - C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses for snow moving and storage activities to, from, or on the Premises. The policy must name the City as an additional insured.
 - D. All insurance required must meet the following additional requirements:
 - i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
 - ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
 - iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
 - iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.

- v. Evidence of insurance coverage must be submitted to City by November 1, 2025. The effective date of the insurance shall be no later than November 1, 2025.
 - vi. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. This insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.
- 5. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** The Permittee shall fully indemnify, hold harmless, and defend the City of Kenai, its officers, agents, employees, and volunteers at its own expense from and against any and all actions, damages, costs, liability, claims, losses, judgments, penalties, including reasonable Attorney's fees of or for liability for any wrongful or negligent acts, errors, or omissions of the Permittee, its officers, agents or employees, or any subcontractor under this Permit. The Permittee shall not be required to defend or indemnify the City for any claims of or liability for any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of or liability for the joint negligence of the Permittee and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be established upon final determination of the percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Permittee" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, for each party. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the Permittee.
- 6. **PERMITTEE'S OBLIGATION TO PREVENT AND REMOVE LIENS.** Permittee will not permit any liens, including mechanic's, laborer's, construction, supplier's, mining, or any other liens obtainable or available under existing law, to stand against the Premises or improvements on the Premises for any labor or material furnished to Permittee or to any related entity or claimed entity. The Permittee shall have the right to provide a bond as contemplated by State of Alaska law and contest the validity or amount of any such lien or claimed lien. Upon the final determination of the lien or claim for lien, the Permittee will immediately pay any judgment rendered with all proper costs and charges and shall have such lien released or judgment satisfied at Permittee's own expense.
- 7. **PERSONALTY.** Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit. Personal property placed or used upon the Premises and not removed upon termination of this Permit will be removed and/or impounded by the City. Property removed or impounded by the City may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus a storage fee of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personal property of Permittee or its customers.
- 8. **FORBEARANCE.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

9. **TERMINATION, DEFAULT.** This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. The City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety. The City may also terminate this Permit immediately, or upon notice shorter than 30 days, due to a failure of Permittee to comply with conditions and terms of this Permit, which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period to correct the violation or breach.
10. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
11. **ASSIGNMENT.** Permittee may not assign, by grant or implication, the whole any part of this Permit, the Premises, or any improvement on the Premises without the written consent of the City. Unless the City specifically releases the Permittee in writing, the City may hold the Permittee responsible for performing any obligation under this permit which an assignee fails to perform.
12. **ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.
13. **NO JOINT VENTURE.** The City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.
14. **SURVIVAL.** The obligations and duties of Permittee under paragraphs 5 and 6 of this Permit shall survive the cancellation, termination, or expiration of this Permit.
15. **AUTHORITY.** By signing this Permit, Permittee represents that is has read this agreement and consents to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the business to bind the business hereunder.

CITY OF KENAI

LIFEMED ALASKA, LLC

By: _____

Terry Eubank
City Manager

Date:

By: _____

William Chaplin
Chief Operations Officer

Date:

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, Alaska, an Alaska home rule municipality, on behalf of the City.

 Notary Public for Alaska
 My Commission Expires: _____

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by William Chaplin, Chief Operations Officer, an Alaska limited liability company, on behalf of the company.

 Notary Public for Alaska
 My Commission Expires: _____

ATTEST:

APPROVED AS TO FORM:

 Scott Bloom, City Attorney



Exhibit A:
Special Use Permit Area
City of Kenai Shop Yard

Parcel No:
04336001
Tract A, FBO Subdivision

125 '
1 inch equals 145 feet



The information depicted hereon is for graphic representation only of the best available sources. The City of Kenai assumes no responsibility for errors on this map.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3492-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – STREETS DEPARTMENT FOR REPLACEMENT OF DAMAGED GUARD RAIL ON BEAVER LOOP ROAD.

WHEREAS, a guard rail on Beaver Loop Road was damaged by a vehicle and needs replaced; and,

WHEREAS, the City is working to recover costs to complete this replacement; and,

WHEREAS, costs to replace the guard rail are estimated at \$19,000 which was not budgeted; and,

WHEREAS, it is in the best interest of the City to amend the Streets Department Repair and Maintenance budget to replace the guard rail on Beaver Loop Road.

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

Section 1. That estimated revenues and appropriations in the General Fund – Streets Department are hereby increased as follows:

General Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$19,000</u>

Increase Appropriations – Street Department -	
Repair and Maintenance	<u>\$19,000</u>

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 immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:
Enacted:
Effective:

November 5, 2025
November 19, 2025
November 19, 2025



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Lee Frey, Public Works Director

DATE: October 28, 2025

SUBJECT: **Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road.

A guard rail on Beaver Loop Road alongside a culvert was damaged by a vehicle. The Police Department and Finance Department are working to recover funds to compensate the City for these damages, but a timeline for recovering funds is unknown and the damage needs repaired. Public Works requested quotes to replace the damaged guard rail and are working with a contractor to complete these repairs as soon as possible. Quote received for the repair is \$18,393.75 and these costs were not budgeted for in the Streets Department budget.

The Public Works Department requests a supplemental appropriation of \$19,000 to the Streets Department Repair and Maintenance fund to complete this replacement. The existing guard rail is damaged beyond repair and flagged for safety.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3493-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND - BUILDINGS DEPARTMENT FOR REPLACEMENT OF THE COOLING SYSTEM IN THE CITY'S DATA CENTER.

WHEREAS, the air conditioning system for cooling the City's data center located in the Public Safety Building has failed; and,

WHEREAS, a cooling system is necessary for the operation of the data center; and,

WHEREAS, the cost to replace the cooling system is estimated at \$20,000 which was not budgeted; and,

WHEREAS, it is in the best interest of the City to amend the Buildings Department budget to replace the cooling system for the data center.

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

Section 1. That estimated revenues and appropriations in the General Fund – Buildings Department are hereby increased as follows:

General Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$25,000</u>
Increase Appropriations - Buildings	
Machinery and Equipment	<u>\$25,000</u>

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 immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced:	November 5, 2025
Enacted:	November 19, 2025
Effective:	November 19, 2025



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Lee Frey, Public Works Director

DATE: October 28, 2025

SUBJECT: **Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center.

The air conditioning system located in the Fire Department garage that cools the adjacent server room has failed. The room is being cooled with portable systems until a permanent fix can be completed. Quotes are being obtained to install a new cooling system and complete associated building, mechanical and electrical work to make this occur. Expected costs to replace existing unit with a large dual system for redundancy are approximately \$25,000.

The Public Works Department requests a supplemental appropriation of \$25,000 to the Buildings Department fund to complete this replacement. This equipment is necessary for City operations and this expense was not previously budgeted for.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3494-2025**

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY REZONING SEVEN LOTS AND ONE TRACT TO URBAN RESIDENTIAL AND TWO TRACTS TO SUBURBAN RESIDENTIAL ALONG REDOUBT AVENUE, FROM 4TH STREET TO FLOATPLANE ROAD.

WHEREAS, the City of Kenai received a rezone application from the majority of property owners of the area to be rezoned in accordance with KMC Section 14.20.270 *Amendment procedures*; and,

WHEREAS, the area proposed to be rezoned extends adjacent zoning boundaries; and,

WHEREAS, the property owners of the seven lots and three tracts subject to the rezone have been contacted by the Planning Department and do not object to the proposed rezoning; and,

WHEREAS, the proposed rezone would eliminate the need for Conditional Use Permits for current residential developments either operating or under construction at the time of this Resolution; and,

WHEREAS, City utilities are available along this corridor and being extended as development occurs; and,

WHEREAS, the proposed rezone would allow for future higher density residential development by allowing for smaller individual lot sizes after a future subdivision; and,

WHEREAS, the proposed amendment to the zoning ordinance is not substantially the same as any other unapproved proposed amendment submitted within the previous nine (9) months; and,

WHEREAS, the Planning and Zoning Commission conducted a duly advertised public hearing, following requirements outlined in KMC 14.20.280 for public hearings and notifications; and,

WHEREAS, the rezone is consistent with the Imagine Kenai 2030 Comprehensive Plan and aligns with the Land Use Plan and addresses Goal 3 – *Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development*; and,

WHEREAS, at their regularly scheduled meeting held on October 22, 2025, the City of Kenai Planning and Zoning Commission voted to recommend the subject properties be rezoned as proposed below.

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

Section 1. Amendment of City of Kenai Official Zoning Map: That City of Kenai, Official Zoning Map is hereby amended as follows:

<u>Parcel #</u>	<u>Physical Address</u>	<u>Lot Size (acres)</u>	<u>Legal Description</u>	<u>Zoning</u>
-----------------	-------------------------	-------------------------	--------------------------	---------------

03913001	2398 Redoubt Ave	0.23	Lot 1, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>
03913002	2396 Redoubt Ave	0.31	Lot 2, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>
03913003	2394 Redoubt Ave	0.29	Lot 3, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>
03901063	2392 Redoubt Avenue	1.22	Lot 1, Kenai Meadows Subdivision	[RR] <u>RU</u>
03901064	2390 Redoubt Avenue	1.21	Lot 2, Kenai Meadows Subdivision	[RR] <u>RU</u>
03901068	2200 Redoubt Avenue	0.99	Lot 3, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RU</u>
03901069	2150 Redoubt Avenue	1.32	Lot 4, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RU</u>
03901067	None	69.58	Tract A1, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RS</u>
04101015	1620 Redoubt Avenue	10.61	Tract 2, Parson's Homestead No. 2	[RR] <u>RS</u>
04101002	1000 Redoubt Avenue	160.19	SE 1/4, T 6N, R 11W, Section 30, Seward Meridian	[RR] <u>RU</u>

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 5TH DAY OF NOVEMBER, 2025.

Henry Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: November 5, 2025
Enacted: November 19, 2025

Effective: December 19, 2025



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 30, 2025

SUBJECT: **Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road.

Multiple property owners want to rezone a total of ten parcels/properties along the north side of Redoubt Avenue. Currently, zones are Rural Residential (RR) and Suburban Residential (RS).

The purpose of the rezone is to allow for higher density development in the future, as well as expand the number of principal permitted uses. The rezone will allow minimum lot sizes to be greatly reduced, as well as allow for the construction of larger multi-family dwellings without the need for Conditional Use Permits. Development in this area, which has access (or is planned to have access) to City water and wastewater, is projected to be higher-density, similar to development patterns already seen in neighboring subdivisions. The rezone will also align the subject properties with the surrounding zoning districts and the Land Use Map in the Comprehensive Plan.

There will be no non-conforming uses created by the completion of this rezoning effort.

The Comprehensive Plan supports this rezoning in the following identified goal:

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

- *LU-3: Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.*

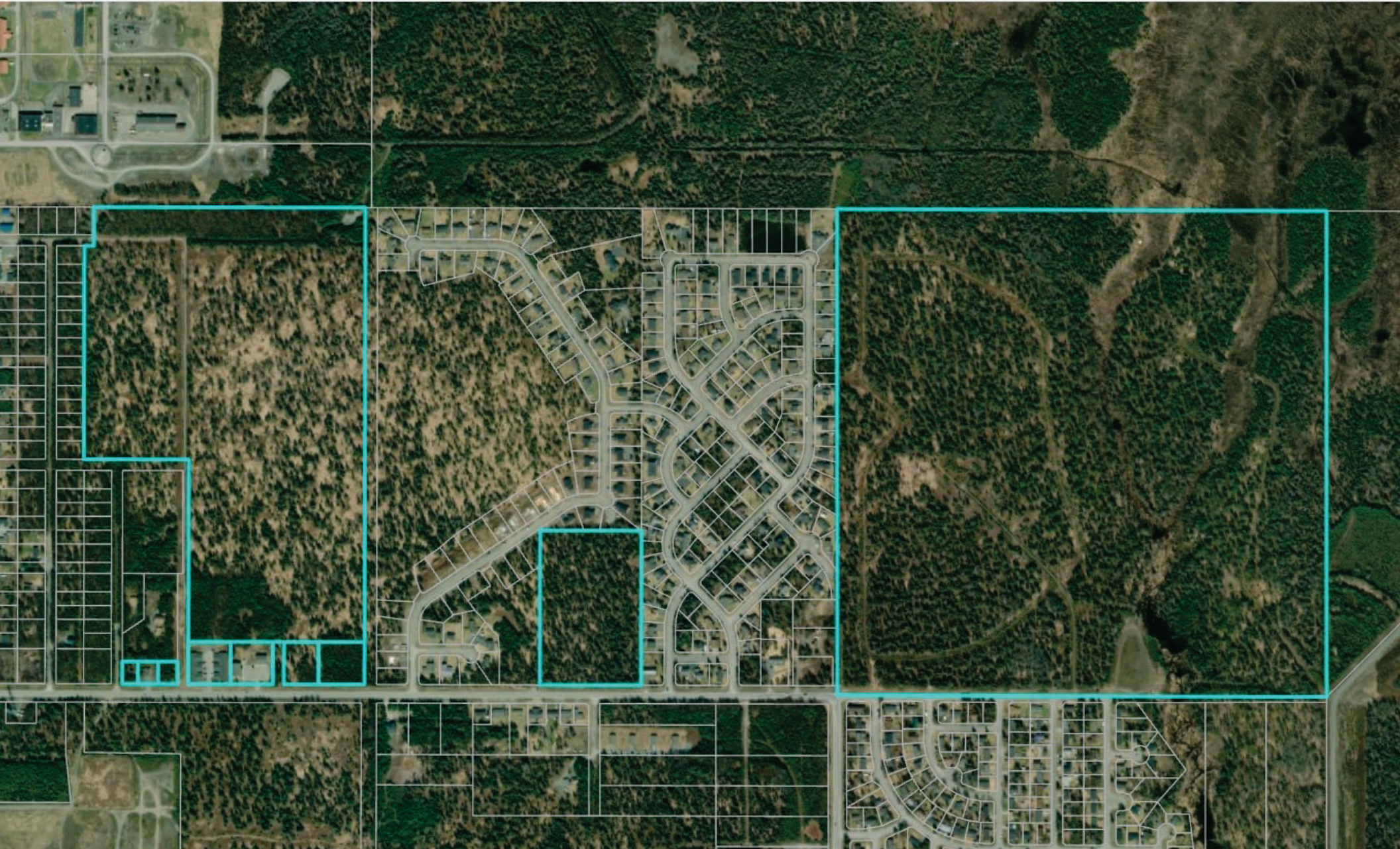
Thank you for your consideration.

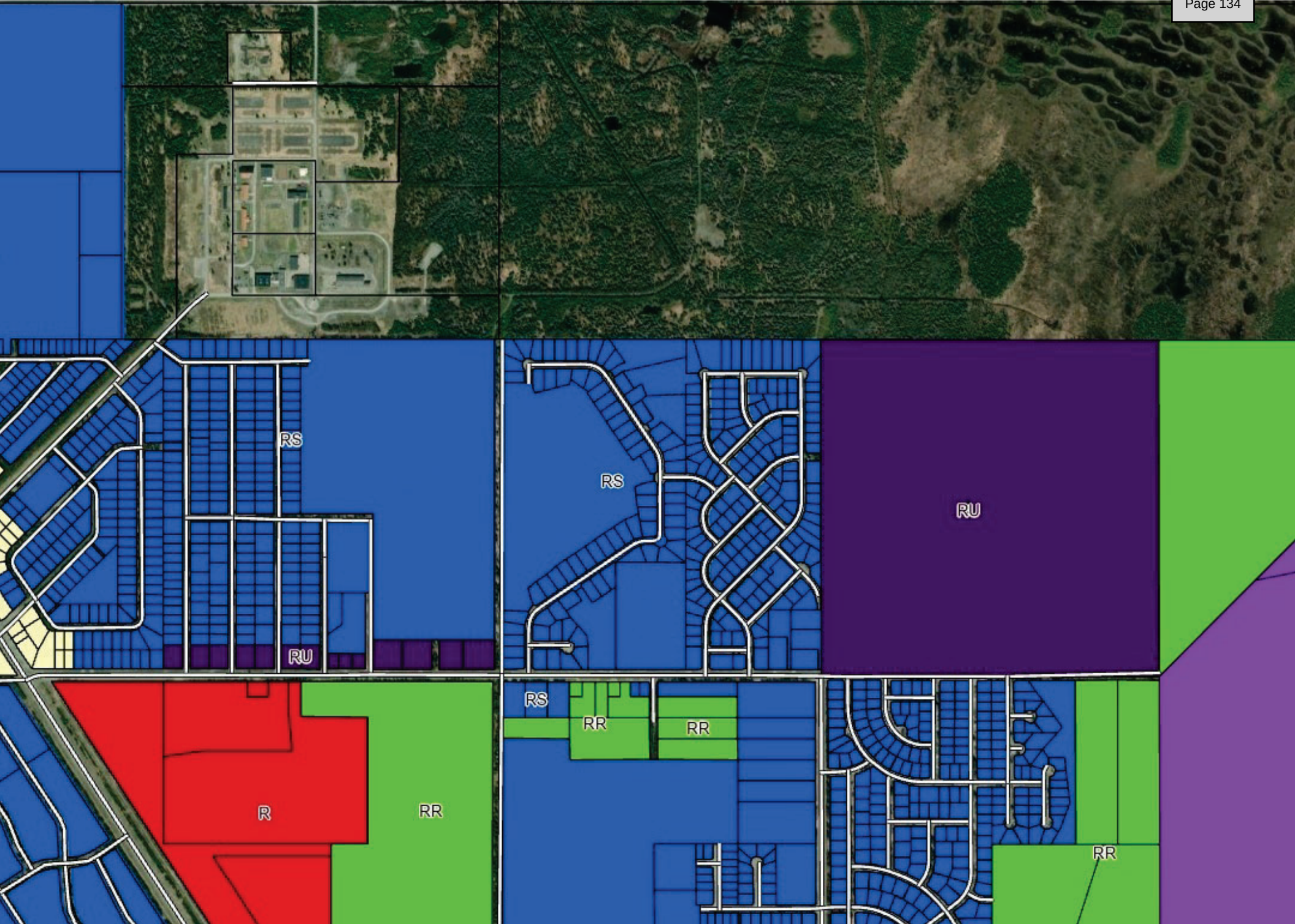
Attachments

Location Map

Proposed Zoning Map

Location Map







Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3495-2025**

AN ORDINANCE AUTHORIZING THE REALLOCATION OF CAPITAL PROJECT FUNDS, AN INCREASE TO ESTIMATED REVENUE AND EXPENDITURES, AND APPROVING THE SOLE-SOURCE PURCHASE OF TWO PATIENT POWER LOAD SYSTEMS FOR AMBULANCES.

WHEREAS, the City budgeted \$60,000 in the Public Safety Capital Fund for rehabilitation of the drafting pit located behind Fire Station 1; and,

WHEREAS, the Fire Chief has determined the drafting pit does not meet the needs of current and future fire apparatus pumps and has made arrangement for use of neighboring agency facilities for pump testing; and,

WHEREAS, the need for powered patient loading systems is critical to the safety of Kenai medical responders and patients; and,

WHEREAS, it is in the best interest of the City to reallocate the funds for the rehabilitation of the drafting pit to purchase two powered patient loading systems to preventing injury to medical providers and patients during emergency medical responses; and,

WHEREAS, an additional appropriation of General Fund balance in the amount of \$1,111.72 is needed to meet the contract amount; and,

WHEREAS, Stryker makes the only powered loading systems that are compatible with the existing patient cots in the City's ambulances, and pursuant to KMC 7.15.070 - Innovative Procurement and Other Exceptions, Striker Power Loader Systems may be purchased without an opportunity for competitive bidding as they can only be furnished by a single dealer.

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

Section 1. That estimated revenues and expenditure be increased as follows:

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$1,111.72</u>
Increase Appropriations –	
Transfer to Public Safety Capital Project Fund	<u>\$1,111.72</u>

Public Safety Capital Project Fund

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$1,111.72</u>
Increase Appropriations –	
Fire Department Stryker Power Loader Systems - Machinery & Equipment	<u>\$1,111.72</u>

Section 2. Authorization to reallocate project funds:

Public Safety Capital Project Fund

Decrease Expenditures -	
Fire Department Pump Testing Tank Repair -	
Construction	<u>\$60,000</u>
Increase Expenditures -	
Fire Department Stryker Power Loader Systems -	
Machinery & Equipment	<u>\$60,000</u>

Section 3. The City Manager is authorized to execute a contract for the sole source purchase and installation of two Stryker Power Loading Systems for the \$61,111.72.

Section 4. 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 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	November 5, 2025
Enacted:	November 19, 2025
Effective:	November 19, 2025



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Jay Teague, Fire Chief

DATE: October 20, 2025

SUBJECT: **Ordinance No 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances.

This Resolution requests that the City Council authorize reallocation of Capital Project Funds for purchasing two Stryker Power Loader systems for \$61,111.72.

The Fire Department currently has \$60,000 in the Public Safety Capital Project Fund for repair of our Hose Testing Tank behind Station 1. This tank is in disrepair and does not adequately meet fire engine capacity needs. Alternate sites and agreements with mutual aid agencies for pump testing eliminate the necessity for servicing this tank.

The remaining \$1,111.72 is being requested as an appropriation of General Fund Balance.

The Fire Department frequently lift patients on gurneys in excess of 300 pounds. The Stryker Power Loader system is a powered system that electronically lifts and lowers ambulance gurneys. Electronic lift systems are widely considered an industry standard driven by their ability to reduce injuries, improve safety, decrease risk and increase efficiency. The Fire Department already uses the Stryker Power Cots that are compatible with the requested loading systems. Other brands of patient loading platforms are proprietary and require their own brand of patient cots to be used. If we were to look at an alternative system we would then be forced to not only purchase the loaders, but new compatible cots as well more than doubling the cost. Once a contract has been issued, Stryker will send a technician from Anchorage to Kenai for installation of the units.

The administration request to reallocate the \$60,000 from Hose Testing Tank project and an appropriation of \$1,111.72 from the General Fund Balance to purchase and install two Stryker Power Loader systems for our two new ambulances at a cost of \$61,111.72.

Thank you for your consideration.

MEMORANDUM

TO: Mayor Knackstedt & Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 20, 2025

SUBJECT: **Action/Approval** - Directing the Planning & Zoning Commission to Review and Make Recommendations to Update Kenai Municipal Code 14.10 – *Subdivision Regulations*.

The Administration has identified housing as a high priority development topic within the City. The City has been approached by large- and small-scale developers over the preceding months that included informal project concepts. The initial concepts have included both greenfield and infill development in neighborhoods around the City.

Questions raised during the concept discussions have largely centered on allowable subdivisions and the requirements either enforceable by Kenai Municipal Code (KMC) or by the Alaska Department of Environment Conservation (ADEC) relating to utilities and newly constructed roads.

Working collaboratively, Public Works staff, with input from Planning & Zoning staff, have been developing road design standards, which has been compiled into a draft City of Kenai Road Design Manual that remains in internal review. This policy standard, if adopted, could enhance and/or replace sections of code under KMC 14.10.070 – *Subdivision Design Standards*, and refer to the current edition of the policy. The Public Works department is also working on water, wastewater, and stormwater standards to complement the aforementioned road design standards. It is the intent of the City to align these guidance policies with KMC 14.10 – *Subdivision Regulations* to reduce confusion and enable an efficient, streamlined review process for developers.

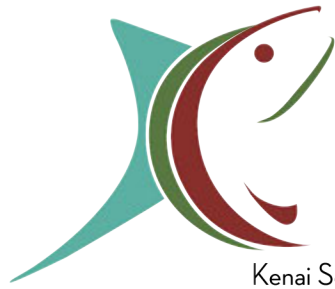
Recommendations

Based on these ongoing efforts, and with the need to have clear guidance referred to in code, it is recommended that Council refer to the Planning & Zoning Commission for further discussion and scheduling a public hearing to determine potential actions. Recommendations, if any, would be submitted by the Planning & Zoning Commission to Council for your consideration. If you support this recommendation, the following motion is respectfully requested:

Motion 1

Move to approve directing the Planning & Zoning Commission to review subdivision regulations within the City and make appropriate recommendations to Council.

Thank you for your consideration.



KENAI

Kenai Senior Center | 361 Senior Ct., Kenai, AK 99611 | 907.283.4156 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Shellie Saner, City Clerk

DATE: October 24, 2025

SUBJECT: Mayor Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee.

Pursuant to KMC 1.90.010, “....*At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee.*”

The following individuals are being nominated pursuant to KMC 1.90.010. Your consideration is appreciated.

Council on Aging	Council Member Victoria Askin
Airport Commission	Council Member Deborah Sounart
Harbor Commission	Council Member TBD
Parks and Recreation Commission	Council Member Bridget Grieme
Planning and Zoning Commission	Council Member Sovala Kisena & Council Member Phil Daniel
Beautification Committee	Council Member Sovala Kisena & Council Member Phil Daniel
Supervisory Sub-Committee	TBA



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Shellie Saner, City Clerk

FROM: Logan Parks, Deputy City Clerk

DATE: November 5, 2025

SUBJECT: **Action/Approval** - Confirmation of Mayor Nomination for a Partial Term Appointment of Marty Askin to the Planning & Zoning Commission.

The Planning & Zoning Commission currently has a vacancy; the vacancy was advertised in accordance with KMC 14.05.015(a)(2). One application was received after the advertised deadline.

The vacancy was re-advertised with a new application deadline of October 31, 2025. The one applicant provided a written request that the previously submitted application be re-submitted.

Pursuant to KMC 14.05.015 (b), "...the Mayor shall make nominations only from the list of persons who timely submitted an application..." and, as per KMC 14.15.015 (c), "... The Kenai City Council shall review the Mayor's nomination no later than the next regular Council meeting following the meeting in which the Mayor made the nomination, at which time the Council shall consider whether to confirm the nominations."

Mayor Knackstedt has nominated the following for consideration and confirmation of the City Council:

- Marty Askin for appointment to a partial term ending on December 31, 2027.

Council shall consider confirmation of the Mayor's nomination no later than the November 19, 2025 meeting.



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
FROM: Terry Eubank, City Manager
DATE: October 27, 2025
SUBJECT: **Discussion/Action** – Scheduling a Joint Work Session with the Salamatof Tribal Council.

The City of Kenai has signed a Memorandum of Understanding (MOU) with the Salamatof Tribe to recognize areas of mutual concern, establish a framework for cooperative relations, and promote government-to-government communication for the benefit of the community of Kenai as a whole.

Under the MOU, the parties are expected to meet at least annually to discuss cooperative guidelines and potential joint initiatives. Administration has reached out to Anna Bateman, liaison officer for the Salamatof Tribe, to request possible dates for a joint work session. Ms. Bateman indicated that the Tribal Council is available during the week of January 12, 2026.

The purpose of a joint work session would be to provide an opportunity for the Tribal Council and City Council to discuss items that are important to their organizations and explore ways they could partner on future projects.

Administration respectfully requests that the City Council schedule a joint work session with the Salamatof Tribal Council during the week of January 12, 2026.

Your consideration is appreciated.



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Shellie Saner, City Clerk

DATE: October 29, 2025

SUBJECT: **Discussion/Action** - Scheduling a Work Session to Discuss City Elections.

During the October 7, 2025, Municipal Election, Borough voters approved Kenai Peninsula Borough Proposition No. 5, which moved Borough Elections from October to November to coincide with State and Federal elections.

Approval of this Borough Proposition does not affect the City of Kenai election day. The City's election date is established in City Charter and may only be amended by the voters of the City.

The results on Proposition No. 5 in the three City of Kenai precincts were as follow:

Precinct	Yes Votes	No Votes
Kenai No. 1 (07-015)	241	122
Kenai No. 2 (07-020)	125	65
Kenai No. 3 (07-025)	156	76
Total	522	263

Although Proposition No. 5 did not alter the City of Kenai's election schedule, it was supported by 66.5% of the voters who participated in the Borough election.

The purpose of the work session is to review potential options and provide general direction to staff regarding the next steps for future City elections.

Staff respectfully requests City Council schedule this work session for November 19, 2025.

Thank you for your consideration.

**KENAI AIRPORT COMMISSION -REGULAR MEETING
OCTOBER 9, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on October 9, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld
Dan Knesek
Cody Whicker

A quorum was present.

Absent:

Paul Minelga, Vice Chair
James Zirul

Jacob Caldwell

Also in attendance were:

Mary Bondurant, Interim Airport Manager
Shellie Saner, City of Kenai Clerk
Logan Parks, Deputy City Clerk

3. Agenda Approval

MOTION:

Commissioner Knesek **MOVED** to approve the agenda as presented.

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

B. SCHEDULED PUBLIC COMMENTS

1. HDL Engineering - Updates on Airport Projects: Runway Rehabilitation Project and Airport Master Plan.

Erik Jordt, Civil Engineer with HDL Engineering provided an update on the Airport Runway Rehabilitation Project and Airport Master Plan, noting phase one of the Master Plan is nearly complete and phase two is expected to conclude in late 2026; Quality Asphalt Paving was awarded the Rehabilitation Project, Taxi Way Alpha will be used as a temporary runway; and public engagement remains a priority.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. June 12, 2025 Regular Meeting Minutes

MOTION:

Commissioner Bielefeld **MOVED** to approve the June 12, 2025 Airport Commission minutes. Commissioner Knesek **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Airport Capital Improvement Plan Fiscal Year 2026 - Fiscal Year 2030.

It was reported that the recommendation was to push the Rehabilitations of TW A/B/C/D/E/K/L/M project to Fiscal Year 2027 to prevent two competing projects from occurring at the same time.

There was discussion in support of postponing the project until Fiscal Year 2027.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of Airport Capital Improvement Plan Fiscal Year 2026 - Fiscal Year 2030, with the recommended changes to the Rehabilitation as discussed. Commissioner Knesek **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion/Recommendation** - Special Use Permit to LifeMed Alaska for Warm Storage of Ambulance.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approval of the Special Use Permit to LifeMed Alaska. Commissioner Knesek **SECONDED** the motion.

Interim Airport Manager Bondurant gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Airport Manager - Interim Airport Manager Bondurant reported on the following:
 - Multi-Agency exercise schedule for October 10, 2025.
 - Pre-Season Snow and Ice Control meeting schedule for October 22, 2025.
 - Temporary Winter Operators have been hired.
 - Airport Administrative Assistant interviews were completed this week.
 - Bronze Bear unveiling will be in late October.
2. Commission Chair - Chair Feeken thanked Interim Director Bondurant for her hard work.
3. City Council Liaison - Council Member Daniel reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - November 13, 2025.

J. **COMMISSION QUESTIONS AND COMMENTS**

There was discussion regarding the Airport Manager recruitment process and the loss of self-service fuel when Crowley Fuel removes their pumps.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. August 2025 Enplanements
2. Commission Chair
3. City Council Liaison

There being no further business before the Airport Commission, the meeting was adjourned at 6:42 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of October 9, 2025.

Logan Parks
Deputy City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast last in the roll call order and shall not affect the outcome of the official commission vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a commission meeting.*

**KENAI PLANNING & ZONING COMMISSION - REGULAR MEETING
OCTOBER 22, 2025 - 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

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MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 22, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Vice Chair Earsley led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sonja Earsley, Vice Chair
Glenese Pettey
Stacie Krause

Gwen Woodard
Jeanne Reveal
Diane Fikes

A quorum was present.

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Commissioner Pettey **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

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

Vice Chair Earsley 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.

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

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 Commissioner 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 10, 2025.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

- 1. Resolution PZ2025-31** - Recommending Approval of Preliminary Plat - Shoreline Heights 2025 Vacation - to Vacate a Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

MOTION:

Commissioner Pettey **MOVED** to approve Resolution PZ2025-31. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-31.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

Clarification was provided that the west side pedestrian access would remain; and if approved by the Kenai Peninsula Borough (KPB) plat committee the vacation would come back for City Council consideration as the City Council is the only body who has the authority to vacate or veto the vacation within City limits.

VOTE:

YEA: Reveal, Pettey, Earsley, Krause, Fikes, Woodard

NAY: None

MOTION PASSED.

- 2. Resolution PZ2025-32** - Recommending Approval of Preliminary Plat - Shoreline Heights 2025 Replat - to Replat on Lots 19 & 20, Shoreline Heights 2014 Addition Phase 1, in the Rural Residential Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-32. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-32.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

There was discussion regarding the impact on tax revenues when combining lots; current and future access to water and sewer.

UNANIMOUS CONSENT was requested.

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

F. PUBLIC HEARINGS

- 1. Resolution PZ2025-29** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban residential.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-29. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-29.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, discussion was brought back to the Commission.

There was discussion regarding the availability of financing based on zoning types; sidewalks were generally not required outside of collector routes; the rezone would provide flexibility for developers; and building permits will still go through the City to ensure adequate emergency access and design compliance.

VOTE:

YEA: Pettey, Earsley, Krause, Fikes, Woodard, Reveal

NAY: None.

MOTION PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. Discussion - Direction from Kenai City Council to explore the issue of tent camping within the City.

Director Buettner read the staff report as included in the packet, noting that there were no clear guidelines or restrictions in code regarding this type of use.

There was discussion regarding the need for clear rules regarding tent use in residential areas; and the importance of balancing private property rights with neighborhood standards;

Concerns stated regarding restricting families from allowing temporary tents in their yards; possible homelessness encampments forming in public areas; unsafe unsanitary conditions near residential neighborhoods; and enforcement issues.

General consensus was given that a work session should be scheduled to explore how to balance individual right with community standards.

2. Action/Approval - Requested Inclusion of Recommend Council Include the Comprehensive Plan Project into FY2027-2031 City of Kenai Capital Improvement Plan.

Director Buettner read the staff report as included in the packet, noting he had reached out to similar sized municipalities to get an idea of costs; historically KPB assisted the City with comprehensive plan updates; and ultimately it would be the City Council who determined the amount to designate for this project.

MOTION:

Commissioner Pettey **MOVED** to request the inclusion of the Comprehensive Plan Project into the City of Kenai Capital Improvement Plan. Commissioner Reveal **SECONDED** the motion.

There was discussion regarding the additional funding opportunity through grants if this project was included in the Capital Improvement Plan; and a comprehensive plan would look at many aspects not just zoning and land use; and some areas might fall under other departments.

VOTE:

YEA: Earsley, Krause, Fikes, Woodard, Reveal, Pettey

NAY: None.

MOTION PASSED.

3. Information on Resolution No. 2025-61- Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.

It was reported that the City Council approved the resolution during their October 15, 2025 meeting; the project would extend water and sewer to the KPHI developments; and the City would be serving as a pass-through agency.

4. **Action/Approval** - Scheduling End of Year Meetings & Work Sessions.

MOTION:

Commissioner Fikes **MOVED** to amend the November and December Meeting Schedule as follows:

Cancelling the November 26, 2025 and December 24, 2025 regular meetings; and scheduling work sessions before the November 12, 2025 and December 10, 2025 meetings, with the work session start times being 6:00 p.m.

Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner thanked the Commission Members for their time.

2. Commission Chair

Vice Chair Earsley thanked the Commission for their time.

3. Kenai Peninsula Borough Planning

Commissioner Fikes reported on recent actions of the Kenia Peninsula Borough Planning Commission.

4. City Council Liaison

Council Member Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 12, 2025

L. COMMISSION COMMENTS AND QUESTIONS

There was discussion regarding the meeting being very productive; and the positive items moving forward within the City.

M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:38 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 22, 2025.

Logan Parks
Deputy City Clerk

**KENAI BEAUTIFICATION COMMISSION - REGULAR MEETING
OCTOBER 14, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on October 14, 2025 in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:11 p.m.

1. Pledge of Allegiance

2. Roll Call

There were present:

Sarah Douthit, Chair (Remotely) Emily Heale
Samantha Springer (Remotely)

A quorum was not present.

Absent:

Sonja Earsley Brittney Hoffert

Also in attendance were:

Tyler Best, Parks & Recreation Director
Jenna Brown, Parks & Recreation Assistant Director
Victoria Askin, City Council Member

3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. May 13, 2025 Meeting Minutes

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Parks and Recreation Projects for the Fiscal Year 2027 - Fiscal Year 2031 Capital Improvement Plan as shown in the CIP Plan Memo
2. **Discussion/Recommendation** - 2026 Spring Flower Order
3. **Discussion/Recommendation** - Mural Location and Themes
4. **Discussion/Recommendation** - Winter Tour Date
5. **Discussion/Recommendation** - 2024 Winter Tour Recap

G. REPORTS**H. ADDITIONAL PUBLIC COMMENTS - None.****I. NEXT MEETING ATTENDANCE NOTIFICATION - January 13, 2026.****J. COMMISSION QUESTIONS AND COMMENTS****K. ADJOURNMENT****L. INFORMATIONAL ITEMS**

1. Mid-Month Report July
2. Mid-Month Report August

Due to a lack of quorum, the Beautification Commission meeting was adjourned at 6:12 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of October 14, 2025.

Logan Parks
Deputy City Clerk



2025

ANNUAL
PERSONAL USE FISHERY
REPORT



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: 10/23/25

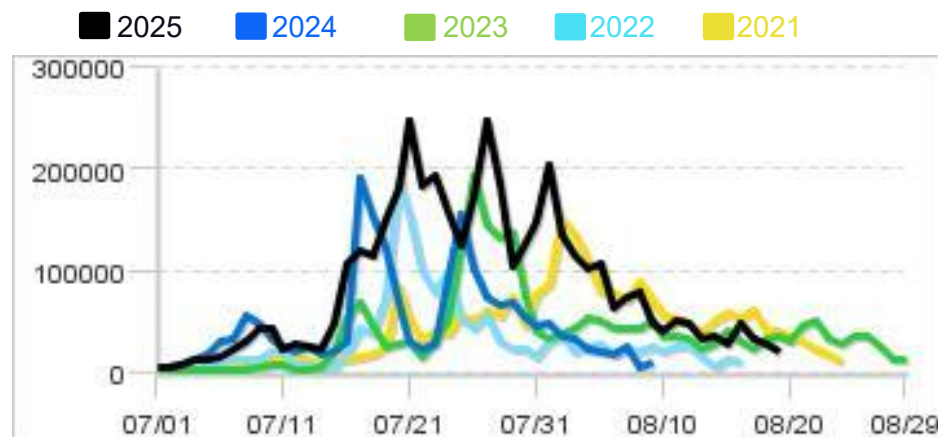
SUBJECT: 2025 Dipnet Report – Parks and Recreation

General Overview

The Dipnet Fishery started July 10th and continued through July 31st. Alaska Residents were able to participate in the Fishery from 6:00 a.m. to 11:00 p.m. until July 17th, when it became open 24 hours a day through July 31st. This is the fourth consecutive year the fishery has been open for 24 hours a day.

The river's escapement totaled over 4.2 million fish, exceeding the sustainable escapement goal for sockeye by over 2.9 million, and more than doubling last year's total escapement of 1.9 million fish.

The following table depicts the daily escapement for the duration of the summer over the last five years.



This year, the peak of the run occurred slightly later than in recent years. Typically, a single, distinct spike in fish escapement is seen in late July. However, in 2025, there were three significant escapement peaks during the last 10 days of July. Approximately 1.3 million fish entered the river after the dipnet fishery closed on July 31, meaning about 69 percent of the total escapement

occurred before the closure. In comparison, last year, only about 250,000 fish escaped after the closure.

Operational Changes in 2025

Three notable operational changes occurred during the 2025 season:

- Additional signage was installed along the bluff in front of Toyon Way. Temporary signs were used throughout the summer, and permanent signage is now in place to support erosion control efforts.
- Additional parking signage and controls were added at North Beach, Little League, and the Softball parking lots to improve traffic flow and reduce congestion. Clearly defining parking areas was a key focus to support enforcement efforts.
- Approximately 25 single-use day parking spaces were added to the Little League parking lot, helping to reduce daytime traffic congestion on the beach.

Dipnet App

2025 marked the ninth anniversary of the Dipnet Kenai smartphone app. Use of the app was down about 74 percent from the five-year average, which may indicate a need for an update or the beginning of a phased transition away from the app. The Administration is reviewing options that include transitioning away from the app and directing users to the Dipnet section of the City website. With improvements in progressive web technologies, the website can now provide the same accessibility and functionality as an app without requiring users to download or maintain a separate application.

Year	2020	2021	2022	2023	2024	2025	5yr Average	Diff from Avg
Pageviews	228,600	156,600	192,400	131,200	115,600	46,200	128,400	-74%
Sessions	99,300	81,400	97,600	71,500	64,700	29,600	68,960	-57%
Unique Sessions	40,100	32,500	33,900	28,500	25,100	10,700	26,140	-59%
Downloads	4,057	3,190	3,719	2,087	2,197	806	2,400	-66%

Parks and Rec

The Parks and Recreation Administrative staff interviewed and hired all temporary positions for the PU Fishery, excluding the temporary enforcement officers. Fourteen temporary employees were employed, including six beach cashiers, two dock cashiers, five dock attendants, and one beach attendant. There is a budget for two beach attendants, but one of them dropped out before the fishery started, and the remaining candidate was more than happy to take over their duties to help cover the beach by working extended hours.

The Parks and Recreation Staff worked in late June and early July to help set up the Fishery. This includes building temporary fencing to protect the dunes, installing signage, painting parking lines, and setting up the North Beach Bypass Lane. Throughout the Fishery, the park's staff serves as support staff, including mechanical repairs, supply runs, directing traffic, covering shifts, and cleaning beaches, bathrooms, and parking lots.

Alaska Mission and Retreats, also known as the Salmon Frenzy, partnered with the City of Kenai

and brought various groups of volunteers to serve hot dogs and coffee during the peak days of the fishery. At North Beach, they helped direct traffic and pick up litter on the beaches.

The Kenai Nordic Ski Team coordinated with the City of Kenai to provide two clean-up days a week for the duration of the Fishery. At the end of the Fishery, the team went through and helped clean the beach and parking lots. Our department provided them with trash bags, gloves, and trash grabbers. The City compensated the Nordic Ski Team two thousand dollars for this service.

Public Works

The Street Division helps set up the Fishery by placing over 100 jersey barriers for the direction of traffic, placing the fee shacks, installing temporary access roads at both beaches, and maintaining the bypass lane off of Spruce Street. The Streets Division also helps coordinate the installation of no-wake zone buoys and related signage, both on the river and along the riverbank. During the Fishery, Streets helps maintain the roads by grading them and applying calcium chloride to keep the beach and dock areas accessible and safe.

Financial Report

Capital Improvements

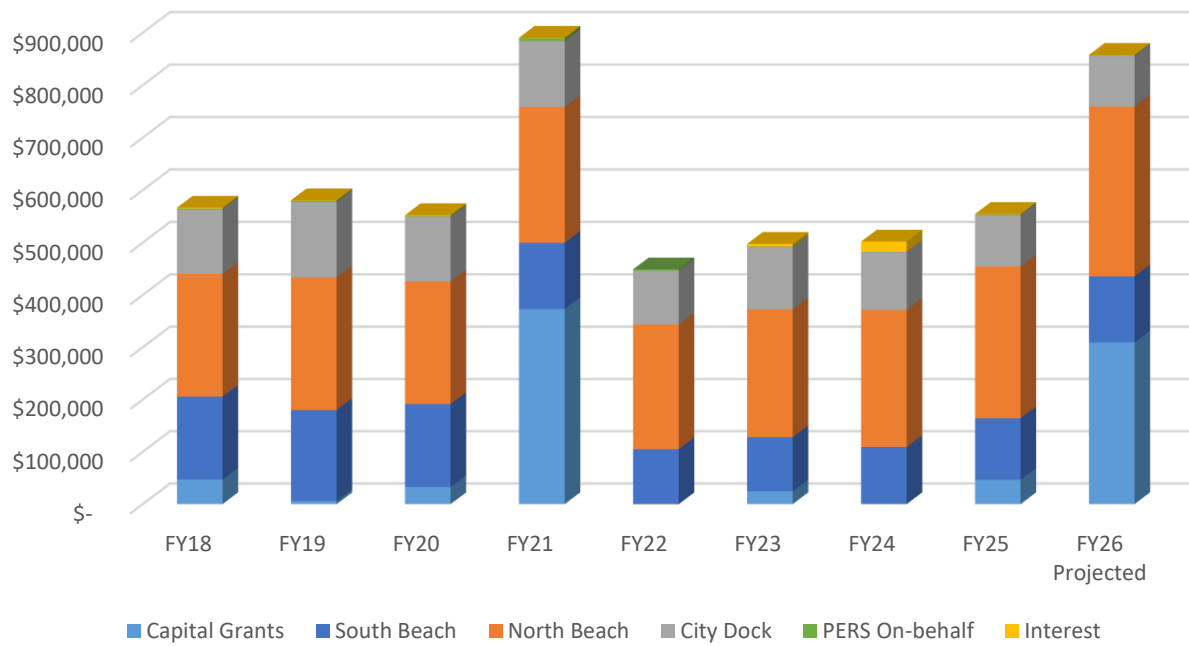
There is \$309,132 remaining in a State of Alaska legislative grant for dipnet improvements on the City's north and south beaches. The grant language was amended to include the City Dock Facility, and per resolution No. 2025-02, the remaining balance was budgeted to a project to replace floats and perform concrete repairs at the City Dock.

FY26 Revenues

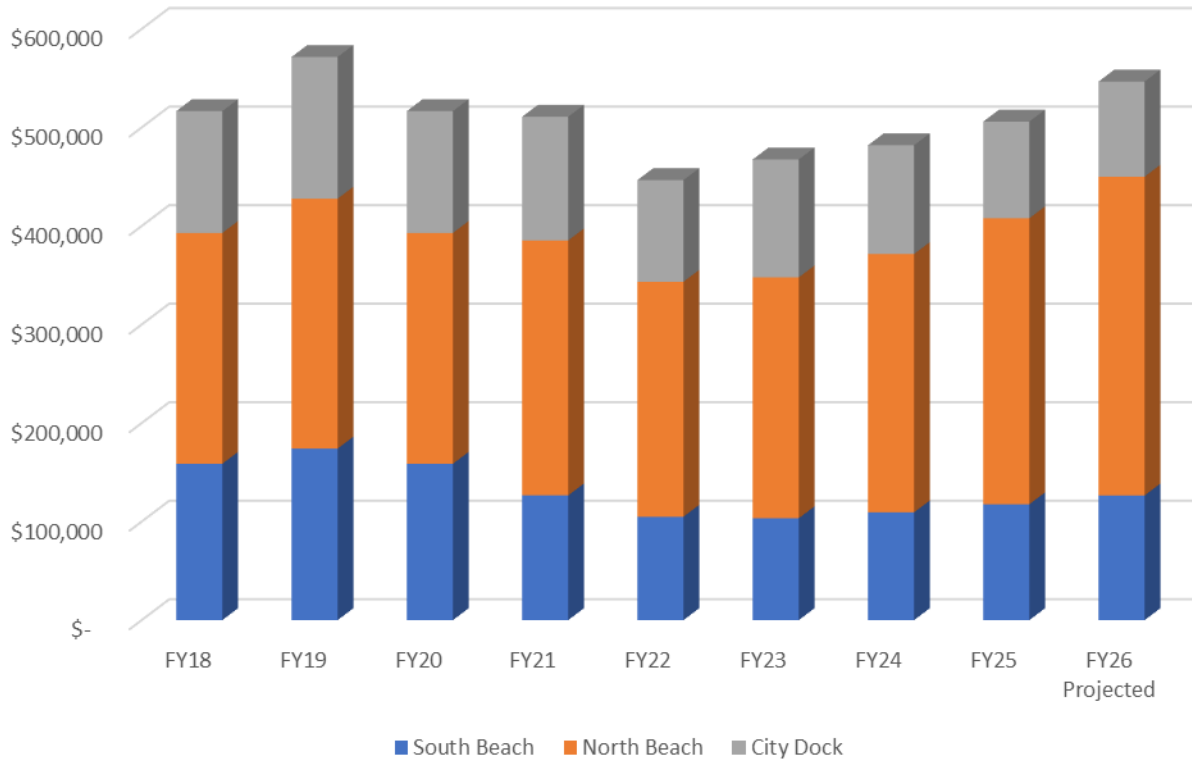
FY26 fees collected increased 8.0% over FY25. FY26 fishery revenues, not including capital grant revenues and net of sales tax and transaction fees, are projected to be \$546,605, which is \$42,455 greater than budgeted and \$40,619 more than FY25 fishery revenues. Capital grant revenue is projected to be \$309,132, assuming complete expenditure of the remaining state grant. A comparison of FY26 fishery revenue to prior years is shown below. The breakdown by site and service for FY18 through FY26 is based upon actual transactions.

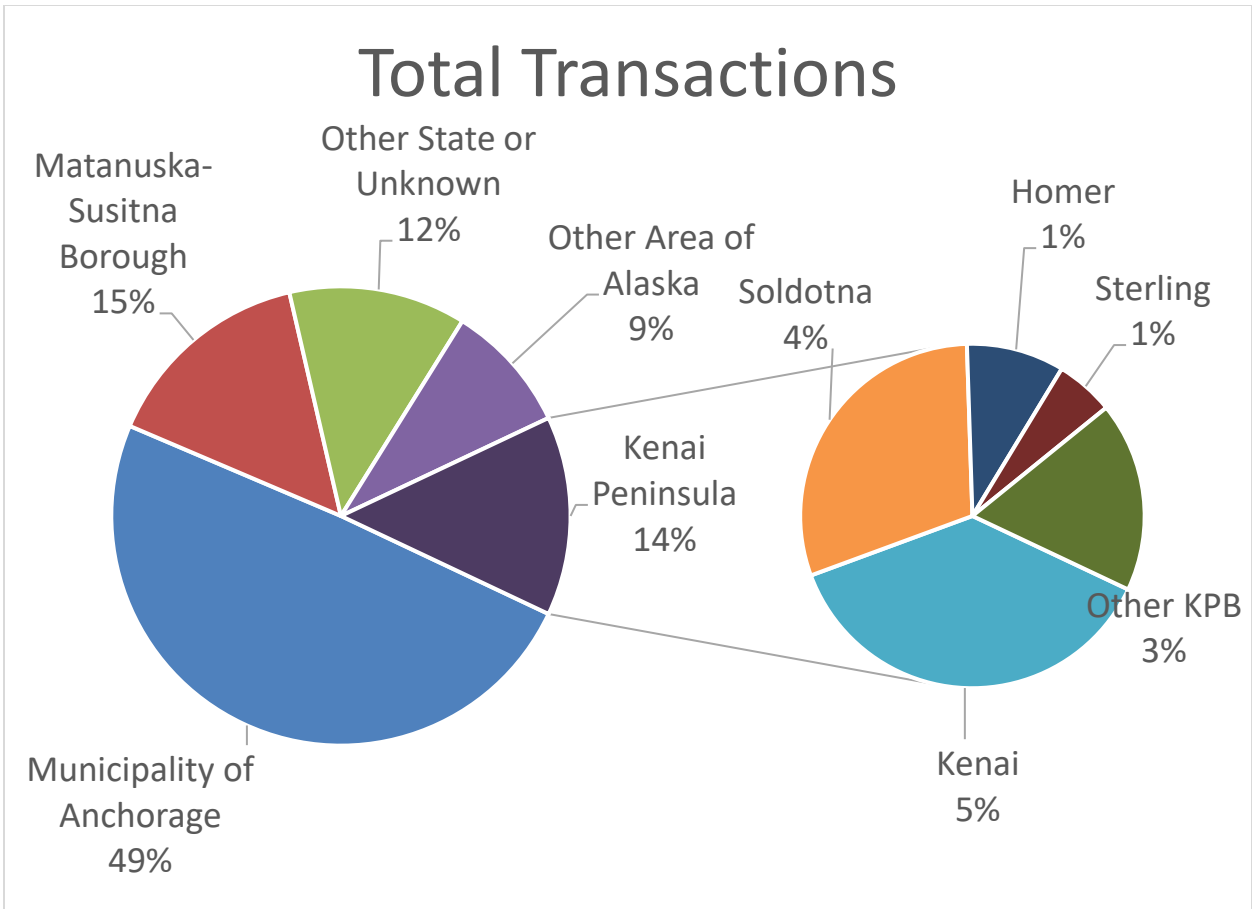
	7/1/2017	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026
	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26 Projected
South Beach	\$158,665	\$174,115	\$158,665	\$126,577	\$104,940	\$103,400	\$109,361	\$117,627	\$126,566
North Beach	234,298	253,622	234,297	258,782	238,471	244,436	262,202	290,242	323,474
City Dock	123,612	143,821	123,613	125,534	103,171	119,881	110,384	98,117	96,565
Interest	1,522	671	1,522	750	(4,412)	4,755	19,502	750	750
PERS On-behalf	1,546	2,688	1,546	5,688	2,394	694	549	1,270	1,270
Capital Grants	46,920	5,770	32,699	373,076	-	24,579	-	46,569	309,132
Total	\$566,563	\$580,687	\$552,342	\$890,407	\$444,564	\$497,545	\$501,998	\$554,575	\$857,757

Total Revenue by Source



Total Participant Revenue





Total transactions in 2025 were up 5% from 2024, and up 2% from the 5-year average. Person-session data collection was inconsistent this year and will not be included in this report. North Beach continues to increase participation, while participation at the dock continues to decline, with a 6% decrease year over year. South Beach had an increase of 5% this year, marking the second year-over-year increase since 2020. North Beach now accounts for 64% of all transactions, with South Beach at 21% and the dock at 15%. The percentages of participants from different regions were likely impacted by inconsistent data collection, but the trend continues with the Kenai Peninsula being 15-20% of all participants.

Future Considerations

North Beach Third Shack

This recommendation has been brought forward in the past years, but will now be removed. The addition and improvements to the bypass lane have met the need for this option to prevent traffic from backing up onto the spur highway.

Pedestrian Pathway to Beach

An alternative to installing a third shack is to address the high pedestrian traffic along Spruce Street, where fishery visitors often walk to the fee shacks. A dedicated pedestrian or bike pathway could help reduce congestion by separating foot and vehicle traffic along the road. This pathway would also benefit residents and beachgoers, enhancing safety and accessibility for all users.

Improve North Beach Parking Lot

Consideration of a paved parking lot at North Beach would significantly improve parking organization and overall operations. Installing permanent lines would reduce confusion, help manage traffic flow, and minimize recurring complaints from visitors. A paved surface would also enhance maintenance efficiency, provide a safer and more durable parking area, and support long-term operational needs for the park.

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague

DATE: October 28, 2025

SUBJECT: 2025 Dipnet Report – Fire & EMS

For the 2025 season, we had 16 dipnet fishery-related calls compared 13 in 2024. KFD responded to 5 dipnet-related EMS calls, and 1 Fire call. We conducted 4 dipnet “no wake” patrols in coordination with KPD.

The Fire Department had the following service calls directly related to Dipnet Season:

Fires: (1)

Trauma Related Calls: (1)

Medical/Illness Calls: (4)

Cardiac Arrest: (0)

Boat Rescues: (6)

Boat Patrols: (4)

Technical/Rope Rescues: (0)



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Ross, Police Chief

DATE: September 15, 2025

SUBJECT: **2025 Dipnet Report - Police**

The 2025 Dipnet fishery opened on July 10 and ended as scheduled on July 31. From July 18 until the end of the fishery on July 31, the fishery was open 24 hours per day. In 2025 the City employed five temporary enforcement officers (TEOs) dedicated to Police dipnet operations. There were five TEOs the majority of the fishery, with one having some schedule limitations related to his joining the military. Significant 2025 Police dipnet information includes:

- Police handled 70 dipnet-related calls for service during the month of July, approximately 9% more than 2024. Those calls included a wide variety of issues: 7 (9-1-1) misdials, 8 parking problems, 2 traffic congestion, 6 motor vehicle crash, 7 traffic offense complaints, 11 lost & found property, 5 disorderly complaints, 2 camping complaints, 2 lost children, and 20 miscellaneous calls for service.
- Despite the very large influx of people on the busiest weekend there were no major police incidents to report during the fishery.
- TEOs wrote 102 dipnet related citations (primarily for paid parking and other parking related violations).
- Salmon Frenzy volunteers were again present to support the fishery.
- The Police Department worked with the Parks Department to improve the layout and signage at the overflow parking at the softball fields, which worked well this year.

MEMORANDUM

TO: Mayor Knackstedt and Council Members
THROUGH: Terry Eubank, City Manager
THROUGH: David Swarner, Finance Director
FROM: Jennifer Anderson, Controller
DATE: October 28, 2025
SUBJECT: Quarterly Financial Report – as of September 30, 2025

Attached is the quarterly financial report for the following funds:

- General Fund
- Personal Use Fishery Fund
- Airport Fund
- Water/Sewer Fund
- Senior Fund

This report is prepared primarily on a **cash basis**; certain account balances may not appear proportionate at this stage of the fiscal year. For example, within the **General Fund**, the majority of property tax revenue is collected in September and November. Accordingly, revenue levels will normalize over the remainder of the year as these collections are completed.

Additionally, **General Fund Non-Departmental expenses** are currently at **68.88%** of the total annual budget. This higher percentage is due primarily to the **full-year liability insurance expense**, which was paid in **July 2025**. The remaining Non-Departmental expenditures are expected to align with budgeted amounts through the rest of the fiscal year.

State and Federal Revenue:

State and federal revenues are currently below budget across all funds due to the **reimbursement nature of City grants** and the handling of **Public Employees' Retirement System (PERS) aid**. The State does not remit PERS funds directly to the City; instead, it makes an **"on-behalf" payment** to the retirement system. Both the revenue and expenditure entries related to these payments will be recorded at year-end.

Please note that **Fiscal Year 2025 expenditures have not been finalized** and remain subject to adjustment as the year-end closing process is completed.

**Quarterly General Fund
Expenditure Report
For Quarter Ended September 30, 2025
General Fund - 001**

	7/1/2024 6/30/2025	7/1/2025 7/1/2025 Original *	7/1/2025 6/30/2026	7/1/2025 9/30/2025		
	FY2025 Actual	FY2026 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 1,718,967	\$ 1,718,967	\$ -	\$ (1,718,967)	0.00%
Taxes	15,043,497	15,137,040	15,137,040	3,338,418	\$ (11,798,622)	22.05%
Licenses/Permits and Ambulance	1,881,974	1,494,980	1,494,980	200,955	\$ (1,294,025)	13.44%
State/Federal	741,558	797,941	797,941	52,800	\$ (745,141)	6.62%
Dock/Multipurpose/Miscellaneous	306,151	215,750	215,750	23,346	\$ (192,404)	10.82%
Fines and Forfeitures	75,183	84,200	84,200	783	\$ (83,417)	0.93%
Interest and Miscellaneous	1,405,835	1,085,900	1,085,900	372,347	\$ (713,553)	34.29%
Transfers/Central Admin Fees	2,171,069	2,082,268	2,082,268	-	(2,082,268)	0.00%
Total Revenues	21,625,267	22,617,046	22,617,046	3,988,650	(18,628,397)	17.64%
EXPENDITURES & TRANSFERS						
General Government						
01 City Clerk	\$ 349,137	\$ 389,714	\$ 389,714	\$ 85,948	\$ 303,766	77.95%
11 Legislative	180,960	182,614	182,614	46,475	136,139	74.55%
12 Legal	421,976	466,601	466,601	104,181	362,420	77.67%
13 City Manager	489,431	543,716	543,716	117,682	426,034	78.36%
14 Human Resources	196,666	205,336	205,336	56,431	148,905	72.52%
15 Finance	917,000	1,004,759	1,004,759	237,329	767,430	76.38%
16 Land Administration	67,396	157,652	157,652	53,911	103,741	65.80%
18 Non-Departmental	994,646	1,539,469	1,538,761	1,060,121	478,640	31.11%
19 Planning and Zoning	329,040	253,035	253,035	60,507	192,528	76.09%
20 Safety	2,801	3,650	3,650	-	3,650	100.00%
Total General Government	3,949,053	4,746,546	4,745,838	1,822,585	2,923,253	61.60%
Public Safety						
21 Police	3,756,260	3,959,982	3,959,982	917,023	3,042,959	76.84%
22 Fire	3,965,306	4,301,865	4,301,865	912,062	3,389,803	78.80%
23 Communications	1,014,424	1,043,376	1,043,376	247,663	795,713	76.26%
29 Animal Control	463,978	492,634	492,634	121,606	371,028	75.32%
Total Public Safety	9,199,968	9,797,857	9,797,857	2,198,354	7,599,503	77.56%
Public Works						
31 Public Works Administration	250,862	237,180	236,781	55,363	181,418	76.62%
32 Shop	694,583	747,828	747,828	145,516	602,312	80.54%
33 Streets	1,025,466	1,298,949	1,298,949	164,263	1,134,686	87.35%
34 Buildings	412,126	514,267	514,666	72,832	441,834	85.85%
35 Street Lighting	198,469	235,440	235,440	29,422	206,018	87.50%
60 Dock	39,380	54,579	54,579	7,882	46,697	85.56%
Total Public Works	2,620,886	3,088,243	3,088,243	475,278	2,612,965	84.61%
Parks and Recreation & Culture						
03 Visitor Center	204,618	201,024	201,732	44,261	157,471	78.06%
40 Library	969,626	1,032,532	1,032,532	241,329	791,203	76.63%
45 Parks, Recreation & Beautification	1,253,763	1,338,821	1,338,821	233,950	1,104,871	82.53%
Total Parks and Recreation & Culture	2,428,007	2,572,377	2,573,085	519,540	2,053,545	79.81%
Total Operating Expenditures	18,197,914	20,205,024	20,205,024	5,015,756	15,189,267	75.18%
Transfer to other funds						
Street Improvement Capital Project Fund	432,257	1,800,000	1,800,000	-	1,800,000	100.00%
Kenai Recreation Center Capital Project Fund	-	-	-	-	-	-
Public Safety Capital Project Fund	140,631	-	-	-	-	-
Municipal Facility Improvement Cap Proj Fund	-	-	-	-	-	-
Multipurpose Facility Capital Proj. Fund	-	-	-	-	-	-
Visitor Center Improvement Capital Proj. Fund	-	-	-	-	-	-
Information Technology Capital Proj. Fund	-	-	-	-	-	-
City Hall Improvement Capital Proj. Fund	-	75,000	75,000	-	75,000	100.00%
Animal Shelter Capital Project Fund	-	-	-	-	-	-
Public Safety Building Capital Proj. Fund	-	-	-	-	-	-
Kenai Fine Arts Center Imp. Cap. Proj. Fund	-	-	-	-	-	-
Kenai Cemetery Imp. Capital Project Fund	25,000	-	-	-	-	-
Kenai Senior Center Imp. Capital Project Fund	50,000	-	-	-	-	-
Park Improvement Capital Project Fund	144,625	120,000	120,000	-	120,000	100.00%
Senior Citizen Special Revenue Fund	217,467	286,397	286,397	-	286,397	100.00%
Debt Service	130,750	130,625	130,625	-	130,625	100.00%
Total Transfer to other funds	1,140,730	2,412,022	2,412,022	-	2,412,022	100.00%
Total Expenditures & Transfers	19,338,644	22,617,046	22,617,046	5,015,756	17,601,289	77.82%
Net Revenues over(under) Expenditures	\$ 2,286,623	\$ -	\$ -	\$ (1,027,106)	\$ (1,027,108)	

* Note: The original budget includes outstanding encumbrances at 6/30/2025.

**Quarterly General Fund
Expenditure Report
For Quarter Ended September 30, 2025
PU Fisheries - 006**

Page 163

	FY2025 Actual	Original * FY2026 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ -	\$ 46,391	\$ -	\$ (46,391)	0.00%
Beach Parking	173,591.00	169,755	169,755	180,039	10,284	106.06%
Beach Camping	238,852.00	222,500	222,500	265,757	43,257	119.44%
Dock Launch & Park	88,423.00	95,000	95,000	84,703	(10,297)	89.16%
Dock Parking Only	11,483.00	12,495	12,495	11,773	(722)	94.22%
Participant Drop-off Fee	4,110.00	4,100	4,400	3,831	(569)	87.07%
Interest Earnings	25,066.00	15,000	15,000	-	(15,000)	0.00%
PERS Grant	1,104.00	2,051	2,051	-	(2,051)	0.00%
Credit Card Fees	(11,603.00)	(11,500)	(11,500)	(502)	10,998	4.37%
Transfer from Other Funds	-	-	-	-	-	0.00%
Total Revenue	531,026	(460,304)	556,092	545,601	(10,491)	98.11%
EXPENDITURES & TRANSFERS						
Public Safety	\$ 120,245	\$ 148,536	\$ 148,536	\$ 47,882	\$ 100,654	67.76%
Streets	25,440	35,492	35,492	3,207	32,285	90.96%
Boating Facility	34,294	70,086	70,086	32,676	37,410	53.38%
Parks, Recreation & Beautification	229,688	226,978	226,978	136,914	90,064	39.68%
Total Operating Expenditures	409,667	481,092	481,092	220,679	260,413	54.13%
Transfers to Other Funds	75,000	75,000	75,000	-	75,000	0.00%
Total Expenditures & Transfers	484,667	556,092	556,092	220,679	335,413	60.32%
Net Revenues over Expenditures	\$ 46,359	\$ -	\$ -	\$ 324,922	\$ 345,903	

* Note: The original budget includes outstanding encumbrances at 6/30/2025.

**Quarterly General Fund
Expenditure Report
For Quarter Ended September 30, 2025
Airport Fund - 008**

	FY2025	Original *	Amended	YTD	Variance	%
	<u>Actual</u>	<u>FY2026</u>	<u>Budget</u>	<u>Actual</u>		
<u>REVENUES</u>						
Appropriation of Fund Balance	\$ -	\$ 1,272,371	\$ 1,272,371	\$ -	\$ (1,272,371)	0.00%
State/Federal	27,540	47,167	47,167	-	(47,167)	0.00%
Interest , Leases & Fees	804,808	1,039,116	1,039,116	445,623	(593,493)	42.88%
Terminal Revenues	1,332,514	1,159,321	1,159,321	318,566	(840,755)	27.48%
Landing Fees	382,293	410,000	410,000	93,214	(316,786)	22.74%
Transfers In	1,094,116	1,099,774	1,099,774	-	(1,099,774)	0.00%
Total Revenues	<u>3,641,271</u>	<u>5,027,749</u>	<u>5,027,749</u>	<u>857,403</u>	<u>(4,170,346)</u>	<u>17.05%</u>
<u>EXPENDITURES & TRANSFERS</u>						
Terminal Area	\$ 606,385	\$ 683,755	\$ 683,755	\$ 128,474	\$ 555,281	81.21%
Airfield	1,994,985	2,300,352	2,300,352	133,649	2,166,703	94.19%
Administration	394,449	408,313	408,313	74,606	333,707	81.73%
Other Buildings & Areas	166,686	217,329	217,329	36,055	181,274	83.41%
Training Facility	165,898	152,900	152,900	17,563	135,337	88.51%
Total Expenditures	<u>3,328,403</u>	<u>3,762,649</u>	<u>3,762,649</u>	<u>390,347</u>	<u>3,372,302</u>	<u>89.63%</u>
Transfer to other funds						
Airport Improvement Capital Projects	<u>43,237</u>	<u>1,265,100</u>	<u>1,265,100</u>	-	1,265,100	100.00%
Total Transfer to other funds	<u>43,237</u>	<u>1,265,100</u>	<u>1,265,100</u>	-	1,265,100	100.00%
Total Expenditures & Transfers	<u>3,371,640</u>	<u>5,027,749</u>	<u>5,027,749</u>	<u>390,346</u>	<u>4,637,402</u>	<u>92.24%</u>
Net Revenues over Expenditures	<u>\$ 269,631</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,057</u>	<u>\$ 467,056</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2025.

**Quarterly General Fund
Expenditure Report
For Quarter Ended September 30, 2025
WS Fund - 010**

	FY2025 Actual	Original * FY2026 Budget	Amended Budget	YTD Actual	Variance	%
<u>REVENUES</u>						
Appropriation of Fund Balance	\$ -	\$ -	\$ (397,450)	\$ -	\$ 397,450	0.00%
State/Federal	31,019	45,879	45,879	-	(45,879)	0.00%
Water/Sewer Fees	3,405,450	3,416,136	3,416,136	858,484	(2,557,652)	25.13%
Penalty and Interest	43,913	42,588	42,588	10,350	(32,238)	24.30%
Interest and Miscellaneous	604,080	445,000	445,000	94,911	(350,089)	21.33%
Transfers In	155,166	-	-	-	-	0.00%
Total Revenues	<u>4,239,628</u>	<u>3,949,603</u>	<u>3,552,153</u>	<u>963,744</u>	<u>(2,588,408)</u>	<u>27.13%</u>
<u>EXPENDITURES & TRANSFERS</u>						
Water	\$ 989,066	\$ 1,136,190	\$ 1,136,190	\$ 211,328	\$ 924,862	81.40%
Sewer	489,442	653,968	653,968	154,200	499,768	76.42%
Wastewater Treatment Plant	1,106,078	1,261,995	1,261,995	180,766	1,081,229	85.68%
Total Expenditures	<u>2,584,586</u>	<u>3,052,153</u>	<u>3,052,153</u>	<u>546,294</u>	<u>2,505,859</u>	<u>82.10%</u>
Transfer to other funds -						
Water & Sewer Capital Projects	652,389	500,000	500,000	-	500,000	100.00%
Total Transfer to other funds	<u>652,389</u>	<u>500,000</u>	<u>500,000</u>	<u>-</u>	<u>500,000</u>	<u>100.00%</u>
Total Expenditures & Transfers	<u>3,236,975</u>	<u>3,552,153</u>	<u>3,552,153</u>	<u>546,294</u>	<u>3,005,859</u>	<u>84.62%</u>
Net Revenues over Expenditures	<u>\$ 1,002,653</u>	<u>\$ 397,450</u>	<u>\$ -</u>	<u>\$ 417,450</u>	<u>\$ 417,451</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2025.

**Quarterly General Fund
Expenditure Report
For Quarter Ended September 30, 2025
Senior Fund - 019**

	FY2025	Original *	Amended	YTD	Variance	%
	<u>Actual</u>	<u>FY2026</u>	<u>Budget</u>	<u>Actual</u>		
<u>REVENUES</u>						
Appropriation of Fund Balance	\$ -	\$ 58,469	\$ 57,865	\$ -	\$ (57,865)	0.00%
State Grants	229,912	237,492	237,492	59,250	(178,242)	24.95%
Federal Grants	-	-	-	-	-	0.00%
USDA Grant	21,768	22,000	22,000	5,528	(16,472)	25.13%
Choice Waiver	106,394	100,000	100,000	21,456	(78,544)	21.46%
KPB Grant	186,143	186,143	185,846	-	(185,846)	0.00%
United Way	-	-	-	-	-	0.00%
Rents & Leases	9,688	8,500	8,500	2,117	(6,383)	24.91%
Miscellaneous Donations	20,818	21,500	21,500	7,482	(14,018)	34.80%
Donations - Senior Connection	121,083	120,000	120,000	190	(119,810)	0.16%
Meal Donations	87,752	95,650	95,650	22,098	(73,552)	23.10%
Ride Donations	4,364	6,000	6,000	1,876	(4,124)	31.27%
Transfer from General Fund - Operations	217,467	286,397	286,397	71,599	(214,798)	25.00%
Other	3,110	300	300	(4)	(304)	-1.33%
Total Revenues	<u>1,008,499</u>	<u>1,142,451</u>	<u>1,141,550</u>	<u>191,591</u>	<u>(949,958)</u>	<u>16.78%</u>
<u>EXPENDITURES & TRANSFERS</u>						
Senior Citizen Access	\$ 189,175	\$ 198,061	\$ 197,824	\$ 14,446	\$ 183,378	92.70%
Congregate Meals	174,862	233,153	232,996	43,394	189,602	81.38%
Home Meals	371,225	362,615	362,157	36,357	325,800	89.96%
Senior Transportation	100,875	116,603	116,457	(1,303)	117,760	101.12%
Choice Waiver	51,938	63,819	63,777	5,801	57,976	90.90%
Total Expenditures	<u>888,075</u>	<u>974,251</u>	<u>973,211</u>	<u>98,696</u>	<u>874,515</u>	<u>89.86%</u>
Transfer to other funds -	167,300	168,200	168,200	-	168,200	0.00%
Total Transfer to other funds	<u>167,300</u>	<u>168,200</u>	<u>168,200</u>	<u>-</u>	<u>168,200</u>	<u>0.00%</u>
Total Expenditures & Transfers	<u>1,055,375</u>	<u>1,142,451</u>	<u>1,141,550</u>	<u>98,696</u>	<u>1,042,715</u>	<u>91.34%</u>
Net Revenues over Expenditures	<u>\$ (46,876)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 92,895</u>	<u>\$ 92,757</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2025.

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Dave Swarner, Finance Director

DATE: October 26, 2025

SUBJECT: September 2025 Quarterly Investment Report

City of Kenai Investment Portfolio

At September 30, 2025 the City had investments with a market value of \$39,092,67. That is up from \$38,731,062 at June 30, 2025. The City's portfolio is yielding 3.80% that is down from 3.94% at June 30, 2025. The Federal Fund Rate decreased .25% during the quarter with the rate between at 4.00%-4.25%. Fair market value adjustments to the portfolio through September, 2025 are a positive \$53,935. As of June 30, 2025, the portfolios fair market value adjustment was a negative \$298,227. Rates are projected to decrease and further decreasing the negative fair market value adjustment but lower yield for the portfolio will also occur.

City's Investment Portfolio

US Agency Securities	\$33,818,653
AML Investment Pool	3,742,289
Wells Fargo Money Market	87,494
FDIC Insured Certificates of Deposit	488,523
Bank Balance	<u>955,715</u>
Total	\$ <u>39,092,674</u>

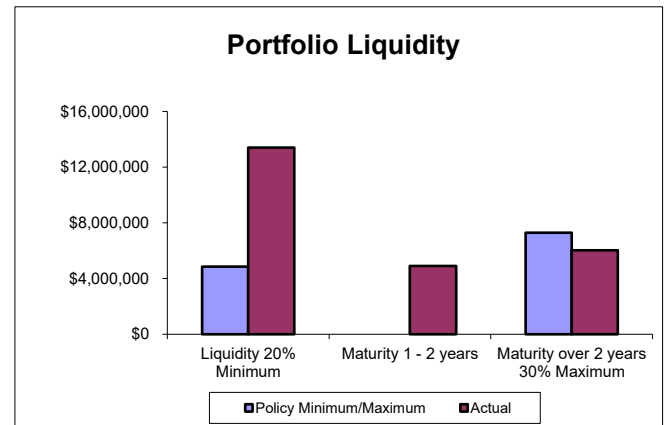
Permanent Fund Investments

At September 30, 2025, the portfolio value was \$39,197,882. That is up from \$37,306,411 at June 30, 2025. It is comprised of \$32,299,161, 82.40% Airport Land Sale Permanent Fund, \$4,184,645, 10.67% General Land Sale Permanent Fund monies, \$1,461,861, 3.73% Kenai Senior Connection monies, \$995,066, 2.54% Kenai Senior Center Cone Memorial Trust monies, and \$257,149, 0.66% Kenai Community Foundation holdings.

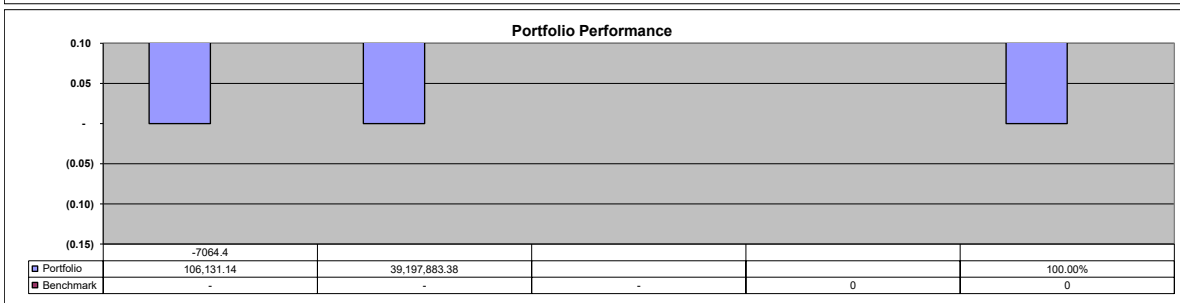
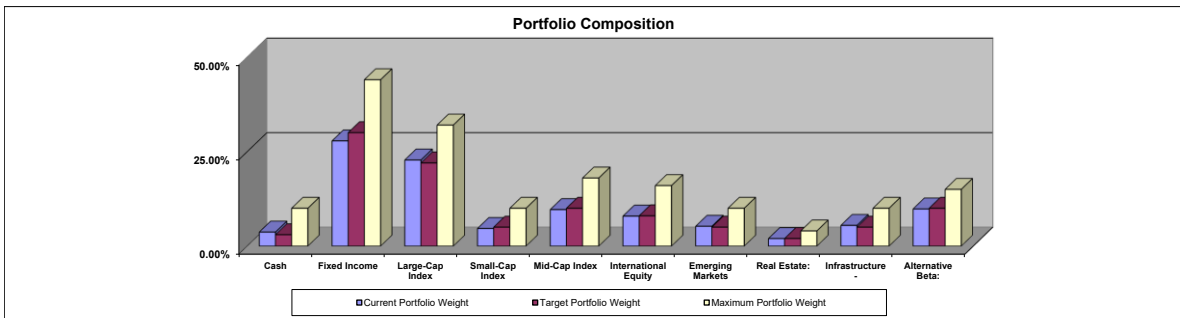
CITY OF KENAI
INVESTMENT PORTFOLIO SUMMARY
September 30, 2025

	September 30, 2025	
	Fair Market Value	Current Yield
Cash & Cash Equivalents		
Wells Fargo Checking	\$ 955,715	0.01%
Wells Fargo Secured Money Market	87,495	5.05%
FDIC Insured Certificates of Deposit	488,523	3.40%
Alaska Municipal League Investment Pool	<u>3,742,289</u>	<u>5.05%</u>
Total Cash & Cash Equivalents	5,274,022	3.98%
		Average Yield
Government Securities		
Maturities Less than 1 Year	11,414,957	3.86%
Maturities 1 to 2 Years	11,623,031	3.57%
Maturities Greater than 2 Years	<u>10,780,664</u>	<u>3.88%</u>
Total Government Securities	<u>33,818,652</u>	<u>3.77%</u>
Total Portfolio	<u>\$ 39,092,674</u>	<u>3.80%</u>

Investment Portfolio - Purchase Price	\$ 39,390,901
Investment Portfolio - Fair Value 9/30/25	<u>39,092,674</u>
Fair Value Adjustment - 06/30/25	<u>(298,227)</u>
Fair Value Adjustment thru - 09/30/2025	<u>53,935</u>
Cummulative Change in Fair Value	<u>\$ (244,292)</u>



	Fair Market Value					Current or	Current	Target	Portfolio
	30-Sep-24	31-Dec-24	31-Mar-25	30-Jun-25	30-Sep-25	Yield	Weight	Weight	Maximum
Cash									
Cash & Cash Equivalents	1,579,661	1,932,083	1,278,221	1,386,022	1,449,189	3.70%	3.70%	3.00%	10.00%
Fixed Income									
Investment Grade Government & Corporate Securities									
Government Securities	7,459,932	7,069,475	7,485,453	7,354,169	7,583,577	12.23%	19.35%		
Corporate Securities Investment Grade	2,246,755	2,165,812	2,186,555	2,102,590	2,177,904	7.91%	5.56%		
Total Investment Grade Government & Corporate Securities	9,706,687	9,235,287	9,672,008	9,456,759	9,761,481	11.15%	24.91%	26.00%	36.00%
Domestic Fixed Income Exchange Traded Funds -									
Vanguard Short-term TIPS	380,550	-	-	-	380,550		0.00%		
High Yield Domestic -									
SPDR Portfolio High Yield Bonds	-	-	-	-	-		0.00%		
Vanguard Hi Yield Corporate Fund Admiral Shares	1,445,842	1,419,728	1,449,212	1,476,704	1,139,900		2.91%		
Total High Yield Domestic	1,445,842	1,419,728	1,449,212	1,476,704	1,139,900		2.91%	4.00%	8.00%
Total Fixed Income	11,533,079	10,655,015	11,121,220	10,933,463	11,281,931	11.15%	27.82%	30.00%	44.00%
Equities:									
Domestic Equities:									
Large-Cap Index	8,197,973	8,197,973	7,550,527	8,391,392	8,927,829		22.77%	22.00%	32.00%
Small-Cap Index	1,786,564	1,786,564	1,662,186	1,876,359	1,822,377		4.65%	5.00%	10.00%
Mid-Cap Index	3,721,439	3,721,439	3,387,568	3,748,303	3,783,710		9.65%	10.00%	18.00%
Total Domestic Equities	13,705,976	13,705,976	12,600,281	14,016,054	14,533,916		37.07%	37.00%	60.00%
International Equities:									
International Equity	2,925,345	2,925,345	3,057,638	2,947,006	3,105,617		7.92%	8.00%	16.00%
Emerging Markets	1,891,372	1,891,372	1,871,949	1,898,029	2,054,265		5.24%	5.00%	10.00%
Total International Equities	4,816,717	4,816,717	4,929,587	4,845,035	5,159,882		13.16%	13.00%	26.00%
Real Estate:									
JP Morgan Beta Builders MSCI Reit	718,459	718,459	742,397	714,313	776,539		1.98%	2.00%	4.00%
Total Real Estate	718,459	718,459	742,397	714,313	776,539		1.98%	2.00%	4.00%
Infrastructure -									
Flexshares Stoxx Global Broad Infrastructure	1,827,700	1,827,700	1,920,853	1,845,942	2,145,485		5.47%	5.00%	10.00%
Total Equities	21,068,852	21,068,852	20,193,118	21,421,344	22,615,822		57.68%	57.00%	100.00%
Alternative Beta:									
Blackrock Systematic Multi-Strategy	955,055	955,055	931,232	911,668	954,513		2.44%		
IQ Hedge Multi-Strategy Tracker	562,683	562,683	1,257,848	1,289,503	1,362,082		3.47%		
JPMORGAN-HEDGED EQ I	958,891	958,891	172,454	185,425	193,310		0.49%		
Calamos Market Neutral	-	-	1,278,174	1,278,051	1,341,035		3.42%		
Core Alternative ETF	595,823	595,823	-	-	-		0.00%		
Total Alternative Beta	3,072,452	3,072,452	3,639,708	3,664,647	3,850,940		9.82%	10.00%	15.00%
Total Portfolio	37,254,044	36,728,402	36,232,267	37,405,476	39,197,882	4.69%	99.02%	100.00%	169.00%
Total ALSPF Balance	30,436,945	29,867,144	29,907,651	30,822,214	32,299,161				
Total GLSPF Balance	3,915,402	3,842,103	3,847,313	3,993,293	4,184,645				
Total Kenai Community Foundation	272,723	267,617	267,980	245,391	257,149				
Total Kenai Senior Connection	1,337,801	1,312,757	1,314,537	1,395,014	1,461,861				
Total Cone Memorial Trust Permanent Fund	910,621	893,574	894,786	949,565	995,067				





ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

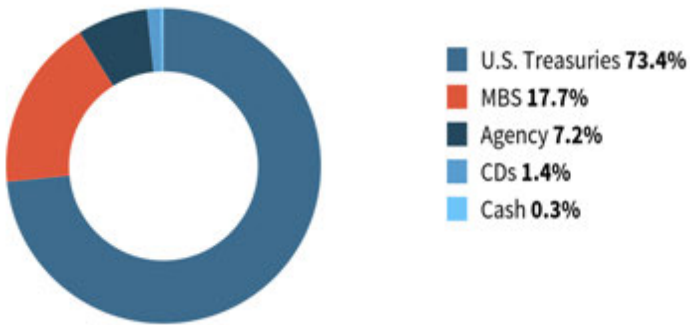
CITY OF KENAI - CUSTODY Investment Report

September 2025

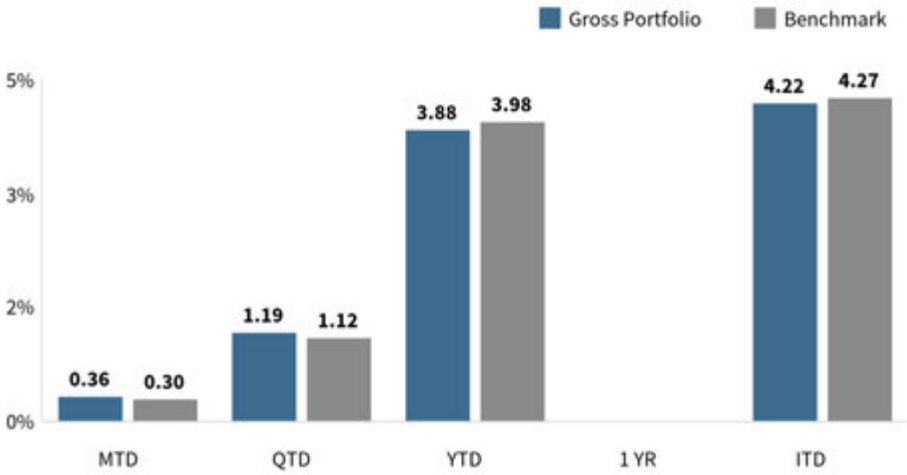
Portfolio Overview

BEGINNING VALUE + ACCRUED	\$34,625,829
TRANSFERS IN/ OUT	-\$435
REALIZED GAINS	-\$61
CHANGE IN MARKET VALUE	\$13,099
INTEREST INCOME	\$110,142
ENDING VALUE + ACCRUED	\$34,748,574

Portfolio Composition



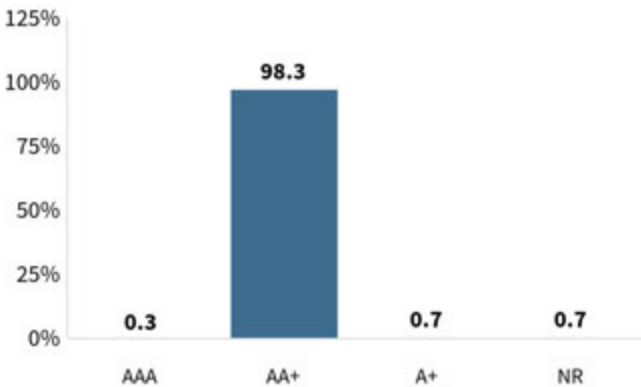
Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins November 06, 2024
Past performance is not indicative of future results.

Risk Management

Credit Rating Exposure

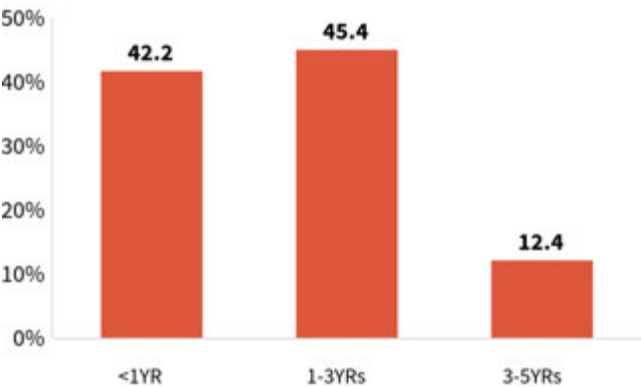


Source: Clearwater Composite Rating

Sector Exposure

	%MV
U.S. Treasuries	73.40%
MBS	17.68%
Agency	7.25%
CDs	1.41%
Cash	0.25%

Duration Exposure (Years)



Top 10 Issuer Concentration

	%MV
United States	73.47%
Federal National Mortgage Association	10.60%
Federal Home Loan Mortgage Corporation	8.41%
Federal Home Loan Banks	5.86%
Capital One Financial Corporation	1.41%
Allspring Group Holdings LLC	0.25%

This is a list of the Top 10 Issuer Concentration, but these are not the only issuer concentrations. A full list is available upon request.

MARKET VALUE

\$34,386,268

BOOK VALUE

\$34,327,365

UNREALIZED GAIN/LOSS

\$58,903

YIELD TO MATURITY

3.86%

COUPON RATE

3.71%

DURATION

1.43

WAL

1.56

MOODY'S RATING

Aa1

Disclosures

S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

The MSCI EAFE Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization-weighted index that is designed to measure the equity market performance of developed markets, excluding the United States and Canada. The MSCI EAFE Index consists of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland and the United Kingdom.

MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

The Bloomberg VLI: High Yield Total Return Index is a component of the US Corp High Yield Index that is designed to track a more liquid component of the USD-denominated, high yield, fixed-rate corporate bond market.

Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

The Bloomberg Barclays Global Aggregate ex-USD Float-Adjusted RIC Capped Index is a customized subset of the Global Aggregate Index that meets the same diversification guidelines that a fund must pass to qualify as a regulated investment company (RIC). This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from developed and emerging markets issuers while excluding USD denominated debt. The Global Aggregate ex-USD Float Adjusted RIC Capped Index is largely comprised of two major regional aggregate components: the Pan-European Aggregate and the Asian-Pacific Aggregate Index.

FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures

Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

WisdomTree U.S. SmallCap Dividend Index Total Return

The WisdomTree U.S. SmallCap Dividend Index is a fundamentally weighted index measuring the performance of the small-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the bottom 25% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Credit Intermediate Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 1-10 years, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

ICE BofA US 3-Month Treasury Bill Index

The ICE BofA 3 Month U.S. Treasury Index measures the performance of a single issue of outstanding treasury bill which matures closest to, but not beyond, three months from the rebalancing date. The issue is purchased at the beginning of the month and held for a full month; at the end of the month that issue is sold and rolled into a newly selected issue.

Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



Client Relationship Manager

Blake Phillips, CFA®

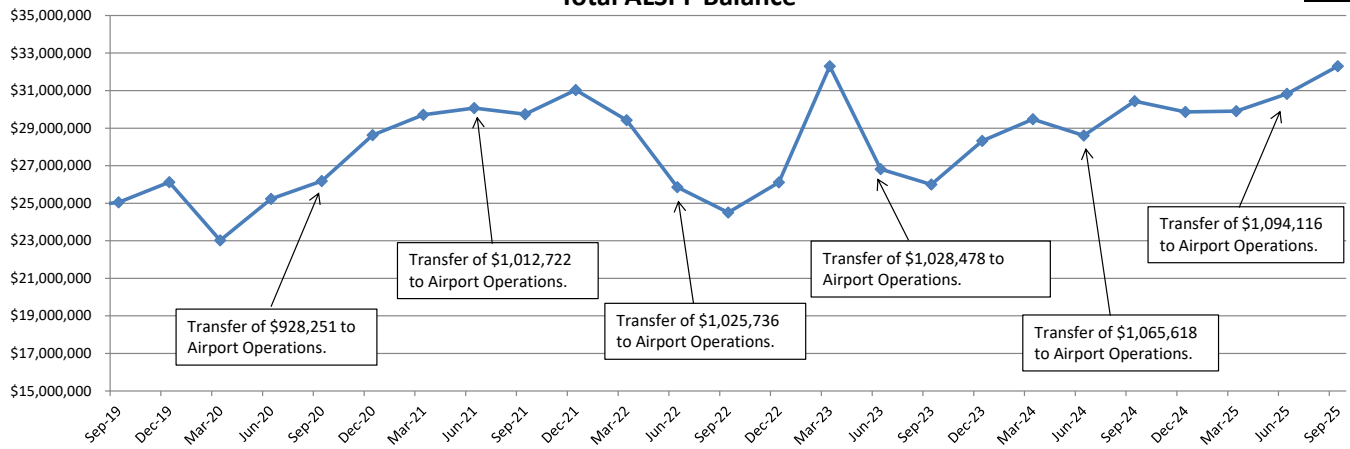
blake@apcm.net

Portfolio Manager

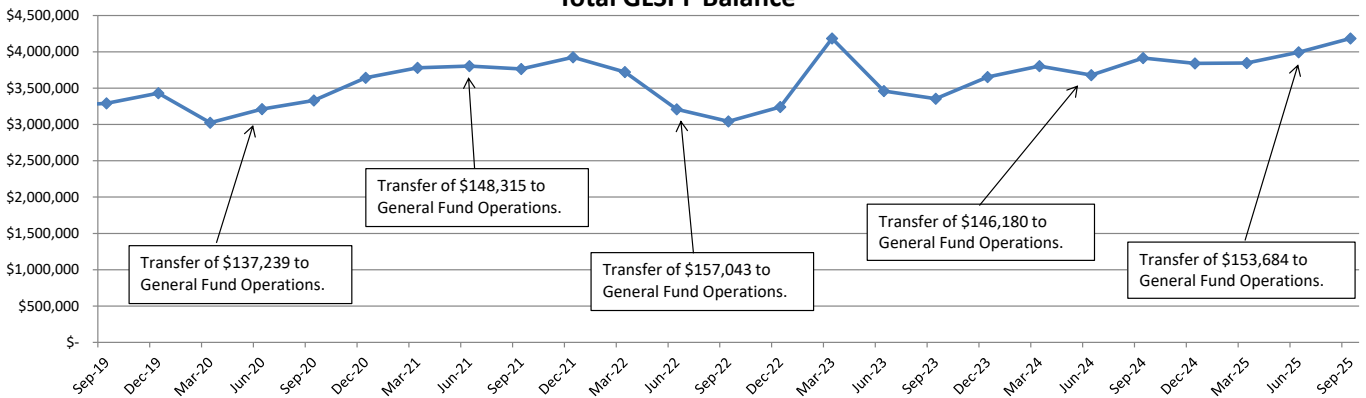
Bill Lierman, CFA®

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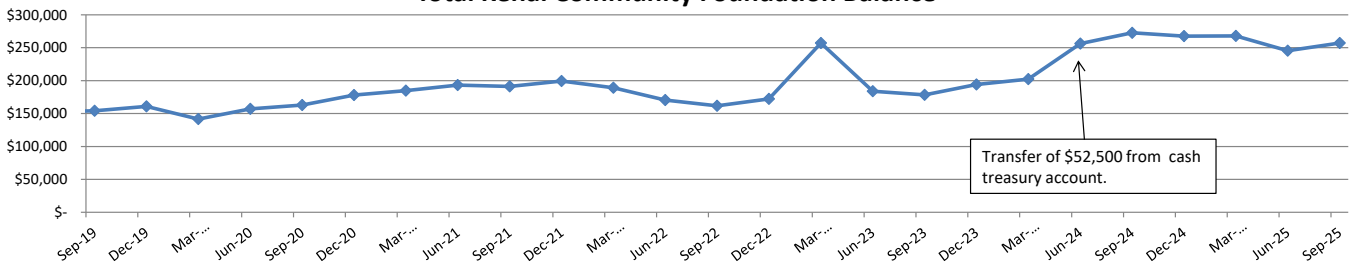
Total ALSPF Balance



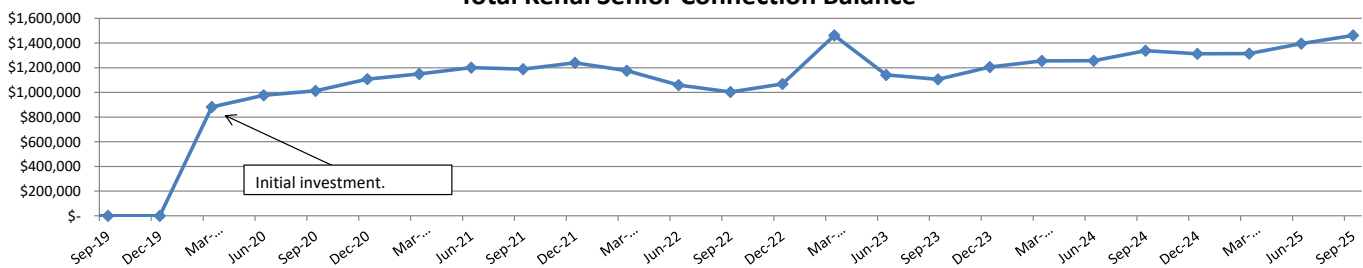
Total GLSPF Balance



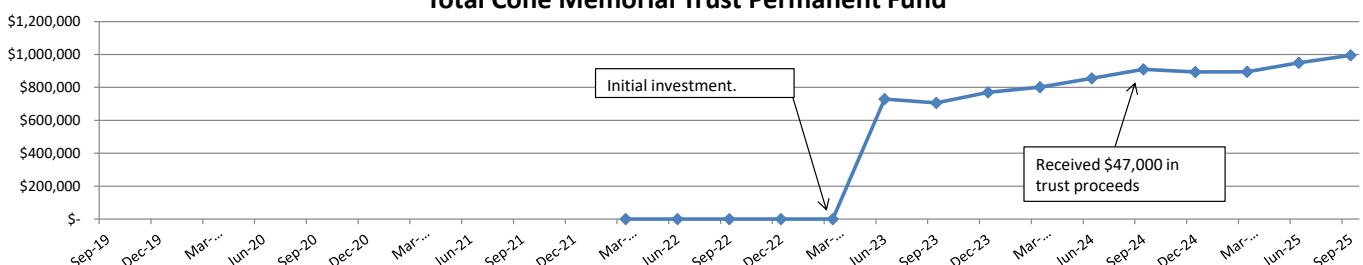
Total Kenai Community Foundation Balance



Total Kenai Senior Connection Balance



Total Cone Memorial Trust Permanent Fund





ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

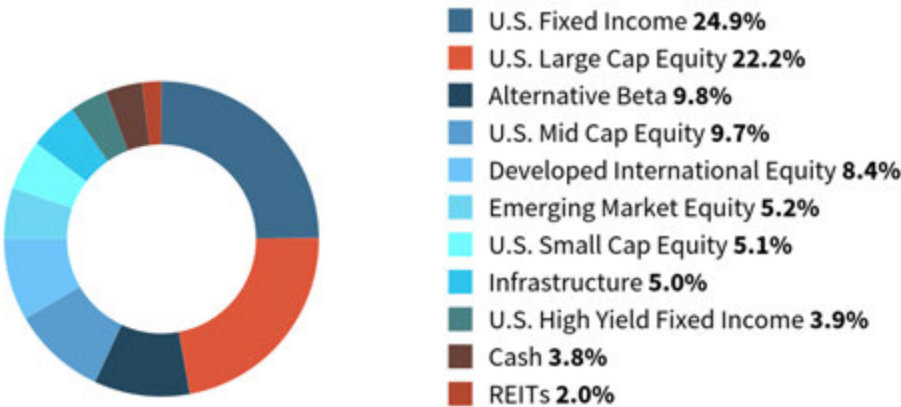
CITY OF KENAI PERMANENT FUNDS Investment Report

September 2025

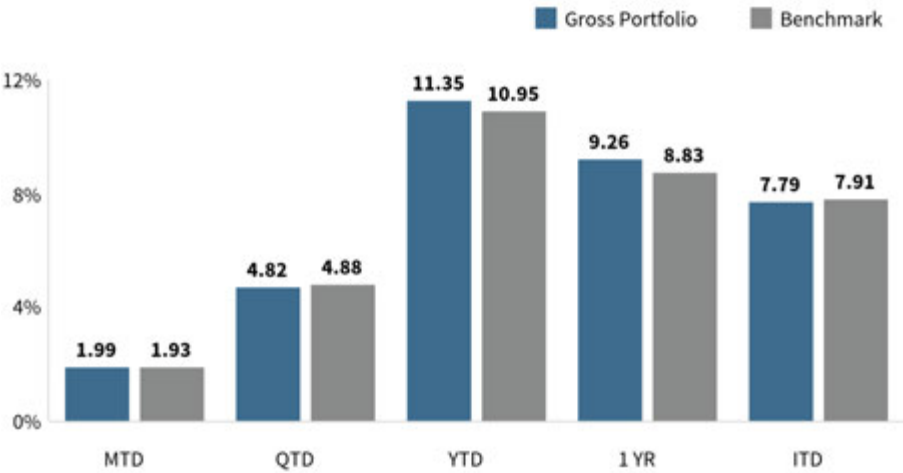
Portfolio Overview

BEGINNING VALUE + ACCRUED	\$38,429,552
TRANSFERS IN/ OUT	-\$653
REALIZED GAINS/ LOSSES	\$567
CHANGE IN MARKET VALUE	\$657,757
INTEREST INCOME	\$45,782
DIVIDEND INCOME	\$61,268
ENDING VALUE + ACCRUED	\$39,194,273

Portfolio Composition



Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins October 01, 2008
Past performance is not indicative of future results.

Portfolio Summary and Target

	MARKET VALUE (\$)	ASSETS (%)	TARGET (%)	RANGE
RISK CONTROL				
U.S. Fixed Income	9,759,430	24.9%	26%	6% to 36%
Cash	1,477,892	3.8%	3%	0% to 10%
Risk Control Total	11,237,321	28.7%		
RISK ASSET				
U.S. High Yield Fixed Income	1,513,914	3.9%	4%	0% to 8%
U.S. Large Cap Equity	8,707,707	22.2%	22%	12% to 32%
U.S. Mid Cap Equity	3,783,969	9.7%	10%	0% to 18%
U.S. Small Cap Equity	2,011,678	5.1%	5%	0% to 10%
Developed International Equity	3,308,599	8.4%	8%	4% to 16%
Emerging Market Equity	2,048,659	5.2%	5%	0% to 10%
Risk Asset Total	21,374,527	54.5%		
ALTERNATIVES				
REITs	776,702	2.0%	2%	0% to 4%
Alternative Beta	3,849,910	9.8%	10%	0% to 15%
Infrastructure	1,955,813	5.0%	5%	0% to 10%
Alternatives Total	6,582,425	16.8%		
TOTAL PORTFOLIO	39,194,273	100.0%		

We urge you compare the account statement we provide with the account statement you receive from your custodian. We cannot guarantee the accuracy of this information for tax purposes.
Please verify all information from trade confirmations.
Past performance is not indicative of future results.

Disclosures

S&P 500 Total Return Index

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S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

The MSCI EAFE Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization-weighted index that is designed to measure the equity market performance of developed markets, excluding the United States and Canada. The MSCI EAFE Index consists of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland and the United Kingdom.

MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

The Bloomberg VLI: High Yield Total Return Index is a component of the US Corp High Yield Index that is designed to track a more liquid component of the USD-denominated, high yield, fixed-rate corporate bond market.

Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

The Bloomberg Barclays Global Aggregate ex-USD Float-Adjusted RIC Capped Index is a customized subset of the Global Aggregate Index that meets the same diversification guidelines that a fund must pass to qualify as a regulated investment company (RIC). This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from developed and emerging markets issuers while excluding USD denominated debt. The Global Aggregate ex-USD Float Adjusted RIC Capped Index is largely comprised of two major regional aggregate components: the Pan-European Aggregate and the Asian-Pacific Aggregate Index.

FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures

Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

WisdomTree U.S. SmallCap Dividend Index Total Return

The WisdomTree U.S. SmallCap Dividend Index is a fundamentally weighted index measuring the performance of the small-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the bottom 25% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Credit Intermediate Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 1-10 years, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

ICE BofA US 3-Month Treasury Bill Index

The ICE BofA 3 Month U.S. Treasury Index measures the performance of a single issue of outstanding treasury bill which matures closest to, but not beyond, three months from the rebalancing date. The issue is purchased at the beginning of the month and held for a full month; at the end of the month that issue is sold and rolled into a newly selected issue.

Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



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