



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

October 22, 2025 – 7:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Agenda

A. CALL TO ORDER

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

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

B. APPROVAL OF MINUTES

1. *Regular Meeting of Sept. 10, 2025

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

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

E. CONSIDERATION OF PLATS

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.
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.

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.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- 1. Discussion** – Direction from Kenai City Council to explore the issue of tent camping within the City.
- 2. Action/Approval** – Requested Inclusion of Comprehensive Plan Project into FY2027-2031 City of Kenai Capital Improvement Plan
- 3. Information on Resolution No. 2025-61** - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.
- 4. Action/Approval** – Scheduling End of Year Meetings & Work Sessions

I. REPORTS

1. Planning Director
2. Commission Chair
- 3.** Kenai Peninsula Borough Planning
- 4.** City Council Liaison

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

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 12, 2025

L. COMMISSION COMMENTS AND QUESTIONS

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

****COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****

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 Planner at 907-283-8237.

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

<https://us02web.zoom.us/meeting/register/Nn3BF229SxeyMQciuPHLuA>

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
SEPTEMBER 10, 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 September 10, 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
Jeanne Reveal
Gwen Woodard

Gwen Woodard
Diane Fikes

A quorum was present.

Absent:

Jeff Twait
Glenese Pettey

Stacie Krause

Also in attendance were:

Kevin Buettner, Planning Director
Deborah Sounart, City Council Liaison
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Commissioner Reveal **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 August 27, 2025.

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

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

E. **CONSIDERATION OF PLATS** - None.

F. **PUBLIC HEARINGS**

1. **Resolution PZ2025-28** - Granting a Conditional Use Permit to Temporarily Allow an Accessory Building on Parcel Without Main Building or Use on the parcel described as Lot 6, Block 5, Mommsens Subdivision Replat Addition No. 1, Located at 1012 Third Street, Within the Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-28. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to PZ2025-28.

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

Darrin Marion addressed the Commission in support of the Conditional Use Permit, noted he had resided on Third Street for 27-years; stated the residents had personally built, maintained and plowed the road for the past 20-years without help from the City; and expressed concerns about the road being blocked by berms at the end of the road.

The applicant Emmet Heidemann in response to questions from the Commission clarified, placement of the connex would not impact his utilities; currently there was no electricity on the property; and this was just raw land.

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

Commission Members spoke in support of Resolution PZ2025-28, recognizing that the intent is short-term, and was intended for development.

VOTE:

YEA: Woodard, Reveal, Earsley, Fikes

NAY: None

ABSENT: Twait, Pettey, Krause

MOTION PASSED.

Vice Chair Earsley noted the 15-day appeal period.

G. **UNFINISHED BUSINESS** - None.

H. **NEW BUSINESS**

1. **Discussion** - P&Z Meeting Schedule FY2026

Director Buettner opened the discussion noting possibility of reducing the regular meetings to once per month; through the summer every other meeting was cancelled; if time sensitive business came up a Special Meeting could be scheduled; and it would take a recommendation to Council to change the schedule.

There was Commission discussion in supporting, noting reducing the number of meetings would support efficiency and cost savings; however, emphasis must be added that that the public still had opportunities

for input; concerns were noted regarding the possibility of long sessions when only conducting meetings once per month; and support was stated for a draft policy and recommendation to Council be brought forward to allow the absent Commissioners the opportunity to provide input on the subject.

2. Discussion - Capital Improvement Plan FY2027-2031

Commission Members spoke in support of requesting funding to update the City's Comprehensive Plan, noting it was adopted in 2016; growth and development over the past decade supported a review to ensure community goals aligned.

I. REPORTS

1. Planning Director Buettner thanked the Commission Members for their support and understanding while his administrative staff was assisting at the Airport.

2. Vice Chair Earsley thanked the Commission for their support while she chaired the meetings.

3. Kenai Peninsula Borough Planning

Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.

4. City Council Liaison

Council Member Sounart reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: October 8, 2025 - Work Session.

L. PENDING ITEMS - None.

M. ADJOURNMENT

N. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:44 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 10, 2025.

Logan Parks
Deputy City Clerk



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-31**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT SHORELINE HEIGHTS VACATION ATTACHED HERETO BE **CONDITIONALLY APPROVED**.

PROPERTY ADDRESSES: 1614 Pey Drive

LEGAL DESCRIPTIONS: Lot 48, Shoreline Heights 2023 Addition

KPB PARCEL NUMBERS: 03914182

WHEREAS, the City of Kenai received a preliminary plat from McLane Consulting, Inc., on behalf of property owner Luke Hanson, for a vacation of the 20-foot pedestrian easement public right-of-way located within Lot 48, Shoreline Heights 2023 Addition; 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 lot will have access from Pey Drive (a City-maintained paved road); and,

WHEREAS, City water is available to the proposed lot; and,

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

WHEREAS, a 10-foot easement for utilities is located along the northern boundary adjacent to the SE $\frac{1}{4}$, NW $\frac{1}{4}$, T 6N, R 12W, Section 26, Seward Meridian, and along the western boundary of Lot 48 adjacent to the existing 60-foot Pey Drive right-of-way; and,

WHEREAS, an installation agreement is not required; and,

WHEREAS, the City does not have a public interest in retaining the 20-foot pedestrian easement public right-of-way located within Lot 48, Shoreline Heights 2023 Addition; 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 City water is subject to the regulatory requirements of the City of Kenai Public Works Department and on-site wastewater
-

systems are subject to the regulatory requirements of Alaska Department of Environmental Conservation.

2. Pursuant to KMC 14.10.080 *Minimum improvement required*, Pey Drive is an existing dedicated right-of-way 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 Rural Residential zoning district of 20,000 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 Shoreline Heights Vacation 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. The Kenai City Council must declare the 20-foot pedestrian easement right-of-way not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 22nd DAY OF OCTOBER, 2025.

SONJA EARSLEY, VICE-CHAIR

ATTEST:

LOGAN PARKS, DEPUTY CITY CLERK



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
THROUGH: Kevin Buettner, Planning Director
FROM: Brandon McElrea, Land Management Analyst
DATE: October 13, 2025
SUBJECT: Resolution No. PZ2025-31 – Preliminary Plat – Shoreline Heights 2025 Vacation

Request	The applicant is proposing a preliminary plat to vacate a pedestrian easement and vacate a utility easement.
Staff Recommendation	Adopt Resolution No. PZ2025-31 recommending approval of Preliminary Plat – Shoreline Heights 2025 Vacation, to vacate a 20-foot pedestrian easement.

Applicant: McLane Consulting, Inc.
Attn: Andrew Hamilton
P.O. Box 468
Soldotna, AK 99669

Property Owner: Luke Hanson

Legal Description: Lot 48, Shoreline Heights 2023 Addition

Property Address: 1614 Pey Drive

KPB Parcel No.: 03914182

Zoning District: Rural Residential (RR)

Land Use Plan: Low Density Residential (LDR)

Surrounding Uses: Improved and Vacant Residential

SUMMARY

The City received a preliminary plat from McLane Consulting, Inc. on behalf of the property owner for the vacation of a 20-foot pedestrian easement located along the northern boundary of Lot 48, Shoreline Heights 2023 Addition. The dedication of Pey Drive on the Shoreline Heights 2023 Addition plat, filed at 2024-83, Kenai Recording District, effectively severed the pedestrian easement, rendering the eastern portion of the pedestrian easement found on subject Lot 48 unnecessary for the original intended use of access to commercial fishing beach sites.

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 vacation plat meets the preliminary plat requirements and development requirements for the Rural Residential (RR) zoning district. Access to the subject lot is via Pey Drive, which is a City maintained paved road. At approximately 24,437 Square feet, Lot 48 exceeds the RR minimum lot size of 20,000 square feet. City water is available along Pey Drive . City sewer is unavailable in this area; therefore, the property owner will need to install a private on-site septic system. The septic system must meet the requirements regulatory requirements of the State of Alaska Department of Environmental Conservation (ADEC). The Public Works Director, Fire Marshal, and Building Official have reviewed the preliminary plat and have no comments.

Staff finds that the preliminary plat 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 replat, subject to the listed conditions, provides utilities/access easements, provides a satisfactory and desirable building site, and the accessible water system is subject to the regulatory requirements of the City of Kenai Public Works Department. The on-site wastewater system is subject to the regulatory requirements of ADEC.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the preliminary plat is within a subdivision that has dedicated rights-of-way and determined acceptable access, subject to the listed conditions. 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.
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 Shoreline Heights 2025 Vacation, to vacate a 20-foot pedestrian easement on Lot 48, Shoreline Heights 2023 Addition, meets the general standards for 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 recommends approval of Resolution No. PZ2025-31 to the Kenai Peninsula Borough, subject to the following condition:

1. Further development of the property will conform to all Federal, State of Alaska, and local regulations.
2. The Kenai City Council must declare the 20-foot pedestrian easement right-of-way not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

ATTACHMENTS

Aerial Map
Application
Preliminary Plat, Shoreline Heights 2025 Vacation

Aerial Map





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:	Andrew Hamilton						
Mailing Address:	PO Box 468	City:	Soldotna	State:	AK	Zip Code:	99669
Phone Number(s):	[REDACTED]						
Email:	[REDACTED]						

PROPERTY OWNER

Name:	Luke Hanson						
Mailing Address:	PO Box 389	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	[REDACTED]						
Email:	[REDACTED]						

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel #:	03914182						
Current City Zoning:	Rural Residential						
Use:	☒ Residential ☐ Recreational ☐ Commercial ☐ Other: Vacant						
Water:	☐ On Site ☒ City ☐ Community						
Sewer:	☒ On Site ☐ City ☐ Community						

PLAT INFORMATION

Preliminary Plat Name:	Shoreline Heights 2025 Vacation						
Revised Preliminary Plat Name:							
Vacation of Public Right-of-Way:	☒ Yes ☐ No						
Street Name (if vacating ROW):	20' Pedestrian Easement						

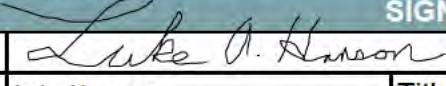
Exceptions Required and Requested:

Comments:

REQUIRED ATTACHMENTS

☒ Certificate to Plat	☒ (2) 11" x 17" Plats and/or PDF
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SIGNATURE

Signature:		Date:	9/23/2023
Print Name:	Luke Hanson	Title/Business:	



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-32**

A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT SHORELINE HEIGHTS 2025 REPLAT ATTACHED HERETO BE **APPROVED**.

PROPERTY ADDRESSES: 1437 Pey Drive
1441 Pey Drive

LEGAL DESCRIPTIONS: Lot 19 and Lot 20, Shoreline Heights 2014 Addition
Phase 1

KPB PARCEL NUMBERS: 03914143 and 03914142

WHEREAS, the City of Kenai received a preliminary plat from McLane Consulting, Inc., on behalf of property owners Kenneth and Dawn Frankovich for a replat of Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1; 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 lot will have access from Pey Drive (a City-maintained paved road); and,

WHEREAS, City water is available to the proposed lot; and,

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

WHEREAS, a 10-foot easement for utilities is located along the eastern boundary of proposed lot 20A adjacent to the existing 60-foot Pey Drive right-of-way; 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 City water is subject to the regulatory requirements of the City of Kenai Public Works Department and on-site wastewater systems are subject to the regulatory requirements of State of Alaska, Department of Environmental Conservation (ADEC).
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2. Pursuant to KMC 14.10.080 *Minimum improvement required*, Pey Drive is an existing dedicated right-of-way 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 Rural Residential zoning district of 20,000 square feet ($\approx$ 0.46 acre), with a proposed lot size of approximately 83,592 square feet (1.919 acres).
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 Shoreline Heights 2025 Replat for a replat of Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1 be approved subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 22nd DAY OF OCTOBER, 2025.

SONJA EARSLEY, VICE-CHAIR

ATTEST:

LOGAN PARKS, DEPUTY CITY CLERK



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
THROUGH: Kevin Buettner, Planning Director
FROM: Brandon McElrea, Land Management Analyst
DATE: October 14, 2025
SUBJECT: Resolution No. PZ2025-32 – Preliminary Plat – Shoreline Heights 2025 Replat

Request The applicant is proposing a preliminary plat to replat Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1.

Staff Recommendation Adopt Resolution No. PZ2025-32 recommending approval of Preliminary Plat – Shoreline Heights 2025 Replat, merging Lots 19 and 20 into a single, approximately 1.919-acre parcel.

Applicant: McLane Consulting, Inc.
Attn: Andrew Hamilton
P.O. Box 468
Soldotna, AK 99669

Property Owners: Kenneth & Dawn Frankovich

Legal Descriptions: Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1

Property Addresses: 1437 Pey Drive
1441 Pey Drive

KPB Parcel No.: 03914143, 03914142

Zoning District: Rural Residential (RR)

Land Use Plan: Low Density Residential (LDR)

Surrounding Uses: Vacant and improved Rural Residential

SUMMARY

A preliminary plat has been submitted from McLane Consulting, Inc. on behalf of the property owner for a replat of Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1, to merge the two (2) Lots into a single, approximately 1.919-acre parcel. Lot 20 improvements include a single-family dwelling, driveway with paved parking area, and an on-site septic system. Lot 19 is currently vacant.

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 (≈ 0.46 acre) for the Rural Residential (RR) zoning district. The size of proposed Lot 20A is approximately 83,592 Square feet (1.919 acres).

City water is available along Pey Drive and has been installed on Lot 20. City wastewater is not available along Pey Drive therefore a private septic system has been installed on Lot 20. The private septic system is subject to the regulatory requirements of the State of Alaska, Department of Environmental Conservation (ADEC).

Access to the proposed Lot is provided via Pey Drive, a City-maintained paved road.

A 10-foot easement for utilities is located along the eastern boundary of the proposed lot adjacent to Pey Drive, as denoted in plat note three (3), which states the front 10-feet adjacent to rights-of-way is a utility easement.

Staff finds that the preliminary plat for a subdivision of Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1 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. The City water is subject to the regulatory requirements of the City of Kenai Public Works Department and on-site wastewater systems are subject to the regulatory requirements of ADEC.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, Pey Drive is an existing dedicated right-of-way 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 (≈ 0.46 acre), with a proposed lot size of approximately 83,592 square feet (1.919 acres).
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 Shoreline Heights 2025 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. PZ2025-32 for a replat of Lot 19 and Lot 20, Shoreline Heights 2014 Addition Phase 1 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.

ATTACHMENTS

Aerial Map
Application
Preliminary Plat, Shoreline Heights 2025 Replat

Aerial Map





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:	McLane Consulting						
Mailing Address:	PO BOX 468	City:	Soldotna	State:	AK	Zip Code:	99669
Phone Number(s):	[REDACTED]						
Email:	[REDACTED]						

PROPERTY OWNER

Name:	Kenneth & Dawn Frankovich						
Mailing Address:	1447 Pey Dr	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	[REDACTED]						
Email:	[REDACTED]						

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel #:	03914142 & 03914143						
Current City Zoning:	Rural Residential						
Use:	☒ Residential ☐ Recreational ☐ Commercial ☐ Other:						
Water:	☐ On Site ☒ City ☐ Community						
Sewer:	☒ On Site ☐ City ☐ Community						

PLAT INFORMATION

Preliminary Plat Name:	Shoreline Heights 2025 Replat						
Revised Preliminary Plat Name:							
Vacation of Public Right-of-Way:	☐ Yes ☒ No						
Street Name (if vacating ROW):							

Exceptions Required and Requested:

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Comments:

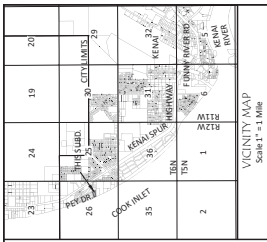
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REQUIRED ATTACHMENTS

☒ Certificate to Plat	☒ (1) 24" x 36" Plat	☒ (2) 11" x 17" Plats
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SIGNATURE

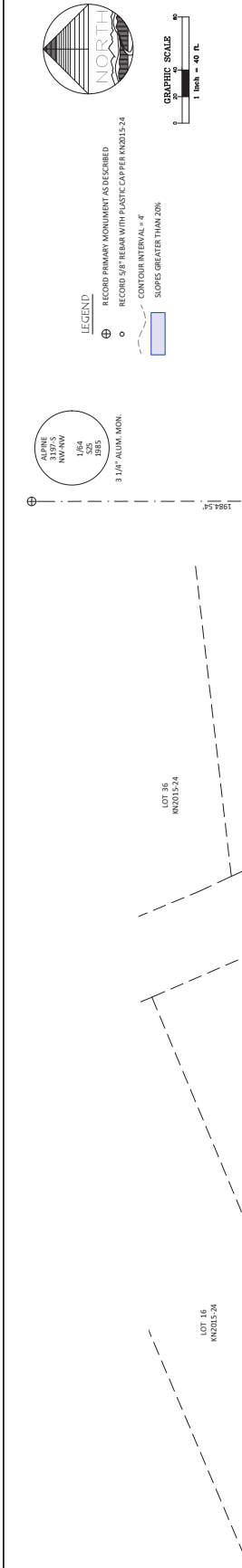
Signature:				Date:	9/29/2025		
Print Name:	Kenneth & Dawn Frankovich			Title/Business:	Owners		



LEGEND
⊕ RECORD PRIMARY MONUMENT AS DESCRIBED
○ RECORD 5/8" REBAR WITH PLASTIC CAP PER KN2015-24
— CONTOUR INTERVAL = 4'
— SLOPES GREATER THAN 20%



3.14" ALUM. MON.



NOTES

1. DEVELOPMENT OF THESE LOTS IS SUBJECT TO THE CITY OF KENAI ZONING REGULATIONS.
2. THE NATURAL MEANDERS OF THE MEAN HIGH WATER OF THE COOK INLET FORM THE TRUE BOUNDS OF LOT 20A. THE 2014 MEANDER LINE SHOWN HEREON IS FOR SURVEY COMPUTATIONS ONLY.
3. THE FRONT 10 FEET ADJACENT TO THE RIGHTS-OF-WAY IS A UTILITY EASEMENT. THIS EASEMENT IS FOR THE INSTALLATION OF UTILITY LINES AND STRUCTURES. NO PERMANENT STRUCTURE OR EASEMENT MUST BE INSTALLED PERPENDICULAR TO THE RIGHTS-OF-WAY. NO PERMANENT STRUCTURE OR EASEMENT MUST BE INSTALLED PERPENDICULAR TO THE RIGHTS-OF-WAY. THE EASEMENT MUST BE INSTALLED PERPENDICULAR TO THE RIGHTS-OF-WAY. THE EASEMENT MUST BE INSTALLED PERPENDICULAR TO THE RIGHTS-OF-WAY. THE EASEMENT MUST BE INSTALLED PERPENDICULAR TO THE RIGHTS-OF-WAY.
4. THIS PLAT WAS PREPARED FROM DATA OF RECORD (KN2015-24). NO ADDITIONAL FIELD SURVEY WAS PERFORMED THIS DATE.



Plat #
Rec Date
Date
Time

WASTE/WATER DISPOSAL
THIS PLAT INCREASES LOT SIZES BY 1,000 SQUARE FEET OF LOT 20A. THE INCREASED LOT SIZES ARE SUBJECT TO THE REGULATORY REQUIREMENTS OF THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

NOTARY'S ACKNOWLEDGEMENT

ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025

MY COMMISSION EXPIRES _____

NOTARY PUBLIC FOR THE STATE OF ALASKA

CERTIFICATE OF OWNERSHIP AND DEDICATION

THESE LOTS ARE OWNED BY KENNETH K. FRANKOVICH AND DAWNA M. FRANKOVICH, OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND WE HEREBY ADOPT THIS PLAT OF SUBDIVISION AND BY OUR FREE CONSENT GRANT ALL EASEMENTS TO THE USE SHOWN.

KENNETH KERRY FRANKOVICH aka KENNETH K. FRANKOVICH, OWNER
3437 PEY DRIVE, KENAI, AK 99811

DAWNA MARIE FRANKOVICH aka DAWNA M. FRANKOVICH, OWNER
3437 PEY DRIVE, KENAI, AK 99811

PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH IN ACCORDANCE WITH APB 20.10.040.



ENGINEERING - TESTING
BUREAU OF CIVIL ENGINEERING
VOICE: 907.348.4818
WWW.BCEA-ALASKA.COM

SHORELINE HEIGHTS 2025 REPLAT
REPLAT OF LOT 19 & LOT 20 SHORELINE HEIGHTS 2014 ADDITION
PHASE PHASE ONE (KN2015-24)

KENAI, ALASKA
1,000 A.C. SITUATED IN THE S.W. 1/4 OF SECTION 24, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH, AND THE KENAI RECORDING DISTRICT, ALASKA.
1,000 A.C. SITUATED IN THE S.W. 1/4 OF SECTION 24, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH, AND THE KENAI RECORDING DISTRICT, ALASKA.

KPR File No. 2020-000
Project No. 252032

Date: JANUARY 2020
Drawn by: BGB



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION PZ2025-29**

A RESOLUTION **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.

WHEREAS, the City of Kenai received a rezone application from the majority of property owners in accordance with Kenai Municipal Code (KMC) Section 14.20.270 *Amendment procedures*; and,

WHEREAS, the area proposed to be rezoned contains a minimum of one (1) acre (excluding street or alley rights-of-way); and,

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

WHEREAS, the property owners of the seven lots and three tracts 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 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 City of Kenai Planning and Zoning Department conducted a duly advertised public hearing, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications; and,

WHEREAS, the Planning and Zoning Commission finds:

1. 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.*

2. The rezone would allow current landowners and potential developers to develop lots according to market-driven demand, allowing for the highest and best use of their land.

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

Section 1. That Kenai City Council amend the Official Zoning Map 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. That the Commission will forward its written recommendation to the Kenai City Council, along with all certified minutes and public records relating to the proposed amendment.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 22nd DAY OF October, 2025.

SONJA EARSLEY, VICE-CHAIR

ATTEST:

LOGAN PARKS, DEPUTY CITY CLERK



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
FROM: Kevin Buettner, Planning Director
DATE: October 14, 2025
SUBJECT: Resolution PZ2025-29 – Rezone Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential

Request The applicants are requesting a rezone of seven lots and one tract to Urban Residential and two tracts to Suburban Residential.

Staff Recommendation Adopt Resolution PZ2025-29 recommending approval of a rezone of seven lots and one tract to Urban Residential and two tracts to Suburban Residential.

Lead Applicant: Kenai Peninsula Housing Initiative (KPHI)

Supporting Landowners: City of Kenai, Kenaitze Indian Tribe, Alex Douthit

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

SUMMARY

The applicants are seeking to rezone ten total parcels/properties along the north side of Redoubt Avenue, as shown in the table above. Currently, zones include Rural Residential (RR) and Suburban Residential (RS).

The purpose of the rezone is to allow for higher-density residential development that mirrors current development patterns and to eliminate duplicative Conditional Use Permits along a corridor with similar development patterns.

ANALYSIS

Pursuant to KMC Section 14.20.270, the initiation of a Zoning Map Amendment may be initiated through petition by a majority of the property owners in the area to be rezoned. As of the date of this report, the City has received an application from KPHI and support emails/documentation from Kenaitze Indian Tribe and Alex Douthit. The City administration believes it is in the City's best interest to also rezone the city-owned 60+ acre tract to allow for potential future development similar to neighboring subdivisions.

Existing and Proposed Zoning

The existing zoning on the parcels is residential in nature, but does not generally allow for the type of higher-density development preferred in this area of the City, per the *Comprehensive Plan*.

Findings: The Redoubt Avenue corridor, according to the Land Use Plan, is designated to be developed as Suburban Residential. Per the *Comprehensive Plan*, Suburban Residential land uses are described as "typically single-family and multi-family residential uses that are urban or suburban in character. Typically, suburban residential neighborhoods are developed at a higher density; lots are typically smaller, and public water and sewer systems are required or planned."

This does not include the 160-acre tract owned by the Kenaitze Indian Tribe, which is classified as Low-Density Residential, largely due to the proximity to the Kenai Municipal Airport and being located near some of the approaches to the float plane basin. The rezone on this parcel is to allow for flexibility for development as Kenaitze develops their parcel.

City utilities are either present or planned along this corridor, throughout the entire length. Areas to the west of the proposed rezoning area, and directly along Redoubt Avenue, are primarily multifamily residential in nature with single-family housing behind. Due to the smaller lot size, lot coverage may preclude potential development. A rezone to Urban

Residential allows for up to 40% lot coverage, which may allow for additional multifamily units to be developed in the future.

Additionally, a rezone to Urban Residential will eliminate the need for Conditional Use Permits for the multifamily developments built for and operated by KPHI. The City recognizes through a series of conditional land donations that senior and low-income/affordable housing is needed in the City and adding an administrative burden to a residential use that cannot be changed for thirty years, as restricted by the initial grant funding source, is not in the best interest of the City.

Comprehensive Plan

In the *Imagine Kenai 2030 Comprehensive Plan*, there are several goals and objectives that are met with this rezoning request.

- Goal 1, Objective 4: *Promote the siting and design of land uses that are in harmony and scale with surrounding uses.*
- Goal 1, Objective 8: *Collaborate with local Alaska Native organizations to identify culturally sensitive issues and areas of importance in Kenai.*
- Goal 1, Objective 10: *Continue to support existing senior services and the development of additional services and housing.*
- Goal 3, Objective 2: *Promote the infill of existing, improved subdivision lots.*
- Goal 3, Objective 3: *Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.*

Findings: The Planning Department has determined that rezoning the Redoubt Avenue corridor will enhance the developability of the corridor by having consistent zoning throughout the neighborhoods. Consistency of zoning demonstrates to developers, large and small, that the City is intentional about future development and creating the best and highest use of land without disturbing existing land owners with incompatible land uses.

The development of denser multifamily residential uses along the minor collector route (Redoubt Avenue), with single-family or less dense multifamily housing further removed from the road, will offer a development pattern that benefits all residents of the city by reducing road noise from disturbing the neighborhood. It also allows for the continued expansion and improvement of the City utility system. Lastly, the rezone allows for a variety of housing choices for residents, which offers a more vibrant neighborhood experience.

PUBLIC NOTICE

Pursuant to Kenai Municipal Code 14.20.280 notices of the public hearing for the rezone were mailed to property owners within a three hundred-foot (300') periphery of the subject properties. This mailing was in the form of a letter, which allowed for more robust information to be shared up front, including a map showing the affected parcels/tracts. City staff published notice of the public hearing in the *Peninsula Clarion*, and notification was posted.

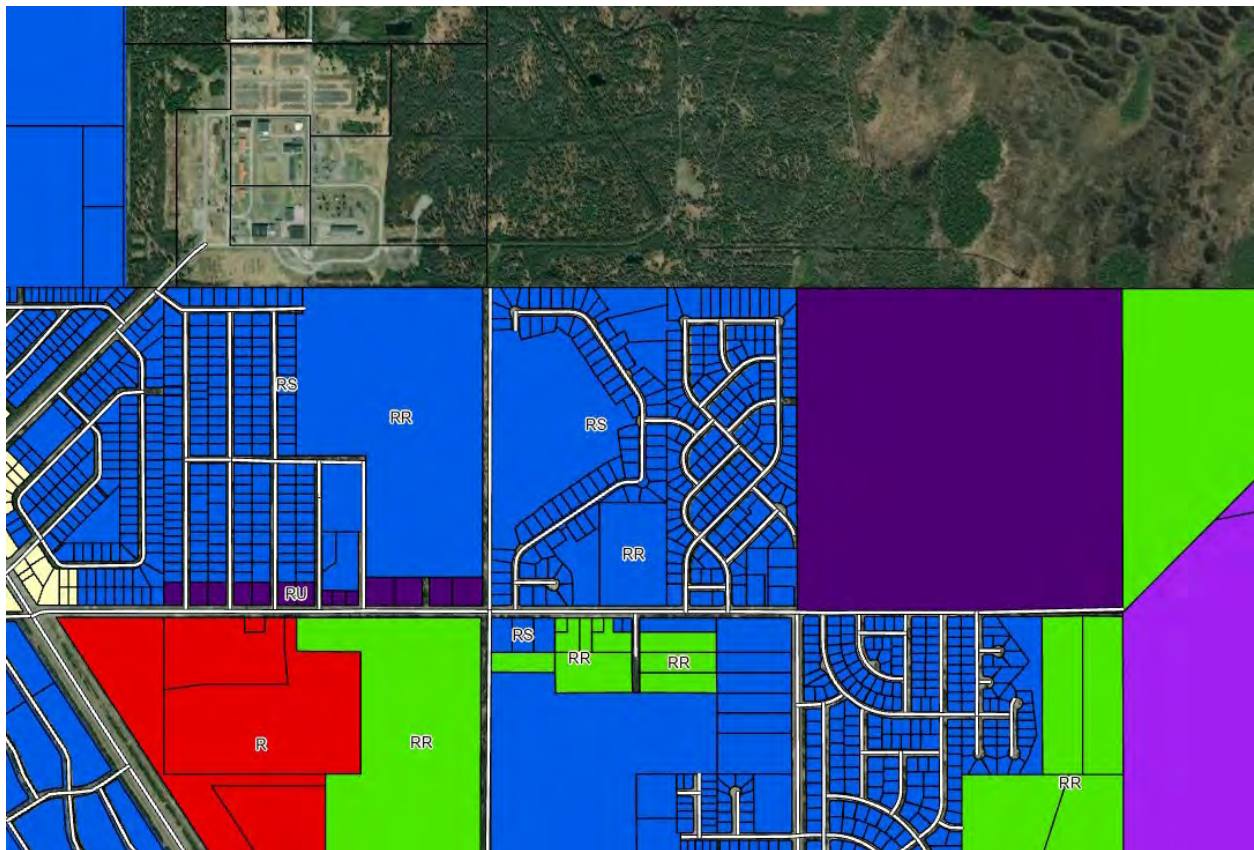
Public inquiries were received seeking additional information. There have been no objections received either verbally or written at the time of this report.

STAFF RECOMMENDATION

Based on the findings and analysis in this staff report, Staff recommends the Planning & Zoning Commission recommend approval of the rezone request for the seven lots and one tract to Urban Residential and two tracts to Suburban Residential, as listed above. Planning & Zoning Commission's recommendation will be forwarded to City Council for consideration.



Current Zoning



Proposed Rezoning

ATTACHMENTS

Documentation of Support from Landowners



Rezoning Application

City of Kenai
Planning and Zoning Department
210 Fidalgo Avenue
Kenai, AK 99611
(907) 283-8200
planning@kenai.city
www.kenai.city/planning

PETITIONER

Name:	Kenai Peninsula Housing Initiatives, Inc						
Mailing Address:	Po Box 1869	City:	Homer	State:	AK	Zip Code:	99603
Phone Number(s):							
Email:							

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (s):	03913001; 03913002; 03913003; 03901063; 03901064; 03901068; 03901069; 03901067; 04101015; 04101002						
Physical Address:	Various						
Legal Description:	Various						

ZONING INFORMATION

Present Zone:	RS and RR
Proposed Zone:	RS and RU
Intended Use and/or Reason for Rezoning (attach additional sheets if necessary):	
The purpose of the rezone is to allow for higher-density residential development that mirrors current development patterns and to eliminate duplicative Conditional Use Permits along corridor with similar development patterns.	

AMENDMENT PROCEDURE REQUIREMENTS

The area proposed to be rezoned contains a minimum of 1 acre (excluding street or alley rights-of-way), unless the amendment enlarges an adjacent zoning district boundary.	☒ YES
This proposed amendment to the zoning ordinance is not substantially the same as any other unapproved proposed amendment submitted within the previous 9 months.	☒ YES
I understand a public hearing is required as outlined in the Kenai Zoning Code, a \$250 fee is required (\$265 total after tax), and that this application will be reviewed following Kenai City Code 14.20.270, available at kenai.municipal.codes/KMC/14.20.270 .	☒ YES
I have included a map of the proposed rezone area and applicable signatures.	☒ YES

The proposed Zoning Code and Official Zoning Map Amendments is initiated by (check one):

- ☐ Kenai City Council
- ☐ Kenai Planning & Zoning Commission
- ☒ Petition of majority of the property owners in the area to be rezoned
- ☐ Petition bearing the signatures of 50 registered voters within the City of Kenai
- ☐ Petition as provided by the Home Rule Charter of the City of Kenai

PETITIONER'S SIGNATURE

Signature:			
Printed Name:		Date:	

For City Use Only

Date Application Fee Received:

PZ Resolution Number:

From: [Dana Gregoire](#)
To: [Kevin Buettner](#)
Cc: [Brandy McGee](#)
Subject: Re: Request to Rezone
Date: Tuesday, September 30, 2025 12:22:03 PM
Attachments: [image001.png](#)

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

Kevin,

Yes, we would like all owned lots on Redoubt Ave to be rezoned.

T 06N R 12W SEC 25 SEWARD MERIDIAN KN 2023048 KENAI MEADOWS ADDN NO 1 LOTS 1, 2, 3, 4

Please let me know if you need any other information, and keep me posted on when this matter will go before the associated committees for our participation in those meetings.

Thank you,
Dana

On Tue, Sep 30, 2025 at 11:29 AM Kevin Buettner <kbuettner@kenai.city> wrote:

Dana,

Can you acknowledge you would also like Lot 3 (as it is currently platted) to be rezoned as well? We are going to move forward with the current lots as they are (and the larger City tract to the north) to make sure this is done before the end of the year to avoid the need for any Conditional Use Permits, as the Final Plat may take longer than planned.

Kevin Buettner, AICP, LEED AP, CNU-A

Planning Director

(907) 283-8235 (O) | (907) 971-0867 (M)

www.kenai.city



From: Dana Gregoire <dana@kphi.net>
Sent: Friday, February 21, 2025 4:34 PM

To: Kevin Buettner <kbuettner@kenai.city>
Cc: Brandy McGee <brandy@kphi.net>
Subject: Request to Rezone

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

Good afternoon Kevin,

KPHI would like to request that our lots on Redoubt Ave be rezoned to the discussed category to simplify our developments and alleviate the need for conditional use permits. We would also like to request that the City do the same on lot 3 that is still in your name but soon to be deeded over to KPHI now that we have secured funding.

T 06N R 12W SEC 25 SEWARD MERIDIAN KN 2023048 KENAI MEADOWS ADDN NO 1 LOTS 1, 2, 4

Thank you,

Dana

Dana Gregoire

Finance Director

Kenai Peninsula Housing Initiatives, Inc

PO Box 1869, Homer, AK 99603

907-235-4357

907-235-4335 fax

www.kphi.net



From: [Jerry O'Brien](#)
To: [Kevin Buettner](#)
Subject: RE: Kenaitze Acres
Date: Thursday, June 5, 2025 4:47:08 PM
Attachments: [image001.png](#)
[image002.png](#)

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

Kevin,

Both of those ideas sound good to us over here at Kenaitze. Let's keep the comm lines open for future cooperative efforts!

Thanks,
Jerry

From: Jerry O'Brien
Sent: Thursday, June 5, 2025 1:48 PM
To: 'Kevin Buettner' <kbuettner@kenai.city>
Subject: RE: Kenaitze Acres

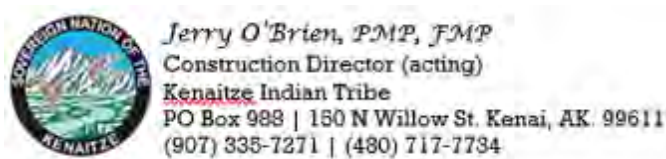
Kevin,

Great to meet you and welcome aboard for the new position!

I have shared your proposals with our executive management for feedback. Should be able to get back to you shortly.

Respectfully,

Chiqinik
(Thank you)



From: Kevin Buettner <kbuettner@kenai.city>
Sent: Thursday, June 5, 2025 1:00 PM
To: Jerry O'Brien <JO'Brien@kenaitze.org>
Subject: Kenaitze Acres

[WARNING: This email originated outside of Kenaitze Indian Tribe.] EXERCISE

CAUTION when opening attachments or clicking links from unknown senders.

Mr. O'Brien,

Good afternoon! I am the new Planning Director for the City of Kenai, as of late October 2024. I am currently reviewing your preliminary plat and so far it looks great. The review did cause a couple of questions to pop up in my mind. None of these questions will hold up the platting process, but I wanted to initiate the conversation.

- Would Kenaitze be opposed to re-addressing the parcel to begin at 1000 Redoubt Avenue?
 - o This would allow for numerous buildings to eventually have similarly numbered addresses on your private roads. This would also align with potential developments if Redoubt is ever connected across the ravine to Floatplane in the future.
- Would Kenaitze like to rezone the parcel to either Urban Residential, which is less restrictive and would eliminate or drastically reduce conditional use permitting in the future?
 - o Urban Residential would allow for future developments of seven (or more) unit buildings. It would also allow for professional offices, if the Tribe chose to develop a sort of centralized community area in the future.
 - o The City is considering rezoning a number of other parcels along Redoubt and there would be no cost to you for this rezone if it's included in the larger effort.

Kevin Buettner, AICP, LEED AP, CNU-A

Planning Director

(907) 283-8235 (O) | (907) 971-0867 (M)

www.kenai.city



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This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast.

ALEXANDER DOUTHIT
1104 LEEWARD DR KENAI, AK 99611

October 14, 2025

To Whom it May Concern:

As a landowner of 2396 Redoubt Ave Kenai, Alaska 99611, I support the rezone of my property and adjoining properties to Urban Residential.

Thank you,

A handwritten signature in black ink, appearing to read "Alex Douthit", is written over a light gray rectangular background.

Alexander Douthit



KENAI

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

MEMORANDUM

TO: Vice Chair Earsley and Planning & Zoning Commission Members

FROM: Kevin Buettner, Planning Director

DATE: October 15, 2025

SUBJECT: **Discussion** – Direction from Kenai City Council to explore the issue of tent camping within the City.

In early July 2025, both the City Manager's office and the Planning & Zoning Department received inquiries from residents regarding activities on a parcel located on Third Street. Reports indicated that tents, portable restrooms, and a dumpster had been placed on the property.

Planning staff reviewed the parcel's ownership records and noted a recent transfer. Staff also conducted a site visit and confirmed the presence of several tents along the property's perimeter. Staff also spoke with an individual on-site who indicated that the property was being used solely for private, non-commercial purposes. The site appeared orderly at the time of the visit.

Staff then researched the Kenai Municipal Code to determine the extent to which camping, and specifically tent camping in residential zones, is addressed. While the Code includes restrictions related to recreational vehicle (RV) use, there are limited references specific to tent camping. The current applicable provisions are outlined below.

13.10.060 – Sanitary Facilities for Camping on Private Property

- (a) Camping on private property, without the written permission of the owner is prohibited.
- (b) The person camping shall be in possession of written permission from the owner of said property which shall include the name of the person allowed to camp on the owner's property and shall specifically state the owner's permission for the camper to use the sanitary facilities of the property owner and state the location of the facilities.
- (c) Sanitary facilities shall be provided by the property owner who allows camping on their property and shall be adequate for the number of persons camping on the property and shall be located within a reasonable proximity of the camping area.
- (d) A violation of any provision of KMC 13.10.060 shall be punishable by a fine as provided for violations in KMC 13.05.010 [up to \$500]. A recreational vehicle, motorhome, or camper with adequate self-contained sanitary facilities shall be considered to have adequate sanitary facilities for purposes of this ordinance.

13.20.035 - Camping, Fires, and Other Activities on City Beaches.

- (a) The intent of this section is to regulate camping, fires and other activities on City beaches that threaten or have the potential to threaten or damage public and private property, use and enjoyment of the beaches, public safety, health and welfare, and other City interests.
 - o (1) Camping, starting or maintaining open fires, and parking on City beaches is prohibited as follows:
 - (i) On that portion of the South Beach beginning at the line common to the NE ¼, and SE ¼, of Section 7, Township 5 North, Range 11 West, Seward Meridian Alaska South to the City of Kenai boundary, located on Section 7 and 18, Township 5 North, Range 11 West, Seward Meridian, as shown on Appendix III of this title.
 - (ii) On all City beaches, the burning of pallets and other wood materials containing metal fasteners.
 - o (2) With reasonable public notice, and without further authorization, the City Manager may temporarily close City beaches or portions thereof to camping, starting or maintaining open fires, parking, vehicular access and other similar activities. Causes for such temporary closures include but are not limited to extreme high tides, conditions creating high fire dangers, health hazards, high waters or flooding or other risks to public safety, health or welfare or for the maintenance of City owned or managed property.
 - (i) Any temporary closure described in subsection (a)(2) of this section authorized by the City Manager must be reported to Council at the next Council meeting after the temporary closure takes effect.
 - (ii) Temporary closures authorized by the City Manager as described in subsection (a)(2) of this section may not exceed thirty (30) days. The Council may extend and modify closures by resolution.
- (b) "City beaches," for purposes of this section, means the areas of the North and South Beach
- (c) A violation of this section shall be punishable as provided in KMC 13.05.010 [up to \$500], except that a violation of subsection (a)(1)(ii) of this section shall be punishable by a fifty dollar (\$50.00) fine.
- (d) The provisions of this section do not apply to governmental officials in the performance of their official duties, or to private property owners otherwise lawfully engaged in activities on their private property.

18.35.010 - Overnight Camping

- (a) Overnight camping shall be allowed only in designated areas and only in City Parks assigned for camping. Overnight camping is not allowed on any other City owned property without specific written approval of the City Manager.
- (b) Designated areas for camping will be determined by the City Manager or his designee.
- (c) Overnight camping in the designated area shall not exceed three consecutive twenty-four (24) hour periods in any ten (10) day period.
- (d) Camping fees shall be established from time to time by resolution of the Council and shall be payable in advance.



18.35.020 – No Camping Under Shelters

- No person shall set up a camp beneath or within fifteen (15) feet of a shelter provided in a public park.

Further provisions regarding camping with a RV specifically are covered under code:

14.20.245 - Recreational Vehicles.

- (a) Recreational vehicle parks may be allowed by conditional use permit as provided by the Land Use Table. Prior to issuance of a recreational vehicle park conditional use permit, the parks shall meet the following conditions:
 - o (1) Adequate utilities for projected or actual use shall be available.
 - o (2) The projected or actual use shall not threaten the health and safety of adjoining landowners or recreational vehicle users in the park.
 - o (3) Any and all specific conditions required to comply with subsections (a)(1) and (2) as determined by the Planning and Zoning Commission shall be met by the applicant.
- (b) Maintenance of Parks. Recreational vehicle parks are not to become a nuisance to surrounding properties. Recreational vehicle parks shall control dust, shield lighting from other properties, prohibit loud noises and maintain a clean and orderly appearance free from refuse.
- (c) Revocation of Permit. The conditional use permit may be revoked by the Commission if the conditions set forth in subsections (a) and (b) above are not maintained.
- (d) Prohibited Use of Recreational Vehicles. No person may occupy or utilize any recreational vehicle as living quarters or sleeping accommodations under any of the following conditions:
 - o (1) While such vehicle is parked on any street, road, alley, or right-of-way.
 - o (2) While such vehicle is parked on City property not designated as a recreational vehicle park.
 - o (3) While such vehicle is parked on private property and set up for long term use. Long term use includes, but is not limited to, connection to external fuel tanks or natural gas, skirting in, connection to water, sewer, electrical or natural gas, or exceeding thirty (30) consecutive days.
 - o (4) While the recreational vehicle is parked on private property with no principal permitted structure located on the property, except as otherwise allowed in KMC 14.20.245(e).
- (e) Exceptions to Prohibited Uses.
 - o (1) Subsection (d) above shall in no way be construed as to prevent the historical use of recreational vehicles by workers employed in the cannery business if the recreational vehicles are on cannery property, are used only during the cannery season, and adequate utilities are available and their use will not threaten the health and safety of adjoining land owners or others.
 - o (2) Recreational vehicles may be set up as living or sleeping quarters in mobile home parks under the provisions of KMC 14.20.240.
 - o (3) For purposes of promoting tourism or industry, the City Manager may from time to time temporarily designate portions of City property for the parking of recreational vehicles. Vehicles parked upon City property so designated are exempt from the general requirements of this code section.



- o (4) Recreational vehicles may be set up as living or sleeping quarters by permit in conjunction with an active building permit under the following conditions:
 - (A) During the period of April 1st until October 31st.
 - (B) On bona fide construction sites.
 - (C) One (1) recreational vehicle per construction site.
 - (D) Permits are for a maximum of one hundred eighty (180) days.
- o (5) From May 1st to September 1st, a maximum of two (2) recreational vehicles per lot may be occupied or utilized as living quarters or sleeping accommodations in the Recreation Zone without the need for a conditional use permit, provided the requirements of KMC 14.20.245(a)(1), (a)(2) and 14.20.245(b) are met.

Recommendations

Based on these public inquiries, and with limited provisions in Kenai Municipal Code regarding tent camping in residential zones, it is recommended that Council refer to the Planning & Zoning Commission for further discussion and scheduling a public hearing to determine potential actions.





KENAI

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

MEMORANDUM

TO: Vice Chair Earsley and Planning & Zoning Commission Members

FROM: Kevin Buettner, Planning Director

DATE: October 15, 2025

SUBJECT: **Action/Approval – Requested Inclusion of Comprehensive Plan Project into FY2027-2031 City of Kenai Capital Improvement Plan**

The current City of Kenai Comprehensive Plan, *Imagine Kenai 2030*, was adopted nearly ten years ago, having been adopted in July 2016. Development in the City in the intervening decade has largely followed the recommendations of this plan, though exceptions have been made as additional ancillary planning projects have been completed, such as the Working Waterfront Assessment. Currently, the Parks & Recreation Master Plan and the Airport Master Plan projects are underway. The new planning efforts will have recommendations that are not currently reflected in the Comprehensive Plan, as requirements for state and federal funding have changed.

I have reached out to similarly sized municipalities and talked with various planning consultants to determine a range of values for costs. These costs ranged from \$200,000 to \$650,000. The upper range included additional scoped tasks, such as code updates. Historically, the Kenai Peninsula Borough has assisted the City with some funding to develop a new plan. These conversations are ongoing and any updates will be shared with the Commission.

STAFF RECOMMENDATION

Staff recommends requesting \$250,000 for a Comprehensive Plan update in the FY2027-2031 City of Kenai Capital Improvement Plan.

MEMORANDUM

TO: Vice Chair Earsley and Planning & Zoning Commission Members

FROM: Kevin Buettner, Planning Director

DATE: October 15, 2025

SUBJECT: **Information on Resolution No. 2025-61 - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.**

On October 1, 2025, the State of Alaska Department of Commerce, Community, and Economic Development released a new solicitation for the Community Development Block Grant Program (CBDG). The grant opportunity allows eligible applicants to request up to \$850,000 per funding cycle to address eligible community needs. The City of Kenai is an eligible applicant for this program, as a home-rule municipality. Municipalities may partner with non-profit organizations as long as the project principally benefits low- and moderate-income residents of the City.

The proposed project would include the installation of new water and wastewater mains and the construction of a local service road to benefit the new low-income and senior housing developments being constructed north of Redoubt Avenue in the Kenai Meadows Subdivision. This land has been conditionally donated by this Council to KPHI under Ordinances 2899-2016, 3217-2021, and 2463-2025. The project is considered a Community Development activity. Community development activities include, but are not limited to the installation of water and wastewater systems and local service roads. The proposed utility extensions and road will also benefit potential future development to the north of the project, a parcel currently owned by the City.

This grant does not require, but encourages a 25% match. This match does not have to be cash, but can be leveraged from other funding for the larger project. KPHI intends to leverage other grant funding awarded for the building construction to meet this requirement. The City would function as a pass-through entity for these grant funds (if awarded) and would work with KPHI, under a formal Cooperative Agreement, to ensure all requirements are met. This grant would allow KPHI to leverage the greatest amount of grant funds to complete this project and ensure needed low-income and senior housing is built in the City during this and future phases.



KENAI

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

MEMORANDUM

TO: Vice Chair Earsley and Planning & Zoning Commission Members
FROM: Kevin Buettner, Planning Director
DATE: October 15, 2025
SUBJECT: **Action/Approval – Scheduling End of Year Meetings & Work Sessions**

The meeting calendar for the Planning & Zoning Commission include the following future dates through December 31, 2025:

- November 12, 2025
- November 26, 2025
- December 10, 2025
- December 24, 2025

The meetings on November 26 and December 24 are immediately before the Thanksgiving and Christmas holidays, respectively.

Kenai City Council has referred tent camping within the City as a topic of discussion for the Planning & Zoning Commission. The Commission is also actively considering updates to the Conditional Use Permit process. Lastly, there is discussion in the Administration to update a portion of Kenai Municipal Code 14.10 – *Subdivision Regulations*. These discussions will necessitate work sessions and/or public hearings throughout the end of the year and into calendar year 2026 to complete these tasks.

STAFF RECOMMENDATION

Staff recommends scheduling a Work Session before the November 12 and December 10 meetings. The November Work Session would initiate the discussion on tent camping. The December Work Session would address subdivision regulations and/or Conditional Use Permits.

Staff also recommends canceling the November 26 and December 24 meetings to avoid conflicts with the holidays.



September 8, 2025 – 7:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

Remote participation will be available through Zoom, or other audio or video means, wherever technically feasible

ZOOM MEETING DETAILS

Zoom Meeting Link: <https://us06web.zoom.us/j/9077142200>

Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

- *3. Plats Granted Administrative Approval**
 - a. Hope Lake Subdivision 2022 Replat; KPB File 2022-112
 - b. King's Creek 2022 Replat; KPB File 2022-056
- *4. Plats Granted Final Approval**
 - a. Jack Gist Subdivision 2025 Replat; KPB File 2025-083
- *6. Member Excused Absences**
 - a. Pamela Gillham, Kalifornsky/Kasilof District
 - b. Virginia Morgan, Cooper Landing/Hope/Eastern Peninsula
- *7. Minutes**
 - a. August 25, 2025 Planning Commission Meeting Minutes

Motion to approve the consent & regular agendas passed by unanimous vote (7-Yes)

D. UNFINISHED BUSINESS – None

E. NEW BUSINESS

Public Hearing: Legislative Matters

1. Section Line Easement Vacation; KPB File 2025-058V **(POSTPONED TO 9/22/25 MEETING)**
AK Mental Health Trust Authority
Request: Vacate the entire 50' section line easement on the north line of Government Lots 2 & 3 and the entire 50' section line easement on the west line of Government Lots 3 & 4, SEC 27; and the entire west 50' and the entire south 50' of the S1/2 SW1/4 of SEC 22 all being located in T03N, R12W
Kasilof Area
Staff Responsible: Platting Manager Vince Piagentini

Public Hearing: Quasi-Judicial Matters - *(Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application)*

2. Utility Easement Vacation; KPB File 2025-121V
Edge Survey & Design / Christianson
Request: Vacate the 10' utility easement along all interior lot lines of Lots 8, 9 & 10, Block 5, Lake Hills Subdivision Part 3, Plat KN 84-265
Nikiski Area
Staff Responsible: Platting Manager Vince Piagentini

Motion to grant the vacation as petitioned passed by unanimous vote (7-Yes)

3. Conditional Use Permit; PC Resolution 2025-19
Applicant: KNC Golf Inc.
Request: For the Kenai Golf Course to replace a bridge over an anadromous stream
Location: 1500 Lawton Drive / PIN 04938216
City of Kenai
Staff Responsible: Planner Morgan Aldridge

Motion to adopt Planning Commission Resolution 2025-19 granting a conditional use permits pursuant to KPB 21.18 passed by unanimous vote (7-Yes)

4. Conditional Use Permit; PC Resolution 2025-20
Applicant: AK Railroad
Request: Install 1000 cubic yards of rip rap to stabilize the bank line along the Snow River
Location: Primrose AK, Coordinates 60.3319, -149.3405
Staff Responsible: Planner Morgan Aldridge

Motion to adopt Planning Commission Resolution 2025-20 granting a conditional use permits pursuant to KPB 21.18 passed by unanimous vote (7-Yes)

F. PLAT COMMITTEE REPORT – The plat committee will review 3 plats

G. OTHER

H. PRESENTATIONS/PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES PER SPEAKER)

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Monday, September 22, 2025** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **7:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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

e-mail address: planning@kpb.us

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

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

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

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



September 8, 2025 – 6:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

ZOOM MEETING DETAILS

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Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

Remote participation will be available through Zoom, or other audio or video means, wherever technically feasible.

A. CALL TO ORDER

B. ROLL CALL

PLAT COMMITTEE MEMBERS:

- o Karina England, City of Seward
- o Jeremy Brantley, Sterling District
- o Dawson Slaughter, South Peninsula District
- o Franco Venuti, City of Homer
- o Paul Whitney, City of Soldotna

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

- *1. Agenda**
- *2. Member Excused Absences**
 - a. Pamela Gillham, Kalifornsky/Kasilof District
 - b. Virginia Morgan, Cooper Landing/Hope/Eastern Peninsula District
- *3. Minutes**
 - a. August 25, 2025 Plat Committee Meeting Minutes
- *4. Grouped Plats**
 - E1. Lake Hills Subdivision Christianson Addition; KPB File 2025-121
 - E3. Big Bear Lookout Subdivision; KPB File 2025-110

Motion to approve the regular and consent agendas passed by unanimous vote (4-Yes)

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters (*Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application*)

Platting Staff Contact: Platting Manager Vince Piagentini

1. Lake Hills Subdivision Christianson Addition; KPB File 2025-121 (**Consent Agenda**)
Edge Survey & Design / Christianson
Location: Adak Court, Chisik Lane & Chirikof Drive
Nikiski Area / Nikiski APC

Motion to grant preliminary approval to passed by unanimous vote (5-Yes)

2. Markham Estates; KPB File 2025-117
Edge Survey & Design / Zachary Markham & Erica Markham Living Trust
Location: Frontier Avenue off Kenai Spur Highway
Ridgeway Area

Motion to grant preliminary approval to passed by unanimous vote (5-Yes)

Motion to grant the exception request to grant the exception request to KPB 20.30.030(A) – Proposed Street Layout Requirements & KPB 20.30.170 Block Length Requirements, passed by unanimous vote (5-Yes)

Motion to grant the exception request to KPB 20.30.030 – Cul-de-sacs, passed by unanimous vote (5-Yes)

3. Big Bear Lookout Subdivision; KPB File 2025-110 (**Consent Agenda**)
AK Lands / Chmielowiec
Location: Holt Lamplight Road & De Busk Drive
Nikiski Area / Nikiski APC

Motion to grant preliminary approval to passed by unanimous vote (5-Yes)

F. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES PER SPEAKER)

G. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLAT COMMITTEE MEETING

The next regularly scheduled Plat Committee meeting will be held **Monday, September 22, 2025** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **6:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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

e-mail address: planning@kpb.us

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

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September 22, 2025 – 7:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
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Karina England
City of Seward
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Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
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Zoom Meeting ID: 907 714 2200

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

*7. Minutes

- a. September 8, 2025 Planning Commission Meeting Minutes

Motion to approve the consent & regular agendas passed by unanimous vote (9-Yes)

D. UNFINISHED BUSINESS – None

E. NEW BUSINESS

1. Section Line Easement Vacation; KPB File 2025-058V
R & M Consultants / AK Mental Health Trust Authority
Request: Vacate the entire 50' section line easement on the north line of Government Lots 2 & 3 and the entire 50' section line easement on the west line of Government Lots 3 & 4, SEC 27; and the entire west 50' and the entire south 50' of the S1/2 SW1/4 of SEC 22 all being located in T03N, R12W
Kasilof Area

Motion to approve the vacation as petitioned passed by unanimous vote (9-Yes)

2. Building Setback Encroachment Permit; KPB File 2022-167; PC RES 2025-22
Peninsula Surveying / Druhot
Request: Permits a 32.3-foot x 24.3-foot shop to remain 19.9 feet in the build setback on Lot 1-D,
granted by Old Kasilof Subdivision Addn. No. 1. Plat KN
Kalifornsky Area

Motion to adopt Planning Commission Resolution 2025-22 granting a building setback encroachment permit to Lot 1-D, Old Kasilof Subdivision Addition No. 1, Plat KN 0820060, passed by unanimous vote (9-Yes)

3. Utility Easement Vacation; KPB File 2025-127V
Peninsula Surveying / Raymond Property Management
Request: Vacates an approximate 3,550 square foot portion of the utility easement granted per
Plat HM 56-2936, excluding the western most 10' by 20', of Lot 2A, Block 6, Fairview Subdivision
Flyum Addition, Plat HM 2005-61
City of Homer

Motion to adopt PC Resolution 2025-21 approving the vacation as petitioned passed by unanimous vote (8-Yes, 1-Recused)

4. Utility Easement Vacation; KPB File 2025-120V
Peninsula Surveying / Quint
Request: Vacates a 10' x 20' portion of the 10' x 30' anchor easement located on Lot 8 and all the
interior anchor easements adjacent to lot lines within Lots 7 – 9 , as shown by the detail on page 2
Highland Bluff Subdivision Quint Addition Plat KN 80-38
Cohoe Area

Motion to approve the vacation as petitioned passed by unanimous vote (9-Yes)

F. PLAT COMMITTEE REPORT – The plat committee will review 6 plats

G. OTHER

H. PRESENTATIONS/PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES PER SPEAKER)

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Monday, October 13, 2025** in the Betty J. Glick Assembly

Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at 7:30 p.m.

CONTACT INFORMATION

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September 22, 2025 – 6:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

ZOOM MEETING DETAILS

Zoom Meeting Link: <https://us06web.zoom.us/j/9077142200>

Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

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A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

- *1. Agenda**
- *2. Member Excused Absences**
- *3. Minutes**
 - a. September 8, 2025 Plat Committee Meeting Minutes
- *4. Grouped Plats**
 - E1. Dawson Subdivision No. 2; KPB File 2025-123
 - E2. Yoo Subdivision; KPB File 2025-126
 - E4. Bouwens Subdivision No. 3; KPB File 2025-128
 - E6. Kinrod 2025 Replat; KPB File 2025-131

Motion to approve the agenda, the minutes from the September 9, 2025 Plat Committee meeting and grouped plats passed by unanimous vote (5-Yes)

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters *(Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application)*

Platting Staff Contact: Platting Manager Vince Piagentini

1. Dawson Subdivision No. 2; KPB File 2025-123
Segesser Surveys / Dawson
Location: Yukon Road
Kasilof Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

2. Yoo Subdivision; KPB File 2025-126
Edge Survey & Design / Yoo
Location: Madsen Avenue & Taylor Street
Cohoe Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

3. Highland Bluff Subdivision Quint Addition; KPB File 2025-120
Edge Survey & Design / Quint
Location: Pavlof Drive off Cohoe Loop Road
Cohoe Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

Motion to grant the exception request to KPB 20.30.120 – Street Width Requirements, passed by unanimous vote (5-Yes)

4. Bouwens Subdivision No. 3; KPB File 2025-128
Peninsula Surveying / Matthews, Schollenberg, Wells
Location: Kinak Avenue & Fitzhugh Street
Happy Valley Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

5. Homewood Subdivision; KPB File 2025-130
Peninsula Surveying / Conway
Location: Birkenweg Street & Pinewood Avenue
Sterling Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

Motion to grant the exception request to KPB 20.40 – Wastewater Review, passed by unanimous vote (5-Yes)

6. Kinrod 2025 Replat; KPB File 2025-131
Peninsula Surveying / Tilbury
Location: Brody Road & Alice Avenue
Ninilchik Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

F. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES
PER SPEAKER)

G. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLAT COMMITTEE MEETING

The next regularly scheduled Plat Committee meeting will be held ***Monday, October 13, 2025*** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **6:30 p.m.**

CONTACT INFORMATION

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October 13, 2025 – 7:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

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ZOOM MEETING DETAILS

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Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

*3. Administrative Approvals

- a. Bayview Subdivision Lighthouse Village Replat; KPB File 2024-131
- b. Black Gold Estates 2025 Replat; KPB File 2025-048
- c. Bend in the River Subdivision 2025 Replat; KPB File 2025-004
- d. Butler-Church Subdivision Galley Addition No. 3; KPB File 2024-105
- e. Clan Maxwell Estates Lyon Addition; KPB File 2024-122
- f. Dunham Subdivision Two Hands 2024 Replat; KPB File 2024-108
- g. Forest Knolls Subdivision 2025 Addition; KPB File 2025-051
- h. H&H Sister Subdivision; KPB File 2025-026
- i. Kenaitze Estates Subdivision Fall Addition No. 2; KPB File 2024-058
- j. Pearl Subdivision; KPB File 2025-015
- k. Shadura Subdivision Piccolo Addition; KPB File 2025-036
- l. Sterling Meadows Subdivision Reutov Addition; KPB File 2024-143
- m. Valhalla Heights Subdivision Conan Replat; KPB File 2025-002

*4. Final Approvals

- a. Forest Hills Lookout Subdivision Boulder Heights 2025 Replat; KPB File 2025-089
- b. Lower Winding Trails Subdivision 2025 Replat; KPB File 2025-087
- c. Saddle Ridge Subdivision 2025 Replat; KPB File 2025-066
- d. Stoneburr Subdivision Daily Addition; KPB File 2025-035
- e. Terra B Subdivision 2025 Replat; KPB File 2025-103

*7. Minutes

- a. September 22, 2025 Planning Commission Meeting Minutes

Motion to approve the consent & regular agendas passed by unanimous vote (9-Yes).

D. UNFINISHED BUSINESS – None

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters - *(Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application)*

1. Conditional Use Permit; PC Resolution 2025-23
Petitioner: Hilcorp Alaska LLC
Request: To construct a bridge within the 50' Habitat Protection District of Stariski Creek
PIN: 15917001
Happy Valley Area
Staff Person Responsible: Planner Morgan Aldridge

Motion to adopt Planning Commission Resolution 2025-23 granting a conditional use permit pursuant to KPB 21.18 passed by unanimous vote (9-Yes)

2. Utility Easement Vacation; KPB File 2025-047V1
McLane Consulting Group / Davis
Request: Vacate a 20' wide utility easement near the midpoint of the west lot line & running diagonally southeast to the southern lot line on Lot 2 Erlwein Subdivision No 3., Plat KN 81-144
Sterling Area
Staff Person Responsible: Platting Manager Vince Piagentini

Motion grant the vacation as petitioned passed by unanimous vote (9-Yes).

3. Building Setback Encroachment Permit; KPB 2025-147 **POSTPONED**
Johnson Surveying / Jackson
Request: Permits a carport and portions of 2 green houses and 2 cabins to remain the 20' building setbacks on Tract D1, Block 1 Peaceful Acres Sub Jackson Garden Replat, Plat KN 2006-112
Kalifornsky Area
Staff Person Responsible: Platting Manager Vince Piagentini

***No action require by the commission**

Public Hearing: Legislative Matters

4. Section Line Easement Vacation; KPB File 2025-144V
Seabright Survey & Design / Flynn, Jellicoe
Request: Vacates a 66' section line easement – 33' in T06S R14W SEC 12 and 33' in T06S R14W SEC 13, running east to west through Lot 2 of Arno Subdivision, Plat HM 2001-78
Diamond Ridge Area
Staff Person Responsible: Platting Manager Vince Piagentini

Motion to grant the vacation as petitioned passed by unanimous vote (8-Yes, 1-Recused)

5. Right-Of-Way Vacation; KPB File 2025-143V
Johnson Surveying / Whitcomb
Request: Vacate Corona Court & Hidden Valley Circle and associated utility easements per
Stephen Subdivision, Plat KN 76-111
Nikiski Area
Staff Person Responsible: Platting Manager Vince Piagentini

Motion to grant the vacation as petitioned passed by unanimous vote (9-Yes).

6. Street Naming Resolution 2025-02
Request: Rename a private road in the Salamatof area (ESN201) to Roots Loop
Salamatof Area
Staff Person Responsible: Addressing Officer Rhea Pace

Motion to adopt Street Naming Resolution 2025-02 renaming an unnamed private road in the Salamatof community to Roots Loop passed by unanimous vote (9-Yes).

F. PLAT COMMITTEE REPORT – The plat committee will review 6 plats.

G. OTHER

H. PRESENTATIONS/PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES PER SPEAKER)

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Monday, October 27, 2025** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **7:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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

e-mail address: planning@kpb.us

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

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

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

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



October 13, 2025 – 7:00 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

ZOOM MEETING DETAILS

Zoom Meeting Link: <https://us06web.zoom.us/j/9077142200>

Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

Remote participation will be available through Zoom, or other audio or video means, wherever technically feasible.

A. CALL TO ORDER

B. ROLL CALL

PLAT COMMITTEE MEMBERS:

- o Karina England, City of Seward
- o Pamela Gillham, Kalifornsky/Kasilof District
- o Virginia Morgan, Cooper Landing/Hope/Eastern Peninsula District
- o Franco Venuti, City of Homer
- o Paul Whitney, City of Soldotna

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

- *1. Agenda**
- *3. Minutes**
 - a. September 22, 2025 Plat Committee Meeting Minutes
- *4. Grouped Plats**
 - E3. Seward Original Townsite Wisel Replat; KPB File 2025-102
 - E4. Nine Mile No. 2 2026 Replat; KPB File 2025-137
 - E5. Robertson Subdivision Tract 2 2026 Replat; KPB File 2025-138
 - E6. Carikens 2026 Replat; KPB File 2025-139

Motion to approve the agenda, the minutes from the September 22, 2025 Plat Committee meeting and grouped plats passed by unanimous vote (5-Yes)

D. UNFINISHED BUSINESS

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters *(Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application)*

1. Crane-France Addition No. 1 ; KPB File 2025-145
McLane Consulting Group / France
Location: Forest Lane off Sterling Highway
Sterling Area

Motion to grant preliminary approval as amended passed by unanimous vote (5-Yes)

Motion to grant the exception request to KPB 20.30.100(A) Cul-de-Sacs & KPB 20.30.170 Block – Length Requirements, passed by unanimous vote (5-Yes)

2. Barnett Lot 1-A 2025 Resubdivision; KPB File 2025-140
Mullikin Surveys / Range Group, LLC
Location: East Hill Road & Barnett Place
City of Homer

Motion to grant preliminary approval passed by unanimous vote (4-Yes, 1-Recused)

3. Seward Original Townsite Wisel Replat; KPB File 2025-102 *(Consent Agenda)*
Johnson Surveying / Grace Group Properties 1 LLC
Location: Church Street & Fourth Avenue
City of Seward

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

4. Nine Mile No. 2 2026 Replat; KPB File 2025-137 *(Consent Agenda)*
Seabright Survey & Design / Gherman
Location: Old Sterling Highway & Rosehip Drive
Anchor Point Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

5. Robertson Subdivision Tract 2 Newby 2026 Replat *(Consent Agenda)*
KPB File 2025-138
Seabright Survey & Design / Newby Revocable Trust
Location: Shelton Avenue E., Durst Street & Brookie Road
Diamond Ridge Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

6. Carikens 2025 Replat; KPB File 2025-139 *(Consent Agenda)*
Seabright Survey & Design / Amo Construction, Inc.
Location: North Fork Road
Anchor Point Area

Motion to grant preliminary approval passed by unanimous vote (5-Yes)

7. Tulin Terrace Subdivision West Terrace Unit 1 Floyd 2026 Replat **(POSTPONED)**
KPB File 2025-141
Seabright Survey & Design / The Craig & Susan Floyd Family Trust
Location: Tulin Bluff West Court & Tulin Bluff East Court
City of Homer

F. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES
PER SPEAKER)

1. Municipal Entitlement Acquisition Survey
Alaska State Land Survey No. 2021-31

G. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLAT COMMITTEE MEETING

The next regularly scheduled Plat Committee meeting will be held **Monday, October 27, 2025** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **6:30 p.m.**

CONTACT INFORMATION

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Kenai City Council - Regular Meeting

September 17, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Action Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Kenai Silver Salmon Derby Grand Prize Awards, Executive Director of the Kenai Chamber of Commerce & Visitor Center, Samantha Springer.

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3485-2025** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3486-2025** - Accepting and Appropriating a Grant Received from the Rasmuson Foundation for the Kenai Bronze Bear Family Sculpture Project. (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)

F. MINUTES

1. *Regular Meeting of September 3, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the October 7, 2025 Regular City Election. (City 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/3QJIMxdhRzSWg6ilwDzdGg>



Kenai City Council - Regular Meeting

October 01, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Action Agenda

A. CALL TO ORDER

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

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B. SCHEDULED ADMINISTRATIVE REPORTS

1. 2025 Audit Plan, Michelle Kiese, CPA, BDO USA, LLP.

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

F. MINUTES

1. *Regular Meeting of September 17, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License to KJB Investments, LLC DBA Skeets Dive Bar- License No. 1312. (City Clerk)
3. ***Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
4. ***Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)

5. ***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)
6. ***APPROVED, WITHOUT OBJECTION. Action/Approval*** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
7. ***Action/Approval** - Confirmation of the Mayoral Nomination of Student Representative to City Council, and Parks & Recreation Commission. (Gabriel)
8. ***ENACTED AS AMENDED, WITHOUT OBJECTION. Action/Approval*** - Directing the Planning & Zoning Commission to Explore the Issue of Tent Camping within the City. (Administration)

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

1. **Mayoral Proclamation** - Declaring October 2025 as “Domestic Violence Awareness Month”.

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk
 - Liquor License Annual Report
 - Personnel Arbitration Board Nominations

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

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Kenai City Council - Regular Meeting

October 15, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Certifying the October 7, 2025 Election Results**
 - a. **Swearing in of the Elected Officials** (*Term of office for those elected during the October 7, 2025 Regular Election begin on Monday, October 20, 2025.*)
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

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. **ENACTED UNANIMOUSLY. Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
2. **ENACTED AS AMENDED UNANIMOUSLY. Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)
3. **ENACTED UNANIMOUSLY. 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)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-60** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2026. (Administration)
5. **ADOPTED UNANIMOUSLY. 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)

F. MINUTES

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

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
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)
3. **SEAT DECLARED VACANT EFFECTIVE 10/20/2025. Discussion/Action** - City Council Vacancy.

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

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)

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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