



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

November 13, 2024 – 7:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

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

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

B. APPROVAL OF MINUTES

1. *Regular Meeting of October 23, 2024

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 PZ2024-23** – Granting a Conditional Use Permit to Operate a Gunsmith Within the Existing Building on the Property Described as Lot 14, Block 1 of Leo T Oberts Subdivision, Addition No. 1, Located at 1540 Kittiwake Court, Within the rural Residential (RR) Zoning District.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the October 23, 2024 Regular Meeting – Halstead

2. **Action/Approval** - Recommending the Kenai City Council Enact an Ordinance - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”.

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: December 11, 2024

L. COMMISSION COMMENTS AND QUESTIONS

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

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

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

<https://us02web.zoom.us/meeting/register/tZMtduMrpzstEtECdoGs0A7xo8MncVAiZui2>

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
OCTOBER 23, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 23, 2024, in City Hall Council Chambers, Kenai, AK. Vice Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Jeff Twait, Vice Chair
Glenese Pettey
Stacie Krause

Gwen Woodard
Sonja Earsley
Diane Fikes

A quorum was present.

Absent:

Joe Halstead, Chair

Also in attendance were:

Kevin Buettner, Planning Director
Brandon McElrea, Planning Technician
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

Vice Chair Twait noted the following additions to the Packet:

Add Item F.1.

Public Hearing – Resolution No. PZ2024-22

- Public Comment

MOTION:

Commissioner Pettey **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

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

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

UNANIMOUS CONSENT was requested.

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

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a

Commission Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. APPROVAL OF MINUTES

1. *Regular Meeting of September 25, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS - None.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2024-22** – Granting a Conditional Use Permit to Operate a Crematory and Funeral Home Within the Existing Building on the Property Described as Lot 5A-1, Block 2, Valhalla Heights Subdivision Wisniewski Second Addition, Located at 5839 Kenai Spur Highway, Within the Limited Commercial (LC) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2024-22. Commissioner Pettey **SECONDED** the motion.

Planning Technician McElrea provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-22; he noted that the application was for a Conditional Use Permit (CUP) to continue operating a crematory and funeral home in order to expand a non-conforming use. The criteria for a CUP were reviewed; and it was reported that the application met the criteria for a CUP and City staff recommended approval 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.

Applicant Timothy Grant Wisniewski explained the intended uses for the proposed expansion.

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

Commissioners Pettey and Woodard spoke in support.

VOTE:

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

NAY: None

ABSENT: Halstead

MOTION PASSED WITHOUT OBJECTION.

Vice Chair Twait noted the 15-day appeal period.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS - None.

I. REPORTS

1. Planning Director – Planning Director Buettner introduced himself to the Commission and thanked Planning Technician McElrea for acting as Interim Director; noted that he is looking forward to working with the City and Commission.
2. Commission Chair – No report.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 13, 2024

Commissioner Krause noted she would be absent for the next two meetings.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners welcomed Director Buettner.

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 7:20 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of October 23, 2024.

Meghan Thibodeau
Deputy City Clerk



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2024-23**

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A GUNSMITH BUSINESS.

APPLICANTS: David C Wolf

PROPERTY ADDRESS: 1540 Kittiwake Court

LEGAL DESCRIPTION: Lot 14, Block 1 of Leo T Oberts Subdivision, Addition No. 1

KENAI PENINSULA BOROUGH PARCEL NUMBER: 04946014

WHEREAS, a complete application meeting the requirements of Kenai Municipal Code 14.20.150 was submitted to the City on October 15, 2024; 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 November 13, 2024, following requirements outlined in Kenai Municipal Code 14.20.280 for public hearings and notifications.

WHEREAS, the Planning and Zoning Commission finds:

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

Findings: The proposed use is consistent with the purpose of the Kenai Zoning Code and Land Use Table. The land use table indicates a gunsmith is a conditional use; therefore, a conditional use permit may be granted for gunsmith business.

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.*

The proposed use would not violate the residential character of the neighborhood as the business would be conducted primarily online, through mail via the US Postal System. They will be doing minor gunsmithing activities, Federal Firearms License (FFL) transfers and online sales. Additionally, potential firearms to be transferred will be kept locked inside a safe inside the garage, with no access to the public. The proposed use is not anticipated to generate additional traffic, and as such there is adequate parking available. The existing density would remain unchanged as there are no proposed alterations to the single-family dwelling. Staff finds that the proposed use meets the intent of the RR 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: Per the applicant, there will be no heavy machinery, additional facilities, noise or traffic, or hazardous items available to the public. There will be no outside signage on the premises, no will the address be listed or advertised. As such, there will be minimal indications that there is a business in the single-family dwelling, so it will not impair the economic or noneconomic value of the neighborhood and adjoining properties.

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

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

Mixed Use is intended for a compatible mix of residential, retail, service, office, public, institutional and recreational uses. Uses are co-located in an integrated way that supports sustainable forms of transport such as public transport, walking and biking, and increases neighborhood amenities. Compatibility issues are addressed through careful site layout and building design.

The surrounding uses are Residential to the north and east, the Kenai Spur Highway is to the west and vacant residential to the west. Staff finds that new buffers are not required as the subject property is adjacent to the Kenai Spur Highway to the west, a vacant lot to the south, and single-family dwellings to the east and north. The intentions of the Comprehensive Plan indicate the possibility of expanding the use of the area into compatible retail, service, and office uses. Staff finds that this conditional use permit is compatible to the proposed direction of the Comprehensive Plan.

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.

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

Objective ED-2

Implement business-friendly regulations, taxation and incentives to create a stable, positive climate for private investments.

Goal 3– Land Use is 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.

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

Findings: City water and sewer are available and on site. The primary access is off of Kittiwake Court, which is a City maintained road. Staff finds there will be no noticeable increase to traffic on Kittiwake Court. As the business will be conducted primarily online, no additional parking will be needed.

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

Findings: The subject property has adequate off-street parking and buffer for the proposed use to minimize the impact to the surrounding area. The applicant indicates that the property is protected by Vivant Alarms Systems and monitored via cameras and door sensors. Any potential firearms to be transferred would be locked inside a safe, with no access to the public. There will be no signage, and no increase in vehicle or foot traffic. The Applicant will maintain a Federal Firearms License as part of the business, in order to process background checks and to facilitate the transfer of firearms. Additionally, there will be no discharge of firearms on the property, and thus will not violate Kenai Municipal Code 13.15.010 – Discharge of Firearms.

Staff finds that the proposed use will not 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 granting of a conditional use to operate a gunsmith business will 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 David C. Wolf for operating a gunsmith business on a property described as Lot 14, Block 1 of Leo T Oberts Subdivision, Addition No. 1, and located at 1540 Kittiwake Court.

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. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, THIS 13th DAY OF NOVEMBER, 2024.

JEFF TWAIT, CHAIRPERSON

ATTEST:

Meghan Thibodeau, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission
THROUGH: Kevin Buettner, Planning Director
FROM: Beth McDonald, Administrative Assistant
DATE: November 13, 2024
SUBJECT: Resolution No. PZ2024-23 – Conditional Use Permit – Gunsmith

Request The applicant is requesting to operate a minor gunsmithing business within the existing single-family dwelling.

Staff Recommendation Adopt Resolution No. PZ2024-23 approving a Conditional Use Permit for Gunsmith business.

Applicants: Arctic Wolf Arms - David C Wolf
Property Owners: David C Wolf
Legal Description: Lot 14, Block 1 of Leo T Oberts Subdivision, Addition No. 1
Property Address: 1540 Kittiwake Court
KPB Parcel No.: 04946014
Lot Size: 48308.04 square feet (1.109-acres)
Zoning: Rural Residential (RR)
Current Use: Single-Family Dwelling
Land Use Plan: Mixed Use

SUMMARY

The applicant is requesting to operate a minor gunsmithing business in the existing single-family dwelling. This business will be primarily conducted online, with local Federal Firearms License (FFL) transfers. A Conditional Use Permit (CUP) is required to operate a gunsmithing business in the Rural 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 proposed use is consistent with the purpose of the Kenai Zoning Code and Land Use Table. The land use table indicates a gunsmith is a conditional use; therefore, a conditional use permit may be granted for gunsmith business.

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.

The proposed use would not violate the residential character of the neighborhood as the business would be conducted primarily online, through mail via the US Postal System. They will be doing minor gunsmithing activities, Federal Firearms License (FFL) transfers and online sales. Additionally, potential firearms to be transferred will be kept locked inside a safe inside the garage, with no access to the public. The proposed use is not anticipated to generate additional traffic, and as such there is adequate parking available. The existing density would remain unchanged as there are no proposed alterations to the single-family dwelling. Staff finds that the proposed use meets the intent of the RR zoning district.

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

Findings: Per the applicant, there will be no heavy machinery, additional facilities, noise or traffic, or hazardous items available to the public. There will be no outside signage on the premises, no will the address be listed or advertised. As such, there will be minimal indications that there is a business in the single-family dwelling, so it will not impair the economic or noneconomic value of the neighborhood and adjoining properties.

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 Mixed-Use classification. The MU Land Use Classification is defined in the Comprehensive Plan:

Mixed Use is intended for a compatible mix of residential, retail, service, office, public, institutional and recreational uses. Uses are co-located in an integrated way that supports sustainable forms of transport such as public transport, walking and biking, and increases neighborhood amenities. Compatibility issues are addressed through careful site layout and building design.

The surrounding uses are Residential to the north and east, the Kenai Spur Highway is to the west and vacant residential to the west. Staff finds that new buffers are not required as the subject property is adjacent to the Kenai Spur Highway to the west, a vacant lot to the south, and single-family dwellings to the east and north. The intentions of the Comprehensive Plan indicate the possibility of expanding the use of the area into compatible retail, service, and office uses. Staff finds that this conditional use permit is compatible to the proposed direction of the Comprehensive Plan.

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.

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

Objective ED-2

Implement business-friendly regulations, taxation and incentives to create a stable, positive climate for private investments.

Goal 3– Land Use is 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.

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

Findings: City water and sewer are available and on site. The primary access is off of Kittiwake Court, which is a City maintained road. Staff finds there will be no noticeable increase to traffic on Kittiwake Court. As the business will be conducted primarily online, no additional parking will be needed.

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

Findings: The subject property has adequate off-street parking and buffer for the proposed use to minimize the impact to the surrounding area. The applicant indicates that the property is protected by Vivant Alarms Systems and monitored via cameras and door sensors. Any potential firearms to be transferred would be locked inside a safe, with no access to the public. There will be no signage, and no increase in vehicle or foot traffic. The Applicant will maintain a Federal Firearms License as part of the business, in order to process background checks and to facilitate the transfer of firearms. Additionally, there will be no discharge of firearms on the property, and thus will not violate Kenai Municipal Code 13.15.010 – Discharge of Firearms.

Staff finds that the proposed use will not 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 granting of a conditional use to operate a gunsmith business will 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*. The applicant 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.

As of the writing of this Staff Report, no public comments have been received.

STAFF RECOMMENDATION

Staff finds that the proposed Conditional Use Permit for a gunsmith business 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 PZ2024-23 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.

ATTACHMENTS

Aerial Map
Application



0 300 600 ft

NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. 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 use, operation 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 correctness of the data, or use of the data.



Legend

- Physical Addresses
- Transportation
- Mileposts
- Roads
 - Medium Collector
 - Medium Volume -
 - Unmaintained
 - Medium Volume -
 - Maintained
 - Low / Seasonal
 - Legal Trail
 - Private
 - State Hwy
- Platted / Proposed
- Parcels and PLSS
- Parcels
- 9" Imagery
 - Red: Red
 - Green: Green
 - Blue: Blue
 - Red: Red
 - Green: Green
 - Blue: Blue



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:	David CM Wolf				
Mailing Address:	1540 Kittiwake Ct.				
City:	Kenai	State:	Alaska	Zip Code:	99611
Phone Number(s):	(907) 690-3321				
Email:	ArcticWolfArms@gmail.com				

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):	046-460-14
Physical Address:	1540 Kittiwake Ct., Kenai, AK 99611
Legal Description:	Lot 14, Block 1, Leo T. Oberts Sub, Addn. 1
Zoning:	Rural Residential
Acres:	1.109

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?	Residential
Conditional Use Requested for (attach additional sheets if necessary):	
Request to operate small business out of home. Will be doing minor gunsmithing activities, FFL transfers and online sales. No heavy machinery, noise, signs, increased traffic or anything related to reloading ammunition.	
Explain how the conditional use is consistent with purposes and intent of the zoning district of the property:	
There will be no realized change to the intent of the zoning district. This will be a small business primarily operated online and utilizing the postal system.	
Explain how the value of adjoining property and neighborhood will not be significantly impaired by the conditional use:	
There will be no change to the value of adjoining property. No large business signs will be posted, no machinery or noise created, and no increased vehicle/foot traffic as business will be primarily conducted online.	

Use of surrounding property - north:	Residential		
Use of surrounding property - south:	N/A (forest)		
Use of surrounding property - east:	Residential		
Use of surrounding property - west:	N/A (highway, forest)		
Explain how the conditional use is in harmony with the City's Comprehensive Plan:			
This conditional use will have no ill effect on any of the 8 goals in the comprehensive plan. It will, however, help by providing another source of taxes to help fund and support the City of Kenai's comprehensive plan. As a lifelong Kenai resident, I believe my business plan along with my own morals and ideals align with the City of Kenai's goals for the betterment of our community.			
Are public services and facilities on the property adequate to serve the proposed conditional use?			
Yes. As this will be primarily an online sales business, no additional facilities or public services are needed.			
Explain how the conditional use will not be harmful to public safety, health, or welfare:			
As mentioned before, there will be no heavy machinery, noise/traffic, or hazardous materials/waste. There will be no dangerous or otherwise hazardous items accessible to the public. The surrounding area will not see any negative effects by this conditional use permit.			
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?			
This property is protected by Vivant Alarms Systems and monitored via cameras and door sensors. For any potential firearms to be transferred they will be locked inside a safe so there will be no access to the public. Nor will there be any signage outside of the residence/business premises indicating that a small business is operating inside the residence. The business address will not be listed online or otherwise advertised, so there will be no increased vehicle/foot traffic.			
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:			Date:
Print Name:		Title/Business:	
For City Use Only		Date Application Fee Received: PZ Resolution Number:	



Conditional Use Permit Application

CHECKLIST

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

- ☐ Evaluate uses allowed in your zoning district. Information on zoning is available at kenai.city/planning/page/zoning.
- ☐ Submit completed application form. The application form must include an attached site plan/floor plan with square footages of all structures on the property and parking areas. If applicable, include a State Business License and a KPB Tax Compliance Form with the application.
Intents of zoning districts are at kenai.municipal.codes/KMC/14.20.
Information about the Comprehensive Plan is at kenai.city/planning/page/comprehensive-plan.
- ☐ Pay the \$265 fee as outlined in the Fee Schedule (\$250 + 6% tax).
- ☐ City staff will evaluate your application following Kenai Municipal Code 14.20.230 (kenai.municipal.codes/KMC/14.20.150). Please answer questions from City staff about your application.
- ☐ Meet with Fire Marshall for inspection of premises (if necessary).
The Fire Marshal will contact you to arrange an inspection.
- ☐ Post sign on your property and confirm the posting with the City. Planning staff will contact you and provide a sign stating a conditional use permit application has been submitted. The sign must be posted at least 10 days before the Planning & Zoning Commission meeting.
- ☐ Attend Planning & Zoning Commission meeting (not mandatory, but recommended).
Attendance is beneficial so you are able to answer questions of the Commission.
- ☐ 15-day appeal period of the Planning & Zoning Commission's decision.

Thank you for choosing the City of Kenai!

Please contact the Planning & Zoning Department with application questions.

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

Arctic Wolf Arms

1540 Kittiwake Ct., Kenai, AK 99611

owned by

David CM Wolf

is licensed by the department to conduct business for the period

August 2, 2024 to December 31, 2024
for the following line(s) of business:

31-33 - Manufacturing; 44-45 - Retail Trade



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

SKETCH ADDENDUM

Borrower or Owner **Wolf, David C.**

Property Address **1540 Kittiwake Court**

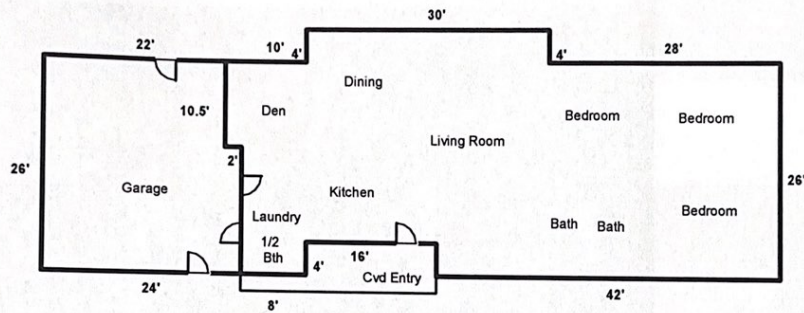
City **Kenai**

County **Kenai Peninsula**

State **AK**

Zip Code **99611**

Client **Rural Housing Service**



SUMMARY	SQ FT AREA	PERIMETER	AREA CALCULATION DETAILS	
Living Area			First Floor	
First Floor	1793	204	30.0 X 26.0 =	780.0
			10.0 X 10.5 =	105.0
			28.0 X 26.0 =	728.0
Garage			8.0 X 15.5 =	124.0
Garage	603	100	14.0 X 4.0 =	56.0
			Total	1793.0



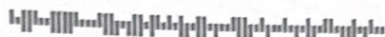
**KENAI PENINSULA
Borough**

Sales Tax

A Division of the Finance Department

144 North Binkley Street, Soldotna, AK 99669 | (P) 907-714-2175 | (F) 907-714-2376 | www.kpb.us

Sales Tax Account # 0212956R



ARCTIC WOLF ARMS
1540 KITTIWAKE COURT
KENAI AK 99611

October 10, 2024

Each year the Kenai Peninsula Borough receives numerous inquiries regarding the appropriate use of resale certificates. In response to these questions, we would like to remind you of the rules pertaining to resale certificates.

Dear Resale Certificate Holder,

Please find below your **RESALE CERTIFICATE**, which is **NOT** an **EXEMPT CERTIFICATE**. This simply means that you may buy items using this card that are to be resold to a final consumer. KPB 5.18.210 outlines the items that are eligible for resale treatment as follows:

- Sales to a wholesale or retail dealer in the property sold, for the purpose of resale by the dealer;
- Sales of personal property as raw material to a person engaged in manufacturing for sale, where the property sold is consumed in the manufacturing process of, or becomes an ingredient or component part of a product manufactured for sale by the manufacturer;
- Sales of person property as raw material to a licensed building contractor where the property sold becomes a component part of the product sold by that building contractor.

In addition, KPB 5.18.220 allows services to be purchased for resale when the sale of intermediate services are to a business, the charge for which will be passed directly by that business to a specific buyer.

The only items that you are eligible to buy for **RESALE** are those items that are specified on your certificate (below). Items purchased and subsequently consumed in the ordinary course of business and not directly billed to the end customer are **NOT** eligible to be purchased using a resale certificate.

It is your responsibility as a **RESALE CERTIFICATE HOLDER** to account for those items purchased for resale. Improper use or inadequate documentation of items purchased utilizing the below resale certificate, may result in the following:

- Immediate cancellation and demand for surrender of the Resale Certificate.
- Retroactive denial for the exemption and collection of sales tax formerly exempt.

If you should have any questions concerning the use of your resale certificate, or any other sales tax issue, do not hesitate to contact the KPB Sales Tax Division at (907) 714-2175 or toll-free within the Borough at 1-800-478-4441.

Thank you,
Kenai Peninsula Borough
Sales Tax Division

Kenai Peninsula Borough	
2024 Sales Tax RESALE Certificate	
MUST BE PRESENTED AT TIME OF EACH PURCHASE	
Card #: 001647R24	Issued: 10/10/2024 Expires: 12/31/2024
DBA: ARCTIC WOLF ARMS	
NAICS: SMALL ARMS MANUFACTURING	
Authorized Buyer: DAVID WOLF	
GUNSMITHING SUPPLIES	
Account: 0212956R	Supervisor: <i>[Signature]</i>



**CITY OF KENAI
ORDINANCE NO. XXXX-2024**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE SECTION 14.30.030 – GENERAL PROVISIONS, TO UPDATE THE MOST RECENT VERSION OF THE “FLOOD INSURANCE STUDY”.

WHEREAS, the Council expressed its intent to participate in the National Flood Insurance Program (NFIP), via Resolution 2022-13; and,

WHEREAS, participation in the NFIP is a requirement for the City to work with the US Army Corps of Engineers to complete the City’s bluff erosion project; and,

WHEREAS, participating in the NFIP benefits affected property owners through the availability of more affordable flood insurance; and,

WHEREAS, the purpose of this ordinance is to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas; and,

WHEREAS, the Federal Emergency Management Agency released a new Flood Insurance Study covering the Kenai Peninsula Borough and incorporated areas effective February 28, 2025 and it is in the best interest of the City to adopt the updated study; and,

WHEREAS, at its meeting on November 13, 2024, the Planning and Zoning Commission recommended _____.

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

Section 1. Amendment of Section of Kenai Municipal Code Section 14.30.030: That Kenai Municipal Code, Section 14.30.030 General Provisions, Subsection (b) Basis for Establishing Flood Hazard Areas, is hereby amended as follows:

14.30.030 General Provisions.

(a) *Lands to Which This Chapter Applies.* This chapter shall apply to all flood hazard areas within the City of Kenai.

(b) *Basis for Establishing Flood Hazard Areas.* Flood hazard areas are identified as follows:

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study” applicable to the City of Kenai in its most recent adopted version ([OCTOBER 20, 2016], February 28, 2025 titled “Flood Insurance Study for the Kenai Peninsula Borough, Alaska and Incorporated Areas”) and any subsequent revisions thereto, with accompanying Flood Insurance Maps and revisions thereto. The Flood Insurance Study is on file at the City of Kenai administrative offices. The best available information for flood

hazard area identification provided in this chapter will be the basis for regulation until a new FIRM is issued.

(c) *Warning and Disclaimer of Liability.* The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City of Kenai, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

(d) *Noncompliance—Enforcement.* Structures and activities which are not permitted or allowed by this chapter are prohibited. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements shall be enforced by the remedies set forth in KMC Chapter [14.20](#) including any injunctive remedies allowed by law. Each day a violation continues is a separate violation.

(e) *Abrogation and Greater Restrictions.* This chapter is not intended to repeal, abrogate, or impair any existing easements or deed restrictions. However, where this chapter is more stringent, it must be complied with.

(f) *Interpretation.* In the interpretation and application of this chapter, all provisions are considered minimum requirements, liberally construed in favor of the City, and do not limit or repeal any other powers granted under State statutes.

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

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect February 28, 2025 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS XXND DAY OF XXXX, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	Month DD, YYYY
Enacted:	Month DD, YYYY
Effective:	Month DD, YYYY



October 28, 2024 – 6:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2024

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

ZOOM MEETING DETAILS

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

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

Zoom Meeting ID: 907 714 2200

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

***1. Agenda**

***2. Member Excused Absences - None**

***3. Minutes**

- a. October 14, 2024 Plat Committee Meeting

***4. Grouped Plats**

E1. Whistlebait Estates Addition; No. 2 KPB 2024-100

E2. Butler-Church Subdivision; KPB 2024-105

E3. KPB Robert Avenue West ROW Acquisition Plat; KPB 2024-104

E4. Mattox Subdivision Corbin 2024 Replat; KPB 2024-106

E5. Bayview Gardens Subdivision Addition 1 Jennings 2024 Replat; KPB 2024-109

**MOTION: Move to approve the consent agenda passed by unanimous vote.
(4-Yes)**

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

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

1. Whistlebait Estates Addition No. 2; KPB File 2024-100
Vector Surveying LLC Magnitude & Direction / Rubbert, Whistlebait LLC
Location: Valley View Road, Desmidt Avenue & Jacobsen Avenue
Sterling Area

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

2. Butler-Church Subdivision; KPB File 2024-105 *(Consent Agenda)*
Johnson Surveying / Galley Living Trust
Location: Funny River Road, Lake Road & Enterprise Avenue
Funny River Area / Funny River APC

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

3. KPB Robert Avenue West ROW Acquisition Plat; KPB File 2024-104
McLane Consulting Group / Zimmerman, O'Connell
Location: Robert Avenue West, Rabbit Run Road, Ashely Avenue & Solitude Street
Funny River Area / Funny River APC

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

4. Mattox Subdivision Corbin 2024 Replat; KPB File 2024-106
Seabright Surveying / 4178 Mattox LLC
Location: East End Road, Mattox Road & Mallard Way
City of Homer

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

5. Bayview Gardens Subdivision Addition 1 Jennings 2024 Replat
KPB File 2024-109
Seabright Surveying / Jennings Community Property Trust
Location: East Hill Road, Larkspur Court & South Larkspur Circle
City of Homer

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

6. Scholz-Rediske Subdivision; KPB File : 2024-107
Seabright Surveying / Scholz, Rediske
Location: Ohlson Mountain Road & John Lee Avenue
Diamond Ridge Area / Kachemak Bay APC

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

Motion to grant the exception request to KPB 20.30.170 – Block Length & KPB 20.30.030 – Proposed Street Layout, passed by unanimous vote. (4-Yes)

7. Dunham Subdivision Two Hands 2024 Replat; KPB File 2024-108
Seabright Surveying / Hand
Location: McLay Road & Dunham Avenue
Kachemak City

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

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

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

F. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLAT COMMITTEE MEETING

The next regularly scheduled Plat Committee meeting will be held **Monday, November 18, 2024** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **5:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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

Fax: 907-714-2378

e-mail address: planning@kpb.us

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

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.



October 28, 2024 – 7:30 PM

Action Agenda

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

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2024

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

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

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Vacant
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

ZOOM MEETING DETAILS

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

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

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A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

*3. Plats Granted Administrative Approval

- a. Alexander Wilson Homestead 2024 Addition; KPB File 2024-023
- b. Bear Cove Airpark Addition; KPB File 2024-014
- c. Butterfly Meadows No. 3; KPB File 2023-056
- d. SLEV Plat Associated w/ the South 400' of the East 400' of Gov. Lot 1; KPB File 2019-025V

*4. Plats Granted Final Approval

- a. Mariners Walk Subdivision 2022 Replat; KPB File 2022-085R1
- b. River View Subdivision 2024 Replat; KPB File 2023-135
- c. Stoneburr Subdivision Holben Replat; KPB File 2024-044

*7. Minutes

- a. October 14, 2024 Planning Commission Meeting

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

D. UNFINISHED BUSINESS - None

E. NEW BUSINESS

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

1. Building Setback Encroachment Permit; KPB File 2024-102; PC Resolution 2024-16
Segesser Surveys / Milliron
Request: Permits a portion of a shed to remain within the 20' setback & allows for the construction of a 32' x 36' garage within the same setback on Lot 1, Block 5 on Willow Brook North Addition, Plat KN 98-42
Location: Northridge Drive, Kalifornsky Area

Motion to adopt Planning Commission Resolution 2024-16, granting a building setback encroachment permit to a portion of the 20-foot building setback on Lot 1, Block 5, Willow Brook North Addition, Plat KN 98-42, passed by unanimous vote. (8-Yes)

2. Building Setback Encroachment Permit; KPB File 2024-110; PC Resolution 2024-17
Peninsula Surveying / Spillett
Request: Permits a portion of a 20' x 16.2' shop to remain in the 20' building setback on Lot 8, Luke's Wilderness Acres, Plat HM 96-42
Location: Luke Road, Anchor Point Area

Motion to adopt Planning Commission Resolution 2024-17, granting a building setback encroachment permit to a portion of the 20-foot building setback on Lot 8, Luke's Wilderness Acres, Plat HM 96-42, passed by unanimous vote. (8-Yes)

Public Hearing: Legislative Matters

3. Ordinance 2024-19-18: Authorizing the acquisition of real property located adjacent to the Chapman School Campus in Anchor Point for future school use, and appropriating \$850,000.00 from the general fund for the purchase.

MOTION: Move to forward to the Assembly a recommendation to adopt Ordinance 2024-19-18 passed by unanimous vote. (8-Yes)

4. Ordinance 2024-XX: Amending the Diamond Willow – Fairfield Local Option Zoning District to create the Diamond Willow – Kenai Wellness Estates Addition Local Option Zoning District by changing three parcels from a Single Family Residential District (R-1) to a Mixed-Use District (C-3)

MOTION: Move to forward to the Assembly a recommendation to adopt Ordinance 2024-__: Amending the Diamond Willow–Fairfield Local Option Zoning District to create the Diamond Willow–Kenai Wellness Estates Addition Local Option Zoning District by changing three parcels from a Single Family Residential District (R-1) to a Mixed-Use District (C-3)

F. PLAT COMMITTEE REPORT – The plat committee will review 7 plats

G. OTHER

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

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held **Monday, November 18, 2024** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **7:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

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Fax: 907-714-2378

e-mail address: planning@kpb.us

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

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

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

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



Kenai City Council - Regular Meeting

November 06, 2024 — 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. **COUNCIL MEMBER KNACKSTEDT ELECTED AS VICE MAYOR. Election of Vice Mayor**
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

E. PUBLIC HEARINGS

1. **ADOPTED UNANIMOUSLY. Resolution No. 2024-43** - Authorizing the Use of the Equipment Replacement Fund and Awarding a Contract for the Purchase of Datacenter Equipment. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2024-44** - Amending the City of Kenai Schedule of Rates, Charges, and Fees by Establishing an Annual Locker Rental Fee While Continuing to Provide Free Day-Use Lockers. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-45** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2025. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2024-46** - Establishing the 2025 City Council Regular Meeting Schedule. (City Clerk)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2024-47** - Approving a Lease of Airport Reserve Lands Described as Lot Four Block One FBO Subdivision with Crowley Fuels, LLC, on a Non-Standard Lease Form. (Administration)

F. MINUTES

1. *Regular Meeting of October 16, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Sharon Fisher to the Parks & Recreation Commission. (Gabriel)
3. ***Ordinance No. 3440-2024** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)
4. ***Ordinance No. 3441-2024** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
5. ***Ordinance No. 3442-2024** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay. (Administration)
6. ***Ordinance No. 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)
7. ***APPROVED UNANIMOUSLY, AND COUNCIL MEMBER DOUTHIT APPOINTED TO SUPERVISORY SUB-COMMITTEE. Action/Approval*** - Mayoral Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Gabriel)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office 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/join/register/tZYodO2gqTlqGNZMLq2LEUQA3QY8vU6uuCYE>