



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

May 27, 2026 – 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 Meetings of April 27, 2026 and May 13, 2026

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

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

E. CONSIDERATION OF PLATS

F. PUBLIC HEARINGS

1. **Resolution PZ2026-10** - Granting a Conditional Use Permit for a Cabin Rental of a Single-Family Dwelling at 1003 Skyler Lane
2. **Resolution PZ2026-11** - Granting a Conditional Use Permit for a Cabin Rental of a Single-Family Dwelling at 1510 Tundra Rose Lane
3. **Resolution PZ2026-12** - Granting a Conditional Use Permit to Operate a Kennel Facility at 2925 Pirate Lane
4. **Resolution PZ2026-13** - Granting a Conditional Use Permit to Operate a Kennel Facility at 2520 VIP Drive
5. **Resolution PZ2026-14** - Granting a Conditional Use Permit to Operate a Guide Service at 1125 Angler Drive
6. **Resolution PZ2026-15** - Granting a Variance Permit to Excavate 50 Feet in the Setback on the West Property Line for the Property Located at 2817 Beaver Loop Road
7. **Resolution PZ2026-16** – Recommending a Rezone of Parcel 04501057 Located at 10060 Kenai Spur Highway From Conservation to Suburban Residential

G. UNFINISHED BUSINESS

H. NEW BUSINESS

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: June 10, 2026

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/JHuybeUrSqav-3h_no3W_w

KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
APRIL 29, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on April 29, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Keaton, Chair
Sonja Earsley
Stacie Krause

Alex Douthit, Vice Chair
Gwen Woodard
Marty Askin

A quorum was present.

Absent:

Diane Fikes

Also in attendance were:

Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk
Terry Eubank, City Manager

3. Agenda and Consent Agenda Approval

Chair Keaton noted the following additions to the Packet:

Add to item F.3.

Public Comment

- Public Comments

MOTION:

Commissioner Askin **MOVED** to approve the agenda and consent agenda with the requested revisions. Commissioner Woodard **SECONDED** the motion.

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

Chair Keaton 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 March 25, 2026.

Approved by consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS - None.

F. PUBLIC HEARINGS

1. **Resolution PZ2026-04** - Rezone of Parcel 04106318, with a Physical Address of 6575 Kenai Spur Highway, from a Split Zone of Rural Residential and General Commercial to the Single Zoning District of General Commercial.

MOTION:

Commissioner Earsley **MOVED** to approve Resolution PZ2026-04. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-04.

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

Clarification was provided that a Conditional Use Permit (CUP) would still be required, as they are required for RV parks regardless of the zoning; this would eliminate the split zone which was creates with the replat.

There was discussion regarding the distinction between the future Land Use Plan and the current zoning map reflecting potential long term commercial development along the Kenai Spur Highway corridor; and the surrounding land conditions limiting the likelihood of roadway development west of the property.

UNANIMOUS CONSENT was requested.

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

Chair Keaton noted the 15-day appeal period.

2. **Resolution PZ2026-06** - Conditional Use Permit to Allow a Retail Marijuana Establishment.

MOTION:

Commissioner Douthit **MOVED** to approve Resolution PZ2026-06. Commissioner Askin **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-06.

Clarification was provided that there were no municipal code requirements related to the number of facilities per capita allowed in the City; if a school or church were to develop within 1,000 feet of the facility, the facility would be a pre-existing facility; however, non-conforming so no changes could be made to the Conditional Use Permit (CUP); all CUP holders were required to submit an annual report; there would be regular inspections by the Building Official during the remodel; and there was no criteria in code related to a marijuana establishments proximity to a race track.

Chair Keaton opened the floor for public comment.

David Parker, applicant responded to questions from the Commission clarifying that the intent was not to expand the marijuana business in the future; this was for a small retail store; he has an existing four retail stores and a manufacturing facility already established; and the original plans included on site consumption; however, since on site consumption is not allowed in the City this would only be for a retail store.

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

There was discussion related to concerns from neighbors regarding a potential future grow operation; clarification was provided from the applicant that there was not intent to add a grow operation; and he noted concerns regarding land use restrictions related to the 1,000-foot buffer restricting the type of business which could be opened in the future.

VOTE:

YEA: Earsley, Woodard, Askin, Keaton, Douthit

NAY: Krause

ABSENT: Fikes

MOTION PASSED.

Chair Keaton noted the 15-day appeal period.

3. Resolution PZ2026-08 - Rezone from Conservation to Suburban Residential Zoning District as Depicted on the Attached Boundary Map.

MOTION:

Commissioner Earsley **MOVED** to approve Resolution PZ2026-08. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-06.

Chair Keaton opened the floor for public comment.

Lisa Coates, an adjacent property owner, stated she is not opposed to development but opposed to suburban residential zoning; she recommended Rural Residential 1 due to wetlands and wildlife habitat; she expressed concerns about higher-density development, inadequate road infrastructure, and smoke impacts from a nearby fire training facility; and urged zoning that reflects the area's rural character.

City Manager Terry Eubank recommended adoption, citing housing availability and affordability challenges and stating the rezoning would reduce development barriers and provide certainty of use; he noted the site is suitable for low- to medium-density housing due to available utilities and proximity to services; he added that suburban residential zoning allows smaller lots and higher density than Rural Residential 1, making development more economical; and requested Commission support.

Clarification was provided that there were no complete development applications received at this time; an explanation was provided regarding the process for when an application was received; and development types permitted by zoning districts was explained.

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

MOTION:

Vice Chair Douthit **MOVED** to amend Resolution PZ2026-08 from a recommendation of Suburban Residential to Rural Residential. Commissioner Earsley **SECONDED** the motion.

Clarification was provided regarding the development allowed in Suburban Residential Zone verses a Rural Residential Zone.

City Manager Eubank spoke in opposition to the proposed amendment.

Commissioner Krause and Askin spoke in support of the proposed amendment.

MOTION:

Vice Chair Douthit **MOVED** to enter into adjudicative session. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to enter into adjudicative session.

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

MOTION:

Vice Chair Douthit **MOVED** reconvene into regular session. Chair Keaton **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to reconvene into regular session.

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

[Clerk's Note: The Commission entered into Adjudicative Session at 8:08 p.m. with the motion to amend on the floor; and reconvened into regular session at 8:51 p.m.]

The following findings in support of the amendment were read into the record:

- Rural Residential allows for four dwelling units by right, allowing for medium density.
- Commission disagrees with staff findings on traffic impacts.
- Commission finds that any development will impact the economic and non-economic value of neighboring properties.
- Development in Rural Residential will be more congruent with the existing neighborhood.

VOTE ON MOTION TO AMEND:

YEA: Askin, Douthit, Earsley, Krause, Woodard

NAY: Keaton

ABSENT: Fikes

MOTION TO AMEND PASSED.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Askin, Douthit, Earsley, Woodard

NAY: Keaton, Krause

ABSENT: Fikes

MAIN MOTION AS AMENDED PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. **Action/Approval** - Transfer of Conditional Use Permit PZ2017-40, for the use of Marijuana Product Manufacturing.

MOTION:

Commissioner Douthit **MOVED** to transfer the Conditional Use Permit. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to the application for transfer of Conditional Use Permit.

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

Clarification was provided that applicants were not required to be present for the transfer of a Conditional Use Permit; this was for a production facility not a cultivation facility;

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- The Parks and Recreation Master Plan was included in the packet for awareness, outlining long-term planning efforts for Parks and Recreation improvements.
- Attendance at the Alaska Infrastructure Symposium focused on exploring funding opportunities and strategies to advance City goals.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning - No report.

4. City Council Liaison

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

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: May 13, 2026

L. COMMISSION COMMENTS AND QUESTIONS

There was discussion regarding establishing a limit to marijuana facilities in City limits.

M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

1. Draft City of Kenai Parks and Recreation Master Plan

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 9:06 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of April 24, 2026.

Logan Parks, Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
MAY 13, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on May 13, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sonja Earsley (<i>remote participation</i>)	Gwen Woodard
Alex Douthit, Vice Chair	Jeanne Keaton, Chair
Stacie Krause	Diane Fikes
Marty Askin (<i>remote participation</i>)	

A quorum was present.

Also in attendance were:

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

3. Agenda and Consent Agenda Approval

Chair Keaton noted the following additions to the Packet:

- | | |
|------------------|--|
| Add to item F.1. | Public Comment <ul style="list-style-type: none">• Property Owner Jon Coats |
| Add to item F.1. | Public Comment <ul style="list-style-type: none">• Cynthia Shankel |

MOTION:

Vice Chair Douthit **MOVED** to approve the agenda with the requested revisions. Commissioner Woodard **SECONDED** the motion.

Chair Keaton 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 - None.

- C. **SCHEDULED PUBLIC COMMENTS** - None.
- D. **UNSCHEDULED PUBLIC COMMENTS** - None.
- E. **CONSIDERATION OF PLATS** - None.
- F. **PUBLIC HEARINGS**

- 1. Granting the Application for a Variance Permit to Build Into the 20' Setback Along the North Side of Parcel 04515303.

MOTION:

Vice Chair Douthit **MOVED** to approve granting the Variance Permit. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet.

Chair Keaton opened the floor for public comment.

Jonathan Coates, the property owner, supported the variance request to build within the setback area and acknowledged concerns regarding children playing near the roadway and potential sight obstructions; noting existing trees already obstruct visibility within the setback and stating the trees would be removed during construction, with landscaping brought into compliance with City requirements, improving visibility conditions.

Nathan Valentine, a Baker Street property owner, expressed concerns regarding increased traffic and the concentration of multi-family dwellings in the area, noting children frequently play nearby and expressing a preference for additional single-family housing.

Katie Uei, the realtor involved in the property sale, spoke in support of the variance request, stating the property was zoned for multi-family development to address housing needs; noting existing trees already obstruct views closer to the roadway than the proposed buildings, and stating the project complies with City requirements and safety standards while supporting additional housing opportunities in the community.

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

There was Commission discussion in support of the variance, noting the proposal would improve traffic flow and visibility by removing existing trees and limiting driveway access, while supporting needed multi-family housing development consistent with existing zoning and surrounding land uses.

VOTE:

YEA: Keaton, Krause, Fikes, Woodard, Douthit

NAY: None

ABSENT: None

ABSTAINED: Askin, Earsley

MOTION PASSED.

Chair Keaton noted the 15-day appeal period.

- G. **UNFINISHED BUSINESS** - None.
- H. **NEW BUSINESS**
- 1. **Action/Approval** - Subdivision Regulations

MOTION:

Commissioner Woodard **MOVED** to recommend Council approval of the Subdivision Regulations amendments within Ordinance No. 3520-2026. Vice Chair Douthit **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet.

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

There was Commission discussion in support of the regulations, noting the proposed road standards manual would improve efficiency, provide greater flexibility for updates, and better align City standards with current development practices and Borough standards.

Staff provided clarification regarding fragment lots, covenants and restrictions, and the treatment of nonconforming properties under future code changes.

VOTE:

YEA: Askin, Earsley, Krause, Fikes, Woodard, Douthit, Keaton

NAY: None

MOTION APPROVED.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- The distinction between adjudicative sessions, which are appropriate for matters such as variances and Conditional Use Permits, and discussions where the Commission is acting in an advisory capacity to Council.
- Explained the item will return at the next meeting for an additional Public Hearing to ensure the discussion occurs in an open public setting.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

Vice Mayor Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: May 27, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Fikes clarified a street name from her Kenai Peninsula Borough Planning Commission report.

M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:43 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 13, 2026.

Logan Parks, Deputy City Clerk

DRAFT



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2026-10**

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A CABIN RENTAL OF A SINGLE-FAMILY DWELLING.

APPLICANT: Damaris & Braedon Pitsch
PROPERTY ADDRESS: 1003 Skyler Lane
LEGAL DESCRIPTION: Lot 2, Windhaven Estates, Phase 3
KENAI PENINSULA BOROUGH PARCEL NUMBER: 04101449

WHEREAS, a complete application meeting the requirements of Kenai Municipal Code 14.20.150 was submitted to the City on April 29, 2026; and,

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

WHEREAS, the City of Kenai Planning and Zoning Commission conducted a duly advertised public hearing on May 27, 2026, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

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

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

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

The proposed use would not violate the residential character of the neighborhood as it will still remain a single-family dwelling used the same way a normal single-family home would be used just for a shorter timeframe. Traffic flow is not anticipated to be affected negatively by the proposed use as there will be only the number of guests to the property will be limited and there is adequate off-road parking available. Staff finds that the proposed use meets the intent of the RS zoning district.

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

Findings: The proposed use is not expected to have any negative impact on the value of the neighborhood as the owners will be maintaining the condition of the home, keeping a tidy and “homey” appearance to put guests at ease and provide the comforts of a home away from home for guests. The property owner states they will have strict rules and guidelines for guests ensuring that the daily routines of the neighborhood will not be impacted.

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

Findings: The Land Use Plan in the City of Kenai Comprehensive Plan, identifies the subject property with the Suburban Residential Land Use Classification. The Suburban Residential Classification is intended for:

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

The surrounding lots consist of a mix of established residential homes and vacant, uncleared, lots. The proposed use is in harmony with the current use of the neighborhood as well as the planned use.

As stated by the applicant, the proposed use of a Cabin Rental is consistent and in harmony with several goals in the Comprehensive Plan, specifically Goals 1, 2 and 3 listed below.

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

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

Objective Q-1 - Ensure that Kenai is a community where people and property are safe.

Objective Q-2 – Protect and rejuvenate the livability of existing neighborhoods.

Objective Q-4 – Promote the siting and design of land uses that are in harmony and scale with surrounding areas

Goal 2 – Economic Development is to provide economic development to support the fiscal health of Kenai.

Objective ED-9 - Capitalize on the tourism industry by marketing Kenai as a destination for recreational activities, conventions, festivals, arts, cultural and other events.

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

Objective LU-1 - Establish siting and design standards so that development is in harmony and scale with surrounding uses.

Objective LU-2 – Promote the infill of existing, improved subdivision lots.

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

Findings: The property is accessible via a paved City-maintained that allows for guests, property owners, law enforcement, or emergency services to easily access the lot. The site is currently serviced by City water and Sewer and the account is currently in good standing. Additionally, the site has established connections with electric and natural gas.

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

Findings: The applicants have stated that the property will have a strict no-party, no smoking, no drug use policy to mitigate any potential risks to persons or property. The property owners live nearby and will be readily available during guest stays to ensure compliancy. All required safety protocols, such as the upkeep of smoke alarms and CO detectors, will be followed and fire inspections will be performed bi-annually. Trash will be disposed of weekly by property owners and adequate trash receptacles will remain on-site. Staff finds no reason that the proposed use would be harmful to the public safety, health, or welfare.

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

Findings: Staff finds that allowing short-term rentals from the existing single-family dwelling would not cause any adverse impacts on the surrounding properties and that additional specific conditions are not deemed necessary to fulfill the above-mentioned conditions.

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

Section 1. That a conditional use permit is granted to operate a cabin rental in the existing single-family dwelling on a property described as Lot 2, Windhaven Estates, Phase 3, located at 1003 Skyler Lane.

Section 2. That the conditional use permit is subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Pursuant to Kenai Municipal Code 14.20.150(f) the applicant shall submit an annual report, including a summary of the on-site activity, to the City of Kenai, due no later than December 31 of each year.
3. The applicant will meet with City Staff for on-site inspections when requested.

4. If there is an expansion or change of use for the above described property, a new Conditional Use Permit must be obtained, as stated in KMC 14.20.150(l)(5).
5. The applicant will have a routine fire inspection performed every 2 (two) years.
6. The applicant will ensure that the property will be adequately maintained and kept free of trash or junk.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 27TH DAY OF MAY, 2026

Jeanne Keaton, Chair

ATTEST:

Logan Parks, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
THROUGH: Kevin Buettner, Planning Director
FROM: Jessica See, Planning Technician
DATE: May 14, 2026
SUBJECT: Resolution PZ2026-10 – Conditional Use Permit – Cabin Rental

Request The applicant is requesting to operate a cabin rental (i.e., short-term rental) at the existing single-family dwelling.

Staff Recommendation Adopt Resolution PZ2026-10 approving a Conditional Use Permit for a cabin rental of a single-family dwelling.

Applicant: Damaris & Braedon Pitsch
Legal Description: Lot 2, Windhaven Estates, Phase 3
Property Address: 1003 Skyler Lane
KPB Parcel No.: 04101449
Lot Size: 15,246 square feet (.35-acre)
Zoning: Suburban Residential (RS)
Current Use: Single Family Dwelling
Land Use Plan: Suburban Residential (SR)

SUMMARY

The applicant is requesting a Conditional Use Permit (CUP) to operate a cabin rental at the existing single-family dwelling. A CUP is required to operate a cabin rental in the Suburban Residential Zoning District.

ANALYSIS

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

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

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

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

The proposed use would not violate the residential character of the neighborhood as it will still remain a single-family dwelling used the same way a normal single-family home would be used just for a shorter timeframe. Traffic flow is not anticipated to be affected negatively by the proposed use as there will be only the number of guests to the property will be limited and there is adequate off-road parking available. Staff finds that the proposed use meets the intent of the RS zoning district.

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

FINDINGS: The proposed use is not expected to have any negative impact on the value of the neighborhood as the owners will be maintaining the condition of the home, keeping a tidy and “homey” appearance to put guests at ease and provide the comforts of a home away from home for guests. The property owner states they will have strict rules and guidelines for guests ensuring that the daily routines of the neighborhood will not be impacted.

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

FINDINGS: The Land Use Plan in the City of Kenai Comprehensive Plan, identifies the subject property with the Suburban Residential Land Use Classification. The Suburban Residential Classification is intended for:

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

The surrounding lots consist of a mix of established residential homes and vacant, uncleared, lots. The proposed use is in harmony with the current use of the neighborhood as well as the planned use.

As stated by the applicant, the proposed use of a Cabin Rental is consistent and in harmony with several goals in the Comprehensive Plan, specifically Goals 1, 2 and 3 listed below.

RELEVANT GOALS

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

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

Objective Q-1 - *Ensure that Kenai is a community where people and property are safe.*

Objective Q-2 – *Protect and rejuvenate the livability of existing neighborhoods.*

Objective Q-4 – *Promote the siting and design of land uses that are in harmony and scale with surrounding areas.*

Goal 2 – Economic Development is to provide economic development to support the fiscal health of Kenai.

Objective ED-9 - *Capitalize on the tourism industry by marketing Kenai as a destination for recreational activities, conventions, festivals, arts, cultural and other events.*

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

Objective LU-1 - *Establish siting and design standards so that development is in harmony and scale with surrounding uses.*

Objective LU-2 – *Promote the infill of existing, improved subdivision lots.*

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

FINDINGS: The property is accessible via a paved City-maintained that allows for guests, property owners, law enforcement, or emergency services to easily access the lot. The site is currently serviced by City water and Sewer and the account is currently in good standing. Additionally, the site has established connections with electric and natural gas.

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

FINDINGS: The applicants have stated that the property will have a strict no-party, no smoking, no drug use policy to mitigate any potential risks to persons or property. The property owners live nearby and will be readily available during guest stays to ensure compliancy. All required safety protocols, such as the upkeep of smoke alarms and CO detectors, will be followed and fire inspections will be performed bi-annually. Trash will be disposed of weekly by property owners and adequate trash receptacles will remain on-site. Staff finds no reason that the proposed use would be harmful to the public safety, health, or welfare.

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

FINDINGS: Staff finds that allowing short-term rentals from the existing single-family dwelling would not cause any adverse impacts on the surrounding properties and that additional specific conditions are not deemed necessary to fulfill the above-mentioned conditions.

PUBLIC NOTICE

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

No public comments have been received at the time of this report.

STAFF RECOMMENDATION

Staff finds that the proposed Conditional Use Permit for a cabin rental in the existing single-family dwelling on the property described as Lot 2, Windhaven Estates Phase 3, meets the criteria for issuance of a Conditional Use Permit as set forth in subsections (e)(1) through (e)(6) of Kenai Municipal Code 14.20.150, and hereby recommends that the Planning and Zoning Commission adopt Resolution PZ2026-10 approving the Conditional Use Permit, subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Pursuant to Kenai Municipal Code 14.20.150(f) the applicant shall submit an annual report, including a summary of the on-site activity, to the City of Kenai, due no later than December 31 of each year.
3. The applicant will meet with City Staff for on-site inspections when requested.
4. If there is an expansion or change of use for the above described property, a new Conditional Use Permit must be obtained, as stated in KMC 14.20.150(l)(5).
5. The applicant will have a routine fire inspection performed every 2 (two) years.
6. The applicant will ensure that the property will be adequately maintained and kept free of trash or junk.

ATTACHMENTS

Aerial Map
Application
Alaska Business License
Site plan



Legend

Physical Addresses

Transportation

Mileposts

Roads

- Legal Trail
- Private Road
- Proposed
- State Highway
- Town Low/Seasonal
- Town Major
- Collector
- Town Medium
- Volume-Maintained
- Town Medium
- Volume-Unmaintained

Parcels and PLSS

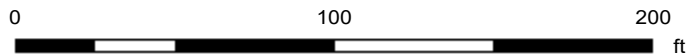
Tax Parcels



Redoubt Ave

Redoubt Ave

Redoubt Ave



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the lack of accuracy or

Borough assumes no liability of any kind arising from the use of this data. The Borough assumes no liability for the creation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or use of the data.



Conditional Use Permit Application

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

PROPERTY OWNER

Name:	Damaris & Braeden Pitsch		
Mailing Address:	33150 Baylor Street		
City:	Soldotna	State:	AK
		Zip Code:	99669
Phone Number(s):	[REDACTED]		
Email:	[REDACTED]		

PETITIONER REPRESENTATIVE (LEAVE BLANK IF NONE)

Name:			
Mailing Address:			
City:		State:	
		Zip Code:	
Phone Number(s):			
Email:			

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (Property Tax ID):	
Physical Address:	1003 Skyler Lane Kenai, AK 99611
Legal Description:	Lot 2 Windhaven Estates Phase 3
Zoning:	Suburban Residential
Acres:	0.35 acres

CONDITIONAL USE DESCRIPTION

(include site plan/floor plan with square footages)
 (include State Business License and KPB Tax Compliance if applicable)

How is this property currently being used?	Single Family Residence.
Conditional Use Requested for (attach additional sheets if necessary):	Cabin Rentals
Short term summer rentals in single family home to be utilized for business, leisure, & tourist lodging during the summer months.	

Explain how the conditional use is consistent with purposes and intent of the zoning district of the property:

-Property would have sufficient parking, 4 driveway & 2 garage to house up to 6 vehicles. Parking will not be allowed on the road. Property would be used the same way a normal single-family home would be used, for housing families but just for short terms at a time.

Explain how the value of adjoining property and neighborhood will not be significantly impaired by the conditional use:

Adjoining Property will not be significantly impaired by conditional use because guests will have strict no party rules along w/ quiet hours as to not affect the daily living experience of other residents in the neighborhood.

Use of surrounding property - north:	Residential
Use of surrounding property - south:	Residential
Use of surrounding property - east:	Residential
Use of surrounding property - west:	Vacant

Explain how the conditional use is in harmony with the City's Comprehensive Plan:

Goal 1: Provide safe clean housing for guests who are visiting our city. The home follows all regulations and fire codes. Goal 2: Increase/contribute to local economy by providing more lodging for tourists, thus boosting other local businesses of Kenai. This would also directly benefit local residents who are starting this small business as a means to benefit their quality of life.

Are public services and facilities on the property adequate to serve the proposed conditional use?

Yes, the property is accessible by Kenai fire department & Kenai Police. The home is nearby the public parks for guest enjoyment. The property itself is fully equipped w/ electric, gas, running warm water, washer/dryer, full functioning kitchen, & bathrooms which serves any needs the guest may have while during their stay.

Explain how the conditional use will not be harmful to public safety, health, or welfare:

The home will have a strict no-party policy to mitigate any potential risks. Owners will be nearby and able to visit & ensure compliance during renter occupancy. Trash will be disposed of weekly at a minimum by owner & properly stored in closed garbage cans. Smoke alarms & CO2 detectors will be installed according to fire code. Sufficient parking will be provided. No smoking & no drug policy on property.

Are there any measures with access, screening, site development, building design, or business operation that will lessen potential impacts of the conditional use to neighbors?

Everything stated above ↑

AUTHORITY TO APPLY FOR CONDITIONAL USE:

I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I petition for a conditional use permit in conformance with Title 14 of the Kenai Municipal Code. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the conditional use. I also understand that assigned hearing dates are tentative and may have to be postponed by Planning Department staff of the Planning and Zoning Commission for administrative reasons. I understand that a site visit may be required to process this application. City of Kenai personnel are authorized to access the above-referenced property for the purpose of processing this application.

Signature:	<i>Damiris Pitsch</i>	Date:	04/28/2026
Print Name:	Damiris Pitsch	Title/Business:	

For City Use Only

Date Application Fee Received:

PZ Resolution Number:

Short-Term Rental Zoning & Use Plan

Property Address: 1003 Skylar Lane, Kenai, Alaska

This document outlines the proposed operation and management plan for a short-term rental at the above-listed property. **Property Overview:** The property is a three-bedroom, two-bathroom single-family residence located in a quiet residential neighborhood. The home is owner-occupied for the majority of the year, with short-term rental use limited to the summer months (June, July, and early August). **Intended Use:** The rental will accommodate visitors to the Kenai Peninsula, including those traveling for leisure, business, and seasonal activities such as fishing. The intent is to provide a clean, safe, and professionally managed lodging option that supports local tourism while maintaining neighborhood integrity. **Occupancy & Parking:** - Maximum occupancy: six (6) guests - Driveway capacity: four (4) vehicles - Garage capacity: two (2) vehicles - Total on-site parking: six (6) vehicles - No street parking required - No RVs, trailers, or boats permitted on the property **Operational Standards:** - This will be strictly enforced as a NO PARTY property - No events or large gatherings will be permitted under any circumstances - Guests will be provided with written house rules prior to their stay - Quiet hours will be strictly enforced from 10:00 PM to 6:00 AM - Outdoor areas will be maintained in a clean and orderly condition at all times **Neighborhood Compatibility:** The operation of this short-term rental is designed to minimize impact on surrounding properties. All guest activity will be managed to ensure a quiet, respectful environment consistent with residential use. **Owner Oversight & Availability:** The homeowners reside in the home year-round outside of rental periods. During active rental dates, the owners will be located nearby in Soldotna and will remain fully accessible by phone at all times. A local family member will also be available to promptly respond to any concerns. **Community Benefit:** This short-term rental is intended to support responsible tourism in the Kenai Peninsula while contributing to the local economy. It provides lodging for visitors and Alaskan residents alike, while helping sustain local families who reside in the community year-round. This plan reflects a commitment to responsible property management, neighborhood respect, and compliance with local expectations.

Front View of Property and Driveway



Garage Interior Showing Two Parking Spaces



Owner Signature: _____

Date: _____

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that the owner

Braedon Scott Pitsch; Damaris Deahn Pitsch

is licensed by the department to do business as

Pitsch Alaskan Adventures

33150 Baylor St., Soldotna, AK 99669

for the period

April 28, 2026 to December 31, 2026
for the following line(s) of business:

53 - Real Estate, Rental and Leasing



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

MEMORANDUM

TO: Chair Keaton and Planning & Zoning Commissioners
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: Requested Postponement

This memo requests an amendment to the Agenda as presented for the May 27, 2026 Planning & Zoning Commission meeting. An item on the agenda was given public noticing in accordance with Kenai Municipal Code (KMC) 14.20.280(c), but is no longer applicable to this meeting.

The property owners for Item F.2. have requested to postpone their hearing until June 10, 2026. In accordance with KMC 14.20.150(d), advance notice was given regarding attendance and this meeting will be public noticed again. We request this item be postponed until June 10, 2026.

Thank you for your consideration.



KENAI

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

MEMORANDUM

TO: Chair Keaton and Planning & Zoning Commissioners
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: **Requested Postponement**

This memo requests a postponement of this business item. This item was given public noticing in accordance with Kenai Municipal Code (KMC) 14.20.280(c), but is no longer applicable to this meeting.

Upon further conversations with multiple members of the Administration, as well as getting additional details from Animal Control, it was determined that a CUP will not be needed as this facility is not acting in a commercial capacity.

We request this item be postponed indefinitely.

Thank you for your consideration.



KENAI

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

MEMORANDUM

TO: Chair Keaton and Planning & Zoning Commissioners
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: Requested Postponement

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Upon further conversations with multiple members of the Administration, as well as getting additional details from Animal Control, it was determined that a CUP will not be needed as this facility is not acting in a commercial capacity.

We request this item be postponed indefinitely.

Thank you for your consideration.



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2026-14**

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A GUIDE SERVICE.

APPLICANT: Derek Gardner

PROPERTY ADDRESS: 1125 Angler Drive

LEGAL DESCRIPTION: Lot 8, Angler Acres Sub, Part 3

KENAI PENINSULA BOROUGH PARCEL NUMBER: 04939032

WHEREAS, a complete application meeting the requirements of Kenai Municipal Code 14.20.150 was submitted to the City on May 6, 2026; and,

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

WHEREAS, the City of Kenai Planning and Zoning Commission conducted a duly advertised public hearing on May 27, 2026, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

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

Findings: *The RR Zone is intended to provide for low density residential development in outlying and rural areas in a form which creates a stable and attractive residential environment. The specific intent in establishing this zone is:*

- (1) *To separate residential structures to an extent which will:*
 - (A) *Preserve the rural, open quality of the environment;*
 - (B) *Prevent health hazards in areas not served by public water and sewer.*
- (2) *To prohibit uses which would:*
 - (A) *Violate the residential character of the environment;*
 - (B) *Generate heavy traffic in predominantly residential areas.*

In February 2026, the Commission transferred CUPs PZ 1997-53 and PZ1999-05 to Derek Gardner. During this transfer, it was noted that an existing Guide Service has historically been operating from this location through the previous owner. Staff recommended to Mr. Gardner that he apply for the Guide Service CUP in order to become fully compliant with Kenai Municipal Code. The proposed use has been ongoing up to this year and staff finds that this would not violate the residential character of the neighborhood as it will still remain used the same way as it has been historically. Traffic flow is not anticipated to be affected

negatively by the proposed use as there will be only the number of guests to the property will be limited and there is adequate off-road parking available. Staff finds that the proposed use meets the intent of the RR zoning district given its previous history.

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

Findings: The proposed use is similar to other properties on Angler Drive, where there are several Lodges and Guides in operation. The City has not received any complaints involving 1125 Angler Dr. Staff finds the proposed use, similar to the nearby properties, would not have an adverse impact on the neighborhood and adjoining properties. Staff finds the proposed use would not impair the economic and noneconomic value of adjacent properties and neighborhood.

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

Findings: The Land Use Plan in the City of Kenai Comprehensive Plan, identifies the subject property with the Low-Density Residential Land Use Classification. The Low-Density Residential Classification is intended for:

[locations that may have] poor site conditions is intended for large-lot single-family low-density residential development. The area will typically be developed with individual on-site water supply and wastewater disposal systems. Streets will typically be constructed to rural street standards (i.e., gravel) and sidewalks will not be typically included in the subdivision design.

The surrounding uses are a mix of residential and commercial/recreation uses. The proposed use would be compatible with the existing uses and would not require any buffer between surrounding uses since most lots are approximately an acre. Additionally, the applicant states the impact on the area will be minimal giving they have no intent to remove vegetation or heavily modify the natural aesthetics of the property. Furthermore, they intend to plant trees and shrubs to replace cleared spruce beetle infestations, especially along the property lines. They also intend to add privacy fences with revegetation to add privacy for both them and the neighbors. Future plans involve a gravel path to protect the wetlands, and using fill dirt and vegetation conducive to the environment to rebuild barren ground left from the over-clearing by previous owners.

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

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

Objective Q-4

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

Goal 2 – Economic Development is to provide economic development to support the fiscal health of Kenai.

Objective ED-9

Capitalize on the tourism industry by marketing Kenai as a destination for recreational activities, conventions, festivals, arts, cultural and other events.

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

Objective LU-1

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

Objective LU-3

Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.

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

Findings: City water and sewer is not in the vicinity of the subject property but onsite water and wastewater treatment and disposal systems are in place. The applicants are required to be in compliant with wastewater disposal requirements of Kenai Peninsula Borough Chapter 20.40 and regulatory requirements of the Alaska Department of Environmental Conservation. Angler Drive is a paved road, which is a City-maintained road.

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

Findings: There is adequate parking and buffer for the proposed use to minimize the impact to the surrounding area. It is not anticipated that the continued use will be harmful to the public safety, health or welfare.

As noted by the applicant, the proposed use will not be harmful and the impact on the neighbors would be minimal. It falls into line with other property uses in the area, and their company has been in the fishing and lodging business for over 30 years, with a good record. There is a natural buffer zone around the properties, and they intend to maintain and enhance those zones for a feeling of privacy and seclusion.

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

Findings: Staff finds that allowing a Guide Service business in the existing dwelling would not cause any adverse impacts on the surrounding properties. Staff finds that additional specific conditions are not deemed necessary to fulfill the above-mentioned conditions.

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

Section 1. That a conditional use permit is granted to operate a Guide Service in the existing single-family dwelling on the property described as Lot 8, Angler Acres Sub, Part 3

Section 2. That the conditional use permit is subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Pursuant to Kenai Municipal Code 14.20.150(f) the applicant shall submit an annual report, including a summary of the on-site activity, to the City of Kenai, due no later than December 31 of each year.
3. The applicant will meet with City Staff for on-site inspections when requested.
4. If there is an expansion or change of use for the above described property, a new Conditional Use Permit must be obtained, as stated in KMC 14.20.150(l)(5).
5. The applicant will have a routine fire inspection performed every 2 (two) years.
6. The applicant will ensure that the property will be adequately maintained and kept free of trash or junk.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 27TH DAY OF MAY, 2026

Jeanne Keaton, Chair

ATTEST:

Logan Parks, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: Resolution PZ2026-14 – Conditional Use Permit – Guide Service

Request The applicant is requesting to operate a Guide Service at the existing dwelling.

Staff Recommendation Adopt Resolution PZ2026-14 approving a Conditional Use Permit to operate a Guide Service in an existing dwelling.

Applicant: Derek Gardner
Legal Description: Lot 8, Angler Acres Sub, Part 3
Property Address: 1125 Angler Drive
KPB Parcel No.: 04939032
Lot Size: 0.98 acres
Zoning: Rural Residential (RR)
Current Use: Single Family Dwelling
Land Use Plan: Low Density Residential (LDR)

SUMMARY

The applicant is requesting to operate the existing location as a Guide Service. A Conditional Use Permit (CUP) is required to operate as a Guide Service.

ANALYSIS

Pursuant to KMC 14.20.150(a), the intent of a conditional use permit is to allow some uses that may be compatible with the designated principal uses in specific zoning districts provided certain conditions are met. Prior to granting a conditional use permit, the Commission shall determine

that the identified criteria as outlined in KMC 14.20.150(e) *Conditional Use Permits Review Criteria* are met.

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

Findings: *The RR Zone is intended to provide for low density residential development in outlying and rural areas in a form which creates a stable and attractive residential environment. The specific intent in establishing this zone is:*

- (1) To separate residential structures to an extent which will:
 - (A) Preserve the rural, open quality of the environment;*
 - (B) Prevent health hazards in areas not served by public water and sewer.**
- (2) To prohibit uses which would:
 - (A) Violate the residential character of the environment;*
 - (B) Generate heavy traffic in predominantly residential areas.**

In February 2026, the Commission transferred CUPs PZ 1997-53 and PZ1999-05 to Derek Gardner. During this transfer, it was noted that an existing Guide Service has historically been operating from this location through the previous owner. Staff recommended to Mr. Gardner that he apply for the Guide Service CUP in order to become fully compliant with Kenai Municipal Code. The proposed use has been ongoing up to this year and staff finds that this would not violate the residential character of the neighborhood as it will still remain used the same way as it has been historically. Traffic flow is not anticipated to be affected negatively by the proposed use as there will be only the number of guests to the property will be limited and there is adequate off-road parking available. Staff finds that the proposed use meets the intent of the RR zoning district given its previous history.

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

Findings: The proposed use is similar to other properties on Angler Drive, where there are several Lodges and Guides in operation. The City has not received any complaints involving 1125 Angler Dr. Staff finds the proposed use, similar to the nearby properties, would not have an adverse impact on the neighborhood and adjoining properties. Staff finds the proposed use would not impair the economic and noneconomic value of adjacent properties and neighborhood.

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

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

[locations that may have] poor site conditions is intended for large-lot single-family low-density residential development. The area will typically be developed with individual on-site water supply and wastewater disposal systems. Streets will typically be constructed to rural street standards (i.e., gravel) and sidewalks will not be typically included in the subdivision design.

The surrounding uses are a mix of residential and commercial/recreation uses. The proposed use would be compatible with the existing uses and would not require any buffer between surrounding uses since most lots are approximately an acre. Additionally, the applicant states the impact on the area will be minimal giving they have no intent to remove vegetation or heavily modify the natural aesthetics of the property. Furthermore, they intend to plant trees and shrubs to replace cleared spruce beetle infestations, especially along the property lines. They also intend to add privacy fences with revegetation to add privacy for both them and the neighbors. Future plans involve a gravel path to protect the wetlands, and using fill dirt and vegetation conducive to the environment to rebuild barren ground left from the over-clearing by previous owners.

As stated by the applicant, the proposed use of a Guide Service is consistent and in harmony with several goals in the 2016 Comprehensive Plan, specifically Goals 1, 2, and 3, listed below.

RELEVANT GOALS

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

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

Objective Q-4

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

Goal 2 – Economic Development is to provide economic development to support the fiscal health of Kenai.

Objective ED-9

Capitalize on the tourism industry by marketing Kenai as a destination for recreational activities, conventions, festivals, arts, cultural and other events.

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

Objective LU-1

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

Objective LU-3

Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.

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

Findings: City water and sewer is not in the vicinity of the subject property but onsite water and wastewater treatment and disposal systems are in place. The applicants are required to be in compliance with wastewater disposal requirements of Kenai Peninsula Borough Chapter 20.40 and regulatory requirements of the Alaska Department of Environmental Conservation. Angler Drive is a paved road, which is a City-maintained road.

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

Findings: There is adequate parking and buffer for the proposed use to minimize the impact to the surrounding area. It is not anticipated that the continued use will be harmful to the public safety, health or welfare.

As noted by the applicant, the proposed use will not be harmful and the impact on the neighbors would be minimal. It falls into line with other property uses in the area, and their company has been in the fishing and lodging business for over 30 years, with a good record. There is a natural buffer zone around the properties, and they intend to maintain and enhance those zones for a feeling of privacy and seclusion.

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

Findings: Staff finds that allowing a Guide Service business in the existing dwelling would not cause any adverse impacts on the surrounding properties. Staff finds that additional specific conditions are not deemed necessary to fulfill the above-mentioned conditions.

PUBLIC NOTICE

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

No public comments have been received at the time of this report.

STAFF RECOMMENDATION

Staff finds that the proposed Conditional Use Permit for a Lodge and Guide Service in the existing single-family dwelling on the property described as Lot 8, Angler Acres Sub, Part 3 meets the criteria for issuance of a Conditional Use Permit as set forth in subsections (e)(1) through (e)(6) of Kenai Municipal Code 14.20.150, and hereby recommends that the Planning and Zoning Commission adopt Resolution PZ2026-14 approving the Conditional Use Permit, subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. The applicant will meet with City Staff for on-site inspections when requested.
4. If there is an expansion or change of use for the above described property, a new Conditional Use Permit must be obtained, as stated in KMC 14.20.150(l)(5).
5. The applicant will have a routine fire inspection performed every 2 (two) years.
6. The applicant will ensure that the property will be adequately maintained and kept free of trash or junk.

ATTACHMENTS

Aerial Map
Application
Angler Acres Subdivision



Conditional Use Permit Application

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

PROPERTY OWNER

Name:	Derek Gardner			
Mailing Address:	1125 Angler Drive			
City:	Kenai	State:	AK	Zip Code: 99611
Phone Number(s):				
Email:				

PETITIONER REPRESENTATIVE (LEAVE BLANK IF NONE)

Name:				
Mailing Address:				
City:		State:		Zip Code:
Phone Number(s):				
Email:				

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (Property Tax ID):	04939032
Physical Address:	1125 Angler Drive Kenai, AK 99611
Legal Description:	Lot 8, Angler Acres Subdivision Part 3
Zoning:	Rural Residential
Acres:	.98

CONDITIONAL USE DESCRIPTION

(include site plan/floor plan with square footages)
(include State Business License and KPB Tax Compliance if applicable)

How is this property currently being used?	Lodge & Guiding Business
Conditional Use Requested for (attach additional sheets if necessary):	
There is currently a Conditional Use Permit in place for the lodge, it has been run as a guiding and lodging entity for Jackie English for the last few decades, however the CUP was only for lodging. I need to obtain a CUP for the guiding portion of the business.	
Explain how the conditional use is consistent with purposes and intent of the zoning district of the property:	
Angler drive is already home to multiple other guide businesses and this property has been operated as a guide business since 1999, making it consistent with the neighboring properties and intent of the Kenai Peninsula, a popular fishing location.	
Explain how the value of adjoining property and neighborhood will not be significantly impaired by the conditional use:	
Angler drive has multiple other lodging and guide businesses and is one of the most popular neighborhoods in the City for summer fishing traffic. The proposed use is already concurrent with the use of the neighborhood and therefore will only add to the value of the neighborhood and area as a whole.	

Use of surrounding property - north:	Lot currently used as a private family RV park		
Use of surrounding property - south:	Danny Haak - who owns a guide service and lodge		
Use of surrounding property - east:	River and undeveloped state land		
Use of surrounding property - west:	Single family dwelling, cabin rentals, and undeveloped City land		
Explain how the conditional use is in harmony with the City's Comprehensive Plan:			
The CUP is in harmony with the City's plan by promoting tourist traffic and business economy while maintaining the rural feel that Alaska is known for.			
Are public services and facilities on the property adequate to serve the proposed conditional use?			
The lot has an already established private septic and well that provides adequate facilities for guests and staff on site. Additionally we bring in a port-a-potty during the busy summer months to provide extra facilities.			
Explain how the conditional use will not be harmful to public safety, health, or welfare:			
There is a dumpster on site that is serviced by Peninsula Refuse to keep the property free of trash and debris. I live on site year round which provides 24/7 security and monitoring of what is happening at all times with property. All fish waste is disposed of back into the creek/river to prevent increased bear activity. We operate our business following all rules and regulations and make sure we are courteous to our neighbors as well.			
Are there any measures with access, screening, site development, building design, or business operation that will lessen potential impacts of the conditional use to neighbors?			
The property is screened with tree line to the south and a fence to the north giving a divider between properties to keep guests on our lot. We have a handbook that is given to each guests stating that quiet hours start at 10pm and with us on-site we are also there to monitor what is happening. The dumpster is easily accessible for our guests, but screened from neighboring lots. There is ample parking on site, each unit has its own designated parking spots with additional parking located near the main entrance keeping all traffic tidy and on-site.			
AUTHORITY TO APPLY FOR CONDITIONAL USE:			
I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I petition for a conditional use permit in conformance with Title 14 of the Kenai Municipal Code. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the conditional use. I also understand that assigned hearing dates are tentative and may have to be postponed by Planning Department staff of the Planning and Zoning Commission for administrative reasons. I understand that a site visit may be required to process this application. City of Kenai personnel are authorized to access the above-referenced property for the purpose of processing this application.			
Signature:	<i>Derek Gardner</i>		Date: 5/06/2026
Print Name:	Derek Gardner	Title/Business:	Owner
For City Use Only		Date Application Fee Received:	
		PZ Resolution Number:	



City of Kenai
 210 Fidalgo Ave
 Kenai, AK 99611
 (907) 283-7535

XBP Confirmation Number: 314322587

Transaction detail for payment to City of Kenai.		Date: 05/06/2026 - 1:28:07 PM MT	
Transaction Number: 269674991 Mastercard — XXXX-XXXX-XXXX-0678 Status: Successful			
Account #	Item	Quantity	Item Amount
	CH - Permits - CUPVariance	1	\$250.00
Notes: AK Fins & Feathers Conditional Use Permit			
	CH - Sales Tax	1	\$15.00

TOTAL: \$265.00

Billing Information
 DEREK GARDNET
 99611

Transaction taken by: Admin cashier



Legend

Physical Addresses



Transportation

Mileposts

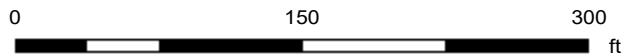


Roads

- Legal Trail
- Private Road
- Proposed
- State Highway
- Town Low/Seasonal
- Town Major
- Collector
- Town Medium
- Volume-Maintained
- Town Medium
- Volume-Unmaintained

Parcels and PLSS

Tax Parcels



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

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

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that the owner

DEREK L GARDNER

is licensed by the department to do business as

ALASKA'S FINS AND FEATHERS GUIDING COMPANY

35555 KENAI SPUR HWY #212, SOLDOTNA, AK 99669

for the period

February 16, 2025 to December 31, 2026

for the following line(s) of business:

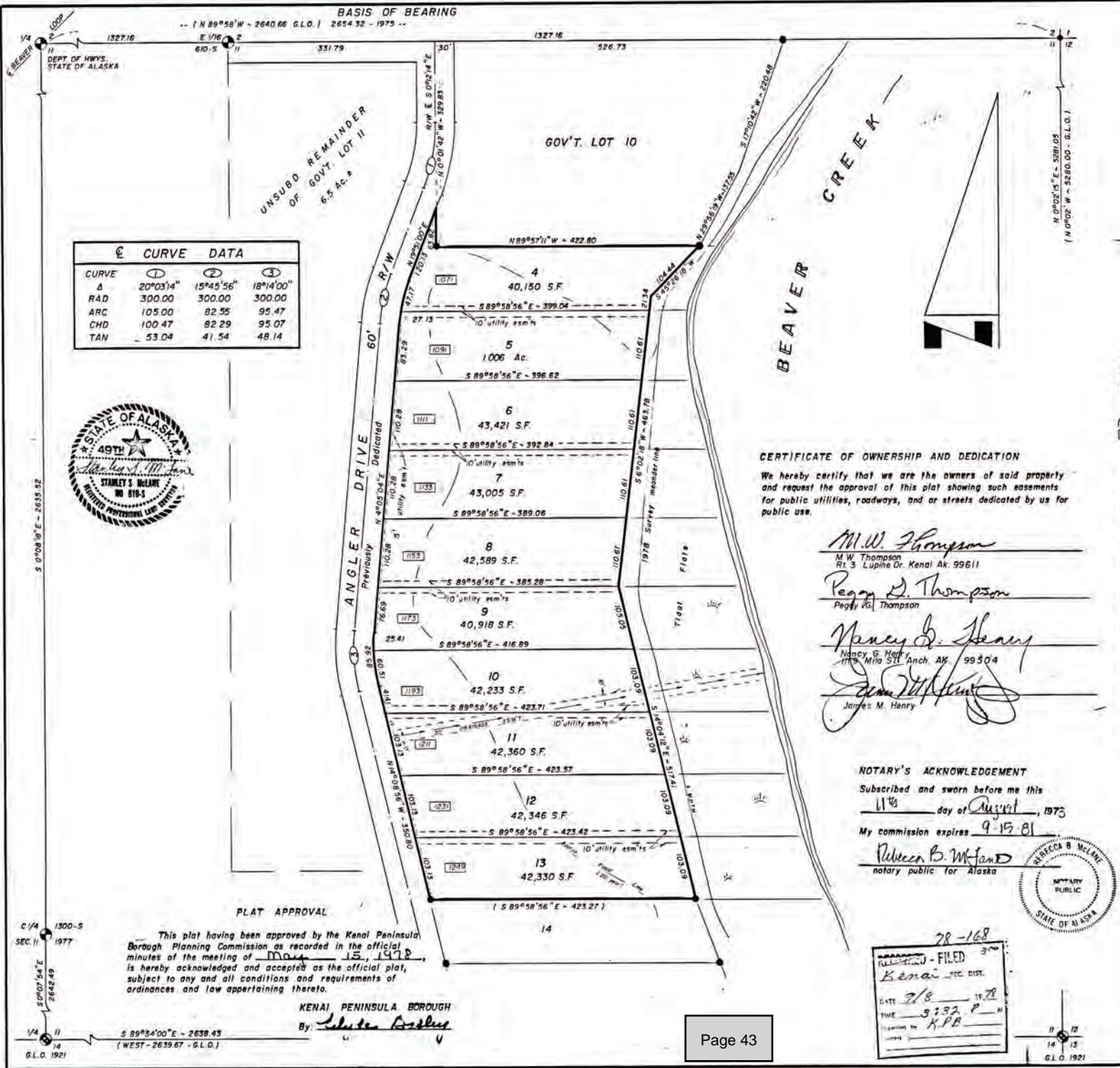
53 - Real Estate, Rental and Leasing; 71 - Arts, Entertainment and Recreation



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Julie Sande
Commissioner



CURVE DATA			
CURVE	(1)	(2)	(3)
Δ	20°03'14"	15°45'56"	18°14'00"
RAD	300.00	300.00	300.00
ARC	105.00	82.55	95.47
CHD	100.47	82.29	95.07
TAN	53.04	41.54	48.14



CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of said property and request the approval of this plat showing such easements for public utilities, roadways, and/or streets dedicated by us for public use.

M.W. Thompson
 M.W. Thompson
 Rt. 3, Lupine Dr. Kenai Ak. 99611

Peggy D. Thompson
 Peggy D. Thompson

Nancy G. Henry
 Nancy G. Henry
 1705 Mita St Anch. AK. 99504

James M. Henry
 James M. Henry

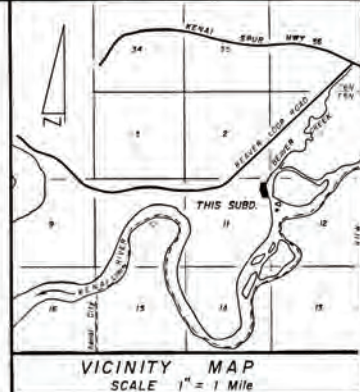
NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this
11th day of August, 1978
 My commission expires 9-15-81

Rebecca B. McLANE
 notary public for Alaska



78-168
 FILED
 Kenai REC. DIST.
 DATE 7/8 1978
 TIME 3:32 P.M.
 BY KPB



LEGEND AND NOTES:

- Found G.L.O. brass cap monument.
- Found official survey brass cap monument
- Found 1/2" steel rebar.
- ⊥ Set 1/2" x 24" steel rebar at all lot corners.
- () Indicates datum of record.
- [XXX] Indicates street number - City of Kenai

Basis of bearing is the G.L.O. datum of N 89°58' W for the north boundary of Section II.

The meander line of the mean high tide mark forms the true bounds of all lots. The meander line shown is for survey computations only.

COVENANTS:

The first finish floor of any building shall be constructed at a minimum of 3' above the Corps of Engineers flood line.

All waste water disposal systems shall comply with existing law at time of construction.

Each of the lots in this subdivision shall be subject to assessments for improvements required by ordinance of the City of Kenai when installed by the City of Kenai.

All lots are subject to a minimum building setback of 25 ft. along all dedicated R.O.W's

ANGLERS ACRES SUBD.
PART THREE

M. V. & Peggy Gill Thompson, owners
 Rt. 3, Lupine Drive, Kenai, AK 99611

DESCRIPTION
 9715 ACRES LOCATED IN GOV'T. LOTS 4 & 11, SECTION II, T5N, R11W, S.M., AK. AND IN THE CITY OF KENAI, ALASKA.

Surveyed by **McLANE and ASSOCIATES**
 Soldotna, Ak. 99669

DATE OF SURVEY	SCALE	F.B.K. NO.
April 14-25, 1978	1" = 100'	78-11

89-168 NY



KENAI

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

MEMORANDUM

TO: Chair Keaton and Planning & Zoning Commissioners
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: Requested Postponement

This memo requests a postponement of this business item. This item was given public noticing in accordance with Kenai Municipal Code (KMC) 14.20.280(c), but is no longer applicable to this meeting.

Upon further review, and noting errors that occurred historically, it was determined that a variance is not the proper way to address requests from the current CUP holder. Other methods, as outlined in Kenai Municipal Code may be used, pending a decision from the current CUP holder on whether they would like to continue this request.

We request this item be postponed indefinitely.

Thank you for your consideration.



KENAI

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

MEMORANDUM

TO: Chair Keaton and Planning & Zoning Commissioners
FROM: Kevin Buettner, Planning Director
DATE: May 21, 2026
SUBJECT: **PZ2026-16 – Reason for New Public Hearing**

On April 29, 2026, the Planning & Zoning Commission held a public hearing on Resolution PZ2026-08 regarding a potential rezone of a portion of Kenai Peninsula Borough Parcel 04501057 from Conservation to Suburban Residential. During the course of this hearing the Administrative Liaison, Planning Director Buettner provided language for a motion to adjourn into adjudicative session. This action was in error, and led to an Open Meetings law infraction.

When hearing PZ2026-08, the Planning & Zoning Commission was acting in an advisory capacity, as the resolution was to provide a recommendation to Kenai City Council. Adjudicative sessions are only allowed when the Commission is acting in a quasi-judicial capacity. The Commission acts in this capacity when deciding on a Conditional Use Permit, for example.

To cure this infraction, the Commission must hold a public hearing and allow for any and all deliberations to be within the public view. Any action taken on this new resolution will be provided to the City Council for their consideration.

Thank you for your consideration.



May 11, 2026 – 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 2028

Diane Fikes
City of Kenai
Term Expires 2028

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2027

Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2028

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

- Pamela Gillham, Kalifornsky/Kasilof District
- Virginia Morgan, Hope, Cooper Landing /Hope/Eastern Peninsula District
- Franco Venuti, City of Homer
- 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**
- *2. **Excused Absences - None**
- *3. **Minutes**
 - a. April 27, 2026 Plat Committee Meeting Minutes
- *4. **Grouped Plats**
 - E2. View Land Subdivision Endsley Addition; KPB File 2026-032
 - E4. Anderson 1973 Subdivision Brunner 2026 Replat; KPB File 2025-181
 - E5. Bonner Subdivision 2026 Replat; KPB File 2026-037

Motion to approve the agenda, the April 27, 2026 Plat Committee minutes and grouped plats passed by unanimous vote (4-Yes)

D. UNFINISHED BUSINESS – None

E.

F. 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. South Bend Bluff 2026 Addition; KPB File 2026-013
Edge Survey & Design / Wood, Best Realty
Location; Ciechanski Road & Augusta National Road
Kalifornsky Area

Motion to grant preliminary approval to as amended passed by unanimous vote (4-Yes).

Motion to grant the exception to KPB 20.30.170 – Block Length Requirements, passed by unanimous vote (4-Yes)

Motion to grant the exception to KPB 20.30.030 – Proposed Street Layout, passed by unanimous vote (4-Yes)

Motion to grant the exception to KPB 20.30.100 – Cul-de-sac Requirements, passed by unanimous vote (4-Yes)

2. View Land Subdivision Endsley Addition; KPB File 2026-032 (**Consent Agenda**)
Vector Surveying LLC Magnitude & Direction / Endsley Revocable Trusts
Location: Wilbur Avenue, SuEllen Street & Canoe Avenue E.
Sterling Area

Motion to grant preliminary approval passed by unanimous vote (4-Yes).

3. Forest Acres & Fort Raymond Sub Seward Gateway Properties (**Postponed**)
KPB File 2025-178R1
AK Lands / City of Seward, Maurer, Williams
Location: Laurel St, Juniper St, Hemlock Ave, Seward Hwy & Dieckgraeff Rd
City of Seward

***No Action Required By Committee**

4. Anderson 1973 Subdivision Brunner 2026 Replat; KPB File 2025-181 (**Consent Agenda**)
Seabright Survey & Design / Brunner
Location: Rainbow Court off Kachemak Way
City of Homer

Motion to grant preliminary approval passed by unanimous vote (4-Yes).

5. Bonner Subdivision 2026 Replat; KPB File 2026-037 (**Consent Agenda**)
Seabright Survey & Design / Aurand, Jirsa
Location: Suchaview Road
Fritz Creek Area

Motion to grant preliminary approval passed by unanimous vote (4-Yes).

6. Rex W Eagle Homestead 2026 Replat; KPB File 2026-029
McLane Consulting Group / Atkins
Location: Golden Eagle Avenue
Ridgeway Area

Motion to grant preliminary approval to as amended passed by unanimous vote (4-Yes).

Motion to grant the exception to KPB 20.30.170 – Block Length Requirements, passed by unanimous vote (4-Yes)

Motion to grant the exception to KPB 20.30.030 – Proposed Street Layout, passed by unanimous vote (4-Yes)

7. Questa Woods Estates No. 9; KPB File 2026-033
McLane Consulting Group / Branson, Elhard
Location: Bruno Road, Teakwood Lane & Southgate Court
Bear Creek Area

Motion to grant preliminary approval to as amended passed by unanimous vote (4-Yes).

Motion to grant the exception to KPB 20.30.190 – Lot Dimensions, passed by unanimous vote (4-Yes)

Motion to grant the exception to KPB 20.60.200 – Survey & Monumentation, passed by unanimous vote (4-Yes)

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

Motion to grant the exception to KPB 20.25.070(A)(1) – Form & Contents Required; changing the subdivision name to France Airpark Subdivision, passed by unanimous vote (4-Yes)

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

H. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLAT COMMITTEE MEETING

The next regularly scheduled Plat Committee meeting will be held **Tuesday, May 26, 2026** 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>

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.



May 11, 2026 – 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
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Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2028

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

- *1. Time Extension Requests
 - a. McGahan-Schilling Tracts 2022 Additions; KPB File 2022-031
- 3/4. Administrative/Final Approvals
 - a. Apache Acres Part Nine; KPB File 2024-123
 - b. Kivi Shores Subdivision Addition No. 1 Kurka Replat; KPB File 2025-172
 - c. Lake Hills Subdivision Part 3 Samora Replat; KPB File 2025-154
- *6. Excused Absences
 - a. Vacant, City of Seward
- *7. Minutes
 - a. April 27, 2026 Planning Commission Meeting Minutes

Motion to approve the consent & regular agendas passed by unanimous vote. (8-Yes)

D. UNFINISHED BUSINESS – None

E. NEW BUSINESS

Public Hearing: Legislative Matters

1. Right-of-way Vacation; KPB File 2026-034V
McLane Consulting Group / Douhit
Request: Vacates a 60' X 155' section of an unnamed ROW & associated utility easement along the southeasterly lot line parallel to Wildwood Drive granted by Black Gold Estates Subdivision Amended, Plat KN 1399
City of Kenai

Motion to grant the vacation as petitioned passed by unanimous vote (6-Yes, 2-Recused)

2. Ordinance 2026-22: Authorizing a communications site lease agreement with Vertical Bridge S3 Assets, LLC in Kenai

Motion to forward to the Assembly a recommendation to adopt Ordinance 2026-22 passed by unanimous vote (8-Yes)

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)*

3. Conditional Use Permit; PC Resolution 2026-27
Applicant: Tyonek Native Corporation
Request: Removal of two culverts and replacing them with a 50' X 14' bridge within the HPD of Tyonek Creek
KPB Parcel ID # 21115043
Tyonek Area

Motion to adopt Planning Commission Resolution 2026-27 granting approval of a conditional use permit pursuant to KPB 21.18 passed by unanimous vote (8-Yes).

4. Conditional Use Permit; PC Resolution 2026-24
Applicant: Boston
Request: To install a boat launch & dock in the HPD of Daniels Lake
KPB Parcel ID # 01322068
Nikiski Area
Staff Person Responsible: Planner Morgan Aldridge

Motion to adopt Planning Commission Resolution 2026-24 granting approval of a conditional use permit pursuant to KPB 21.18 passed by unanimous vote (8-Yes).

5. Conditional Use Permit; PC Resolution 2026-28
Applicant: Alaska DNR
Request: Construction of a fence within the 50' HPD of the Kenai River & Soldotna Creek
KPB Parcel ID #06030012
City of Soldotna
Staff Person Responsible: Planner Morgan Aldridge

Motion to adopt Planning Commission Resolution 2026-28 granting approval of a conditional use permit pursuant to KPB 21.18 passed by unanimous vote (8-Yes).

- E. **PLAT COMMITTEE REPORT** – The plat committee will review 8 plats.
- F. **OTHER**
- G. **PRESENTATIONS/PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA** (3 MINUTES PER SPEAKER)
- H. **DIRECTOR’S COMMENTS**
- I. **COMMISSIONER COMMENTS**
- J. **ADJOURNMENT**

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Tuesday, May 26, 2026** 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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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.



Kenai City Council - Regular Meeting

May 20, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Citywide Streetlight Assessment, Brian Gaze, CEO, Evari Consulting.

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. 3518-2026** - Amending Kenai Municipal Code Title 6 - Elections, Chapters 6.05, 6.15 and 6.40 Relating to Election Dates, Candidate Filing, Compensation of Election Officials, and Canvassing of Elections. (City Clerk)
2. **ENACTED UNANIMOUSLY Ordinance No. 3519-2026** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures (Administration)
3. **ENACTED AS AMENDED UNANIMOUSLY Ordinance No. 3520-2026** - Amending Kenai Municipal Code Chapter 14.10 - Subdivision Regulations and Amending Kenai Municipal Code Section 18.10.030 - Street Improvements to Remove Road Design Standards from Code and Replace them with a Street Design Standards Manual. (Administration)
4. **ADOPTED UNANIMOUSLY Resolution No. 2026-35** - Authorizing a Contract Award for 2026 Waste Water Treatment Plant Dumpster Services. (Administration)
5. **ADOPTED UNANIMOUSLY Resolution No. 2026-36** - Approving a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration)

F. MINUTES

1. *Regular Meeting of May 6, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Kenai Municipal Airport Float Plane Basin. (Administration)
3. ***Action/Approval** - Special Use Permit to Crowley Fuels LLC for Aircraft Fueling Service on the Apron. (Administration)
4. ***Ordinance No. 3521-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)
5. ***Ordinance No. 3522-2026** - Accepting an Alaska Division of Forestry Volunteer Fire Assistance Grant in the Amount of \$8,602.97 and Appropriating Funds for the Purchase of Wildland and Firefighting Equipment for the City of Kenai Fire Department. (Administration)
6. ***Ordinance No. 3523-2026** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2026 and Ending June 30, 2027 and Committing \$4,584,359 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
7. ***Ordinance No. 3524-2026** - Amending Kenai Municipal Code Section 23.25.065 - Shift Differential Pay, to Update Shift Hours and to Clarify Eligibility; and Section 23.55.030 Qualification Pay, to Ensure Appropriate Compensation and Benefits to City Employees Comparable to Other Places of Public Employment Which Allows the City to Recruit and Retain Qualified Employees. (Administration)
8. ***Ordinance No. 3525-2026** - Enacting Kenai Municipal Code Section 14.20.246 - Tent Camping on Private Property, Amending Kenai Municipal Code Section 14.20.320 - Definitions to Provide Definitions Regarding Tents and Campgrounds, Amending Kenai Municipal Code Section 13.10.060 - Sanitary Facilities for Camping on Private Property, and Amending Kenai Municipal Code Section 14.22 - Land Use Table. (Administration)
9. ***Ordinance No. 3526-2026** - Amending the Official Zoning Map by Rezoning Parcel 04106318, with a Physical Address of 6575 Kenai Spur Highway, from a Split Zone of Rural Residential (RR) and General Commercial (CG) to the Zoning District of General Commercial (CG). (Administration)
10. ***Ordinance No. 3527-2026** - Determining that an Approximately 7,682 Square Foot Portion of City-Owned Property Described as that Portion of Govt Lot 10 Lying Southwest of Bridge Access Rd & Lying North & Northwest & Northeast of USS 4563 Amended, is Not Needed for a Public Purpose and Authorizing the Sale and Exchange of the Property to Rabuf, LLC. (Administration)
11. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

I. COMMISSION REPORTS

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

1. **Ordinance No. 3510-2026 (Substitute)** - Amending the Official Zoning Map by Rezoning a Portion of the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

[Clerk's Note: March 18, 2026 postponed to April 1, 2026; April 1, 2026 postponed to May 6, 2026; May 6, 2026 referred to the Planning & Zoning Commissions May 27, 2026 meeting and postponed to June 3, 2026.]

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/GYIEt_0fSGqN5HGQIk6z0g