

**AGENDA**  
**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING**  
**AUGUST 22, 2018 - 7:00 P.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVENUE, KENAI, ALASKA**  
<http://www.kenai.city>

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call
- c. Agenda Approval
- d. Consent Agenda
- e. \*Excused absences

\*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.

**2. \*APPROVAL OF MINUTES**

- a. August 8, 2018 ..... 1

**3. SCHEDULED PUBLIC COMMENT**

*(Public comment limited to ten (10) minutes per speaker)*

**4. UNSCHEDULED PUBLIC COMMENT**

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

**5. CONSIDERATION OF PLATS: None**

**6. PUBLIC HEARINGS:**

- a. **Resolution PZ2018-19** – A Resolution of the Planning and Zoning Commission recommending the Council of the City of Kenai, Alaska amend Kenai Municipal Code Section 14.20.151 – Application for Conditional Use Permit for Surface Extraction of Natural Resources ..... 5

**7. UNFINISHED BUSINESS - None**

**8. NEW BUSINESS - None**

**9. PENDING ITEMS - None**

**10. REPORTS**

- a. City Council .....13
- b. Borough Planning .....17
- c. Administration

**11. ADDITIONAL PUBLIC COMMENT**

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

**12. INFORMATIONAL ITEMS - None**

**13. NEXT MEETING ATTENDANCE NOTIFICATION - September 12, 2018**

**14. COMMISSION COMMENTS AND QUESTIONS**

**15. ADJOURNMENT**

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
AUGUST 8, 2018 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**1. CALL TO ORDER**

Commission Chair Twait called the meeting to order at 7:01 p.m.

**a. Pledge of Allegiance**

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

**b. Roll Call**

Commissioners present: Chair J. Twait, Vice-Chair R. Springer, D. Fikes, K. Peterson, J. Halstead, V. Askin

Commissioners absent: G. Greenberg

Staff/Council Liaison present: City Planner E. Appleby, Deputy City Clerk J. Kennedy, Council Liaison H. Knackstedt

A quorum was present.

**c. Agenda Approval**

Chair Twait noted the laydown PowerPoint presentation provided to include with Item 8(b).

**MOTION:**

Commissioner Halstead **MOVED** to approve the agenda with the addition of the presentation laydown to Item 8(b) and Commissioner Askin **SECONDED** the motion. There were no objections; **SO ORDERED**.

**d. Consent Agenda**

**MOTION:**

Commissioner Askin **MOVED** to approve the consent agenda and Commissioner Halstead **SECONDED** the motion. There were no objections; **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.

e. \*Excused absences – G. Greenberg.

2. **\*APPROVAL OF MINUTES:** July 25, 2018

The minutes were approved by the Consent Agenda.

3. **SCHEDULED PUBLIC COMMENT:** (10 minutes) None scheduled.

4. **UNSCHEDULED PUBLIC COMMENT:** (3 minutes) None.

5. **CONSIDERATION OF PLATS** – None.

6. **PUBLIC HEARINGS** – None.

7. **UNFINISHED BUSINESS** – None.

8. **NEW BUSINESS**

a. **Surface Extraction Code Discussion** - Discuss potential updates to the surface extraction code to obtain a permit

Staff reviewed the currently active permits of surface extraction operations, and provided a recap of the annual report. A series of maps were presented showing the current permitted gravel pits, a map to show individuals interested in a gravel pit locations away from the flood plain risk, and a combined map showing the floodplain areas and the current permitted gravel pits. It was clarified that none of the current permitted gravel pits were in the floodplain.

The City Planner recommended to the Commission to consider a Code amendment that would not allow surface extraction of natural resource conditional use permit applications within the 100-year floodplain, 500-year floodplain, or high-hazard coastal areas in currently mapped floodplain areas. Amending the site plan submission requirements for a conditional use permit for surface extraction of natural resources to state the site plan must be certified or prepared by the appropriate professional discipline, likely a surveyor or engineer was also recommended. It was noted this would ensure the City receives a site plan that clearly stated the proposed development, and the applicant had a greater understanding of what they were proposing. Staff noted that similar requirements existed under Code for the Kenai Peninsula Borough and the City of Palmer.

The National Flood Insurance Program was referenced and suggested the City of Kenai develop one to have more control. Clarification was provided that a resident was unable to get flood insurance so it would be beneficial for the City of Kenai and residents for a future discussion and plan.

Possible options for Code amendments, including waiting until the Kenai Peninsula Borough changes were developed early next year, recommending a moratorium on all gravel extractions, requiring a professional site plan with a conditional use permit application, increasing restrictions to require applicants to propose ends dates on gravel pit operations and only allowing specific hours of operations during summer months versus winter months, were topics discussed.

**MOTION:**

Commissioner Askin **MOVED** to amend the Surface Extraction Code as recommended by staff

and bring back to the Commission for review and Commissioner Halstead **SECONDED**. There were no objections; **SO ORDERED**.

**b. Sign Code Discussion** – Discuss plans to update the sign code

Staff reviewed the specific issues with the current Sign Code, the topics to be addressed in the Sign Code update, and the process. Goals for the sign code update were outlined as follows:

- Work with the community to obtain appropriate guidance from residents and businesses;
- Make the Code easy to interpret;
- Make the Code enforceable;
- Make the Code legal (no content-based regulation); and
- Create appropriate standards for different categories of signs in different areas of the City of Kenai.

Examples of varying signs outside of the City of Kenai for consideration in the Sign Code update were provided. It was recommended to start the process from scratch versus revising the existing code. Staff noted that it was a broad end goal to have updates to the Sign Code by summer 2019 and summarized the plans of the next meeting and moving forward.

Commissioners expressed support in revamping the Sign Code, suggested following the City of Soldotna as a template and have a joint work session. The City Planner was thanked for the report.

Resident, Kristine Schmidt spoke in opposition of reducing the code restrictions and noted the Beautification Committee and community members should be a part of the process.

**9. PENDING ITEMS:** None.

**10. REPORTS:**

**a. City Council** – Council Member Knackstedt reviewed the action agenda from the August 1 City Council Meeting. He specifically noted the City of Kenai was presented with a \$2,000 grant from Enstar towards the Beach Sweeper project developed by Riley Graves through the Caring for the Kenai program.

**b. Borough Planning** – Commissioner Fikes reported that the next Commission meeting was scheduled for August 13.

**c. Administration** – City Planner Appleby reported on the following:

- She met with the Airport Manager to help in some of the environmental clearances for possible future improvements fire training and the float plane area;
- The SOAR lease was approved for development on an airport property parcel;
- She attended a luncheon for the LNG plant development and noted the Alaska Gasline Development Corporation was continuing to investigate water source options in Kenai and Nikiski;
- The local bike advocacy group submitted the application for a bicycle funding designation and waiting for the results;
- The City of Kenai was in the process of recruiting a temporary lands person; and
- Staff were exploring ways to make the Kenai Guide electronically available and an

audio guide; referencing various audio guides on the Alaska.org website.

Appleby noted that she was accepting any high quality photos for unique Kenai points of reference to use in the audio Kenai Guide.

11. **ADDITIONAL PUBLIC COMMENT** – None.

12. **INFORMATIONAL ITEMS** – None.

13. **NEXT MEETING ATTENDANCE NOTIFICATION:** August 22, 2018

Commissioner Peterson noted he would be absent and Commissioner Fikes noted she may be absent.

14. **COMMISSION COMMENTS & QUESTIONS**

Commissioners discussed the outcome of the July 31 Kenai Dog Park meeting, initiated by previous Mayor Pat Porter.

Commissioner Halstead thanked Kristine Schmidt for her comments and input regarding the Sign Code.

15. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 9:00 p.m.

Minutes prepared and submitted by:

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Jacquelyn Kennedy  
Deputy City Clerk



*"Village with a Past, City with a Future"*

210 Fidalgo Ave, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 | Fax: (907) 283-3014  
www.kenai.city

## MEMORANDUM

**TO:** Planning and Zoning Commission  
**FROM:** Elizabeth Appleby, City Planner  
**DATE:** August 14, 2018  
**SUBJECT:** Resolution No. PZ2018-19 – Prohibiting Surface Extraction Permit Applications within the Floodplain

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Draft Resolution PZ2018-19 recommends two changes to City Code for surface extraction of natural resource permits:

- Requirement for the site plan to be certified or prepared by an appropriate professional discipline;
- Requirement for the proposed surface extraction to be located outside of the currently designated 1% Annual Chance Flood Zone (100-year floodplain), 0.2% Annual Chance Flood Zone (500-year floodplain), or high-hazard coastal areas.

These changes reflect our discussion during the August 8, 2018 Planning and Zoning Commission meeting and my memorandum that was part of the public meeting packet for that meeting. The added requirement for a site plan ensures developers carefully map and measure the location of their extraction and related activities. The City needs a certified application to accurately evaluate the action. The requirement states the site plan must be certified or prepared by an appropriate professional, which leaves flexibility for developers.

No currently permitted gravel pits are located within the 1% Annual Chance Flood Zone (100-year floodplain), 0.2% Annual Chance Flood Zone (500-year floodplain), or high-hazard coastal areas. The City made it a priority to protect the Kenai River and dunes in the 2016 Comprehensive Plan. This Code change will streamline the evaluation process for the City and encourage any new gravel pits to be developed in desirable locations outside of the floodplain.

Thank you for your consideration.



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**CITY OF KENAI  
PLANNING & ZONING COMMISSION  
RESOLUTION PZ2018-19**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION RECOMMENDING TO THE COUNCIL OF THE CITY OF KENAI, ALASKA, TO AMEND KENAI MUNICIPAL CODE SECTIONS 14.20.151-APPLICATION FOR CONDITIONAL USE PERMIT FOR SURFACE EXTRACTION OF NATURAL RESOURCES AND 14.20.154-ISSUANCE OF PERMIT FOR SURFACE EXTRACTION OF NATURAL RESOURCES.

WHEREAS, the Planning and Zoning Commission recommends increasing standards for surface extraction permits to ensure quality applications in desirable locations;

WHEREAS, quality site plans are necessary to evaluate an application for surface extraction of natural resources;

WHEREAS, the 2016 City of Kenai Comprehensive Plan states objectives to protect the Kenai River and dunes;

WHEREAS, all permitted gravel pits are outside of the current effective Flood Insurance Rate Map panels for the City of Kenai, and the Planning and Zoning Commission recommends new applications for gravel pits continue to be located outside of the floodplain;

**NOW, THEREFORE,** BE IT RECOMMENDED TO THE COUNCIL OF THE CITY OF KENAI, ALASKA, THAT

**Section 1.** That an Ordinance be enacted to amend Kenai Municipal Code sections 14.20.151 as follows:

**A. 14.20.151 Application for Conditional Use Permit for Surface Extraction of Natural Resources.**

An application for a Conditional Use Permit to engage in the surface extraction of natural resources shall be in writing on a form supplied by the City of Kenai and shall be filed with the City Planner, along with the appropriate fee as set forth in the City's schedule of fees adopted by the City Council. All applications shall be accompanied by the following documents and information:

(a) A site plan, drawn to scale and certified by the appropriate professional discipline, such as a professional engineer, hydrologist, or registered land surveyor, containing the following:

- (1) Graphic (and legal) description of the proposed area, including dimensions in feet and number of acres or square feet;
- (2) Existing topographical contours with not less than ten-foot (10') contour intervals;

- (3) Proposed finished topographical contours (when extraction is completed) with not less than ten-foot (10') contour intervals;
  - (4) Existing and proposed buildings and structures on the site;
  - (5) Principal access points which will be used by trucks and equipment, including ingress and egress points and internal circulation, especially the haul road from the public road to the proposed site of the pit;
  - (6) Indication of the existing landscape features, including cleared areas, wooded areas, streams, lakes, marsh areas, and so forth;
  - (7) Verification that the proposed surface extraction is outside of the 1% Annual Chance Flood Zone (100-year floodplain), 0.2% Annual Chance Flood Zone (500-year floodplain), or high-hazard coastal areas as indicated Appendix 1;
  - (8) Location and nature of other operations, if any, which are proposed to take place on the site.
- (b) A narrative statement containing the following information:
- (1) Soil surveys with reference to the average year-round water table throughout the entire acreage. Piezometers may be used to determine an average water depth;
  - (2) Estimated amount of material to be removed from the site over the entire period of operation;
  - (3) Estimated length of time to complete the operation, or, if the pit is to be operated on a continuing basis, a statement to that effect;
  - (4) Proposed hours of operation;
  - (5) Method of fencing or barricading the petition area to prevent casual access;
  - (6) Amount and location of natural screening provided by trees and vegetation, if any, between the property lines and the proposed site of the pit;
  - (7) Plans, if any, to construct artificial screening;
  - (8) Description of operations or processing which will take place on the site during and after the time the material is extracted;
  - (9) Plan or program for regrading and shaping the land for future use;
  - (10) Method of backfilling and/or replacing topsoil;
  - (11) Proposed future use of the land after resources are extracted, including a proposed development plan showing location of houses, parks, lakes, etc.;
  - (12) Other information which may pertain to the particular site.

(c) Proof that the applicant has obtained or is eligible to obtain the necessary licenses required by state or federal agencies.

(d) Proof that the applicant is the owner of the subject property.

**B. 14.20.154 Issuance of Permit for Surface Extraction of Natural Resources.**

(a) On the basis of the application with accompanying information, any supplemental information filed, and such information as may be presented at the public hearing provided for in this chapter, the Commission shall make a determination as to whether each of the following requirements has been met:

(1) The application is in substantial compliance with the requirements of this chapter;

(2) The boundaries of the proposed excavation at its greatest dimensions, including back slopes, are at least two hundred feet (200') from any road or public right-of-way and at least one hundred fifty feet (150') from other surrounding property lines, except that adjoining permitted surface extraction of natural resources sites are not required to maintain the above one hundred fifty feet (150') excavation between sites;

(3) The buffer strips between the excavation site and roadways and property lines contain sufficient natural screening to obscure the entire excavation from sight of roadways and inhabited areas. If there is not sufficient natural screening, the site plan must provide for artificial screening;

(4) The surface extraction is outside of the 1% Annual Chance Flood Zone (100-year floodplain), 0.2% Annual Chance Flood Zone (500-year floodplain), or high-hazard coastal areas as indicated Appendix 1.

([4]5) The site plan provides that back slopes be a minimum of a 2:1 slope, except for the contiguous working face;

([5]6) The site plan does not provide for excavation below the water table except where a reasonable method of drainage is available at the particular site or where the proposed future development plan provides for a lake on the site of the excavation;

([6]7) If the excavation is to be below the water table and the site is likely to endanger the public safety, the site plan shall provide for fencing of the work area;

([7]8) The proposed use of land after extraction is completed is feasible and realistic and is a use permitted in the zone in which the property is located;

([8]9) The extraction does not destroy the land for the purposes for which it is zoned;

([9]10) The need for the particular natural resource within the City of Kenai outweighs any detrimental effects the operation may have on surrounding property owners;

([10]11) The applicant is the owner of the subject property;

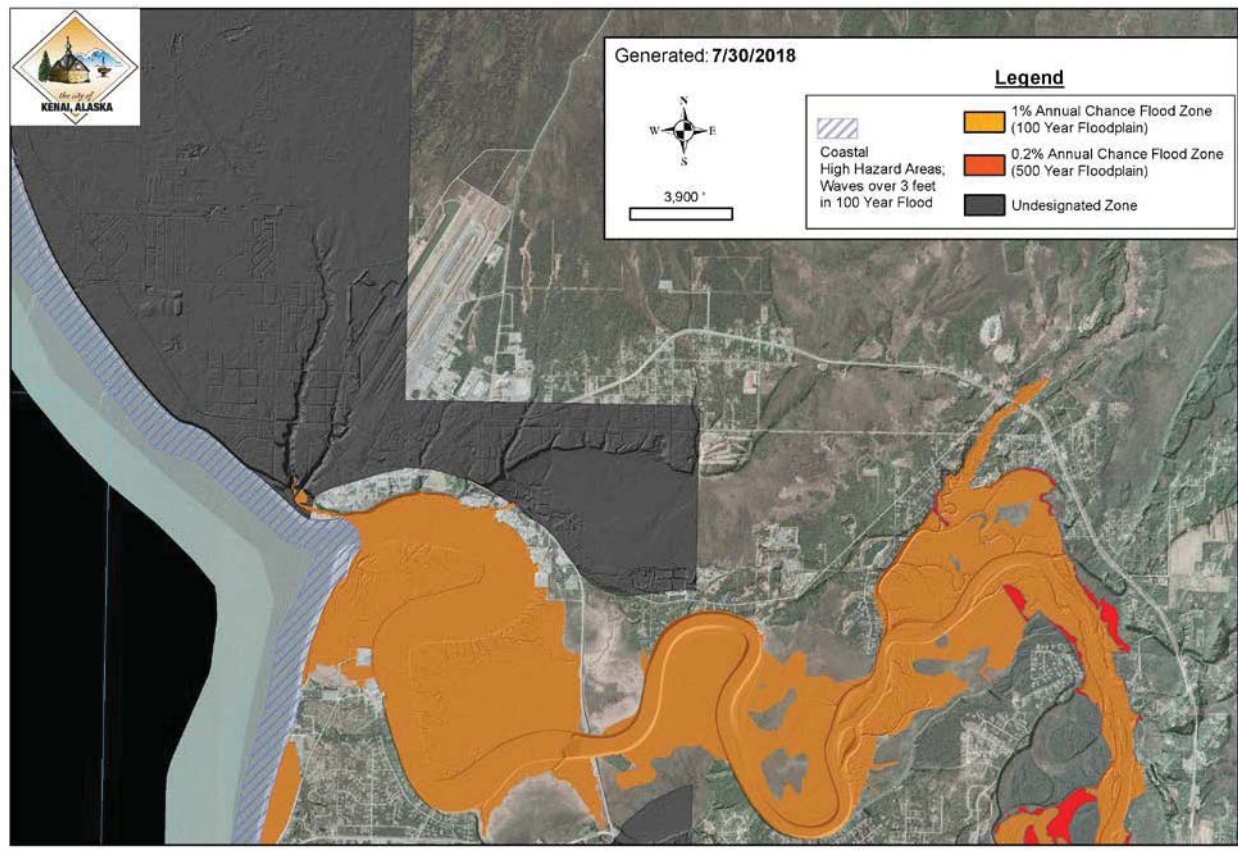
([11]12) Clearing limits shall be delineated on the site plan as well as clearly visible onsite and shall be inspected by the City Planner or designee prior to the application being deemed complete.

(b) If the Commission determines that all requirements have been met, the Commission shall direct the City Planner to issue a Conditional Use Permit to the applicant. The permit shall be issued for an indefinite period and shall be subject to the provisions of this chapter, and shall so state.

(c) The permit may be expressly conditioned by the Commission upon the erection of artificial screening. If the permit is so conditioned, the Commission shall specify the type of screening to be erected. Such screening shall obscure the entire extraction operation from view from any public roadway or inhabited area and shall be compatible with the general character of the neighborhood. No extraction of resources can take place until the artificial screening provided for has been erected and approved by the Commission.

(d) Appeals from decisions of the Commission under this section shall be made in accordance with the provisions of this chapter.

### **C. Appendix 1**



**Section 2.** That a copy of this Resolution be forwarded to the City Council of Kenai upon passage.

**PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA  
this 22<sup>nd</sup> day of August, 2018.**

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JEFF TWAIT, CHAIRPERSON

ATTEST:

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JAMIE HEINZ, CITY CLERK

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**ACTION AGENDA**  
**KENAI CITY COUNCIL – REGULAR MEETING**  
**AUGUST 15, 2018 – 6:00 P.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVE., KENAI, AK 99611**  
<http://www.kenai.city>

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment 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 PUBLIC COMMENTS** (*Public comment limited to ten (10) minutes per speaker*)

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

**D. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY. Ordinance No. 3035-2018** – Increasing Estimated Revenues and Appropriations by \$2057.58 in the General Fund (FY18) – Police Department for State Traffic Grant Overtime Expenditures. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3036-2018** – Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Books. (Administration)
3. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2018-47** – Approving A Twenty-Year Extension And Amendment To The Annual Rent And Lease Option Terms For The Lease And Concession Agreements For The Kenai Municipal Golf Course And Recreation Area Between The City Of Kenai And Griffin Golf Enterprises. (Administration)

**E. MINUTES** – None.

**F. UNFINISHED BUSINESS**

1. **ENACTED AS AMENDED. Ordinance No. 3034-2018** - Repealing Kenai Municipal Code Chapters 16.05- General Provisions, and 16.10- Procedure, within Title 16-

Public Improvements and Special Assessments and Re-Enacting and Renaming Chapter 16.05- Special Assessment Districts. (Council Member Knackstedt) *[Clerk's Note: This Item was Postponed to this Meeting from the August 1, 2018 Meeting; A Motion to Enact is On the Floor.]*

#### **G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** – Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** – Purchase Orders Over \$15,000
3. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** – Non-Objection to the Issuance of a New Limited Marijuana Cultivation Facility License for Grateful Bud, LLC, License No. 16474. (Administration)
4. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** – Non-Objection to Issuance of a New Retail Marijuana Store License for Majestic Gardens, LLC, License No. 15393. (Administration)
5. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 09/05/2018. \*Ordinance No. 3037-2018** – Increasing Estimated Revenues And Appropriations In The Airport Special Revenue And Terminal Improvements Capital Project Funds, Accepting And Appropriating A Grant From The Federal Aviation Administration, Authorizing A Change Order To The Contract Of Wince Corthell-Bryson For Additional Design And Construction Administration Services, And Awarding A Construction Contract For The 2018 Airport Terminal Rehabilitation Project. (Administration)
6. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 09/05/2018. \*Ordinance No. 3038-2018** – Increasing Estimated Revenues And Appropriations In The Airport Special Revenue And Airport Improvements Capital Project Fund, Accepting And Appropriating A Grant From The Federal Aviation Administration, Authorizing Execution Of A Change Order To The Design And Engineering Contract Of Wince Corthell-Bryson For Construction Administration Services, And Awarding A Construction Contract To The 2018 Airport Fencing Rehabilitation With Access Control Project. (Administration)

#### **H. COMMISSION/COMMITTEE REPORTS**

1. Council on Aging
2. Airport Commission
3. Harbor Commission
  - Sub-Committee Update
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee
7. Mini-Grant Steering Committee

#### **I. REPORT OF THE MAYOR**



**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

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

**L. EXECUTIVE SESSION – None.**

**M. PENDING ITEMS**

1. **Action/Approval** – Field of Flowers Signage (Council Member Knackstedt) [*Clerk's Note: This item was referred to the Beautification Committee and then the Airport Commission.*]

**N. ADJOURNMENT**

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**INFORMATION ITEMS**

1. Purchase Orders between \$2,500 and \$15,000 for Council Review

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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.*

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# Planning Commission Tentative Agenda

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2215 • (907) 714-2378 Fax

Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building

Paulette Bokenko-Carluccio  
PC Member  
City of Seldovia  
Term Expires 2021

Syverine Abrahamson- Bentz  
PC Member  
Anchor Point/ Niniilchik  
Term Expires 2019

Cindy Ecklund  
PC Member  
City of Seward  
Term Expires 2020

Robert F. Ernst  
PC Member  
Northwest Borough  
Term Expires 2020

Dr. Rick Foster  
**Parliamentarian**  
Southwest Borough  
Term Expires 2020

Diane Fikes  
PC Member  
Kenai City  
Term Expires 2019

Vacant  
PC Member  
Sterling  
Term Expires 2021

VACANT  
PC Member  
Ridgeway  
Term Expires 2019

Blair Martin  
**Chairman**  
Kalifornsky Beach  
Term Expires 2021

Virginia Morgan  
PC Member  
East Peninsula  
Term Expires 2019

Robert Ruffner  
**Vice Chairman**  
Kasilof/Clam Gulch  
Term Expires 2021

**August 13, 2018  
7:30 p.m.**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF CONSENT AND REGULAR AGENDA**

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

If you wish to comment on a consent agenda item or a regular agenda item other than a public hearing, please advise the recording secretary before the meeting begins, and she will inform the Chairman of your wish to comment.

**\*1. Time Extension Request**

- a. Fireweed Meadows No 4 .....2  
KPB File 2013-141 [No Surveyor/Kyllonen]  
Location: Anchor Point within Anchor Point APC
- b. Lake Vista Estates 2012 Replat..... 8  
KPB File 2012-034 [No Surveyor/Lake Vista #1 LLC  
Location: Salamatof
- c. McGahan Industrial Airpark 2018 Addition Revised .....14  
KPB File 2015-015R [Integrity Surveys/McGahan]  
Location: Nikiski

**\*2. Planning Commission Resolutions - None**

**\*3. Plats Granted Administrative Approval.....23**

**\*4. Plats Granted Final Approval (20.10.040) - None**

**\*5. Plat Amendment Request - None**

**\*6. Utility Easement Vacations - None**

**\*7. Commissioner Excused Absences**

- a. Vacant, Sterling

Franco Venuti  
PC Member  
City of Homer  
Term Expires 2019

Paul Whitney  
PC Member  
City of Soldotna  
Term Expires 2020

Max J. Best  
Planning Director

Charlie Pierce  
Borough Mayor

c. Vacant, Ridgeway

**\*8. Minutes**

a. July 16, 2018 Plat Committee Minutes

b. July 16, 2018 Planning Commission Minutes

**D. PUBLIC COMMENT/PRESENTATIONS/COMMISSIONERS**

(Items other than those appearing on the agenda. Limited to five minutes per speaker unless previous arrangements are made.)

**E. UNFINISHED BUSINESS**

**F. PUBLIC HEARINGS**

1. Ordinance 2018-27, Amending KPB 20.60, KPB 5.35, and .....28  
KPB 14.31 Creating a New Requirement that Property Owners  
Pay Off the Remaining Balance or Prepay Estimated Costs of Any  
Special Assessments on Property to be Subdivided Before a Final  
Plat is Recorded and Providing Notice of the Requirement
  
2. Vacation of the 20-foot-wide non-motorized public access .....38  
pedestrian easement on Lots 5 and 6 Saxton's Birch Acres 2015  
Addition as dedicated on Saxton's Birch Acres 2015 Addition, Plat  
SW 2015-18. The public access easement being vacated is  
unconstructed and located within the NW 1/4 of Section 3,  
Township 9 North, Range 2 West, Seward Meridian, Alaska,  
within the Kenai Peninsula Borough. KPB File 2018-072V.  
Petitioners: Birch Acres, LLC, Eric Parsons, and Julie M. Fields of  
Anchorage, AK.
  
3. Vacation of the southernmost approximately 2,000 feet .....45  
of the Dorothy Drive right-of-way as dedicated on Gruening  
Vista 1978 Addition, Plat HM 78-49, Gruening Vista 1986  
Addition No.2, Plat HM 86-110, and Gruening Vista 1988  
Addition, Plat HM 88-37. Vacation of the Lewis Place right-of-  
way as dedicated on Gruening Vista 1988 Addition, Plat HM 88-  
37, and Gruening Vista 1998 Addition Amended, Plat HM 99-12.  
The Dorothy Drive right-of-way being vacated is partially  
developed and the Lewis Place right-of-way is unconstructed.  
The rights-of-way being vacated are located within the SW ¼ of  
Section 2 and the SE ¼ of Section 3, Township 6 South, Range 13  
West, Seward Meridian, Alaska, within the Kenai Peninsula  
Borough. File 2018-069V. Petitioners: Peter Zuyus, Kathleen  
Zuyus, and Richard Koskovich of Homer, AK and Spotty Merle,  
LLC of Peachtree City, GA.

- 4. Public hearing on a Limited Marijuana Cultivation .....98  
 Facility license application to provide comments to the State of Alaska. **Applicant:** Bigfoot Bud Company LLC. **Landowner:** Jerry Lopez; **Parcel Number:** 055-050-19. **Property Description:** Lot 3, Block 3, Ravenwood Subdivision Addition No. 1, according to Plat 72-10, Kenai Recording District. **Location:** 46813 Pintail Ave, Kenai AK
  
- 5. Resolution 2018-27; Public hearing on a conditional .....152  
 land use permit application for material extraction on a parcel in Anchor Point. **Applicant / Landowners:** Nathan Sargeant; **Parcel:** 165-740-21; **Legal Description:** Lot 2, Wilma's Subdivision 2002 Addition, according to Plat 2003-18, Homer Recording District. **Location:** Greenfield Road, ¼ mile west of North Fork Road.

**G. ANADROMOUS WATERS HABITAT PROTECTION DISTRICT (21.18)**

- 1. Resolution 2018-25; Conditional Use Permit for the.....152  
 installation of an in-ground sleeve for an aluminum flag pole, Sterling, Alaska. within the Borough's 50-foot Anadromous Waters Habitat Protection District. The project is located on the right bank of the Kenai River at River Mile 44.5, Lot 10A, Stephenie Subdivision No. 2, Section 36, T5N, R8W, SM, KN 0810096, Sterling, AK. Parcel 065-530-33. Petitioner: Paul Benbrook

**H. VACATIONS NOT REQUIRING A PUBLIC HEARING - None**

**I. SPECIAL CONSIDERATIONS**

- 1. Building Setback Exception.....186  
 Lot 6A and 6B Brumlow Park Subdivision No. 5  
 KPB File 2018-073; Resolution No. 2018-26  
 Location: On Kalifornsky Beach Road

**J. SUBDIVISION PLAT PUBLIC HEARINGS**

- 1. The Plat Committee will review 8 preliminary plats.

**K. OTHER/NEW BUSINESS**

**L. ASSEMBLY COMMENTS**

**M. LEGAL REPRESENTATIVE COMMENTS**

**N. DIRECTOR'S COMMENTS**

- O. COMMISSIONER COMMENTS**
- P. PENDING ITEMS FOR FUTURE ACTION**
- Q. ADJOURNMENT**

**MISCELLANEOUS INFORMATIONAL ITEMS  
NO ACTION REQUIRED**

- 1. Kenai Planning & Zoning Commission Minutes .....210
  - June 27, 2018
  - July 25, 2018

**NEXT REGULARY SCHEDULED PLANNING COMMISSION MEETING**

The next regularly scheduled Planning Commission meeting will be held **Monday, August 27, 2018** in the Assembly Chambers of the George A Navarre Kenai Peninsula Borough, 144 North Binkley St, Soldotna, Alaska at **7:30 p.m.**

**ADVISORY PLANNING COMMISSION MEETINGS**

<b>ADVISORY COMMISSION</b>	<b>MEETING LOCATION</b>	<b>DATE</b>	<b>TIME</b>
Anchor Point	Anchor Point Chamber of Commerce	TBD	7:00 p.m.
Cooper Landing	Cooper Landing Community Hall	September 5, 2018	6:00 p.m.
Moose Pass	Moose Pass Community Hall	TBD	6:30 p.m.
Hope / Sunrise	Hope Social Hall	TBD	6:00 p.m.

The Kachemak Bay and Funny River  
Advisory Planning Commissions are inactive at this time.

**NOTE:** Advisory planning commission meetings are subject to change. Please verify the meeting date, location, and time with the advisory planning commission chairperson. Chairperson contact information is on each advisory planning commission website, which is linked to the Planning Department website.

**CONTACT INFORMATION  
KENAI PENINSULA BOROUGH PLANNING DEPARTMENT**

Phone: 907-714-2215  
 Phone: toll free within the Borough 1-800-478-4441, extension 2215  
 Fax: 907-714-2378  
 e-mail address: [planning@kpb.us](mailto:planning@kpb.us)  
 website: <http://www.kpb.us/planning-dept/planning-home>



# Plat Committee Tentative Agenda

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building

**August 13, 2018**  
**6:30 p.m.**

**MEMBERS**

Paulette Bokenko-Carluccio  
PC Member  
City of Seldovia  
Term Expires 2018

Cindy Ecklund  
PC Member  
City of Seward  
Term Expires 2020

**ALTERNATES:**

Virginia Morgan  
PC Member  
East Peninsula  
Term Expires 2019

Paul Whitney  
PC Member  
City of Soldotna  
Term Expires 2020

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA, EXCUSED ABSENCES, AND MINUTES**

1. Agenda
2. Member/Alternate Excused Absences
3. Minutes
  - a. July 16, 2018 Plat Committee Minutes

**D. PUBLIC COMMENT**

(Items other than those appearing on the agenda. Limited to five minutes per speaker unless previous arrangements are made.)

**E. SUBDIVISION PLAT PUBLIC HEARINGS**

1. AA Mattox Subdivision 2018.....2  
 KPБ File 2018-059  
 [Ability / Weisser, Church on the Rock Homer]  
 Location: Off East End Rd; City of Homer
2. Wolverine Flats Russell Addition .....26  
 KPБ File 2018-070  
 [Peninsula Surveying / Russell]  
 Location: Chamberlain Ave & Rofkar St; Ninilchik
3. Shamrock Subdivision No. 2 .....37  
 KPБ File 2018-066  
 [Segesser / Dennis & Janet Ziemke Living Trust, Heite]  
 Location: Miller Loop Rd; Nikiski
4. Dan Lee Subdivision Tract 5 Replat .....59  
 KPБ File 2018-068  
 [Segesser / Estate of Daniel Johnson]

Location: North of Wik Lake, Nikiski

- 5. Helen and Larry's Acres Smith Replat.....89  
KPB File 2018-071  
[Segesser / Smith]  
Location: Cohoe Loop Rd & Johnson Lake Rd; Kasilof
- 6. Homewood Subdivision Rearden Childers Replat..... 100  
KPB File 2018-067  
[McLane / Rearden, Childers]  
Location: Robinson Loop Rd; Sterling
- 7. Trophy Subdivision Browning Replat..... 111  
KPB File 2018-074  
[McLane / Browning]  
Location: Big Eddy Rd; Ridgeway
- 8. Scotch Hedge Subdivision ..... 131  
KPB File 2018-075  
[McLane / SBC Development Group, Inc]  
Location: Jones Rd; Kalifornsky

**F. FINAL SUBDIVISION PLAT PUBLIC HEARING**

**G. OTHER / NEW BUSINESS**

**H. MISCELLANEOUS INFORMATION – NO ACTION REQUIRED**

**I. ADJOURNMENT**

**NEXT REGULARLY SCHEDULED MEETING**

The next regularly scheduled Plat Committee meeting will be held **Monday, August 27, 2018** in the Assembly Chambers of the George A Navarre Kenai Peninsula Borough, 144 North Binkley, Soldotna, Alaska at **5:30 p.m.**

**PLANNING DEPARTMENT**

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