

**MAY 17, 2023  
CITY COUNCIL MEETING  
ADDITIONAL MATERIAL/REVISIONS**

**REQUESTED ADDITIONS TO THE PACKET**

<u><b>ACTION</b></u>	<u><b>ITEM</b></u>	<u><b>REQUESTED BY</b></u>	<u><b>PAGE</b></u>
Add to Item K.1	<b>City Manager's Report</b> <ul style="list-style-type: none"><li>• Planning &amp; Zoning Midmonth Report</li><li>• Cemetery Updates Memo</li></ul>	Administration Administration	2 5



# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Terry Eubank, City Manager

**FROM:** Linda Mitchell, Planning Director

**DATE:** May 17, 2023

**SUBJECT:** **Planning and Zoning – April 2023 Monthly Report**

### General Information

- Alyssa Looney, Administrative Assistant III / Planning & Zoning Technician started on April 17, 2023.

### Application Summary

Planning and Zoning received 7 applications in April, carried over 14 applications, and completed 3 applications.

Staff conducted 4 pre-application meetings with collaboration with the Fire Marshall, Building Official, and/or Public Works Director.

Applications	No. Received	Carried Over	Completed	In Progress
<i>Planning</i>				
Building Permit	3	4	0	7
Sign Permit	0	0	0	0
Conditional Use Permit	1	0	0	1
Amendment	0	1	0	1
Time Extension	0	0	0	0
Landscaping/Site Plan	1	1	0	2
Home Occupation Permit	1	0	1	0
Plat	0	0	0	0
Easement/Right-of-Way	0	0	0	0
Variance	0	0	0	0

Zoning Map/Text Amendment	0	0	0	0
City-Initiated	1	1	0	2
<b>Lands &amp; Leases</b>				
Purchase	0	2	0	2
New Lease	0	1	1	0
Renewal/Extension	0	1	1	0
Amendment	0	2	0	2
Assignment	0	0	0	0
Special Use Permit	0	1	0	1
<b>Total</b>	<b>7</b>	<b>14</b>	<b>3</b>	<b>18</b>

**Code Enforcement and Compliance**

Planning and Zoning received one (1) new complaint in April. An additional complaint was received but it was related to an active code case (1715 Fourth Avenue). There is a cumulative total of 16 open cases. With the warmer weather and a new administrative staff, code enforcement will be pursued diligently.

<b>Violations</b>	<b>No. of Open Cases</b>	<b>Carried Over</b>	<b>New</b>	<b>Closed</b>
<i>By Types</i>				
Abandoned Structure(s)	0	0	0	0
Abandoned Vehicle(s)	1	1	0	0
Building (e.g., as-built, damaged or decayed)	2	2	0	0
Conditional Use Permit	0	0	0	0
Junk and/or Refuse	5	5	0	0
Junk Vehicle(s)	4	4	0	0
Livestock	0	0	0	0
Signs	1	1	0	0
Recreational Vehicle(s)	1	0	1	0
Zoning (e.g., structures, setbacks, use)	2	2	0	0
<b>Total</b>	<b>16</b>	<b>15</b>	<b>1</b>	<b>0</b>

**List of Open Cases**

<b>Property Address</b>	<b>Date of Complaint</b>	<b>Type of Violation</b>
110 Aleene Way	5/4/2022	Junk Vehicle; Junk and/or Refuse
5264 Kenai Spur Hwy	5/12/2022	Junk and/or Refuse
508 Hemlock Avenue	5/13/2022	Junk and/or Refuse



9168 Kenai Spur Hwy	5/16/2022	Junk Vehicle; Junk and/or Refuse
311 Linwood Lane	6/17/2022	Junk and/or Refuse
8195 Kenai Spur Hwy	8/18/2022	Junk and/or Refuse
1715 Fourth Avenue	8/25/2022	Junk Vehicle; Junk and/or Refuse
1009 Second Avenue	8/12/2022	Zoning
305 Sterling Court	10/20/2022	Building (On-Hold)
700 Cypress Drive	10/24/2022	Junk Vehicle(s)
345 Dolchok Lane	10/28/2022	Building (On-Hold); Zoning
312 Aspen Street	10/26/2022	Abandoned Vehicle(s)
11888 Kenai Spur Hwy	11/17/2022	Zoning
12656 Kenai Spur Hwy	12/1/2022	Sign (On-Hold)
4315 Lupine Drive	2/8/2023	Junk and/or Refuse
4555 Johnisee Court	4/26/2023	Recreational Vehicle

**Planning and Zoning Commission**

One public meeting was held in the month of April.

- Planning and Zoning Department held a work session on “*Amending Kenai Zoning Code Section 14.20.200-Accessory Structures, for Consistency with the City’s Building Code and Effective Implementation of Code*”.
- Planning and Zoning Commission took action as follows:
  - Granted a Home Occupation Permit to Allow a Cottage Food Operation on a Property Located at 1303 Lawton Drive (Parcel ID: 04515425) in the Suburban Residential (RS) Zoning District.
  - Granted a Transfer of Conditional Use Permits PZ05-14, PZ2013-14, and PZ2014-07 for RV Park and Cabin Rentals on a property located at 810 Childs Avenue (Parcel ID: 04901401) in the Heavy Industrial (IH) Zoning District.
  - Granted a Transfer of Conditional Use Permit PZ2018-03 (Substitute) for a Limited Marijuana Cultivation Facility on a property located at 1817 Sunset Boulevard (Parcel ID: 03901001) in the Rural Residential (RR) Zoning District.





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## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

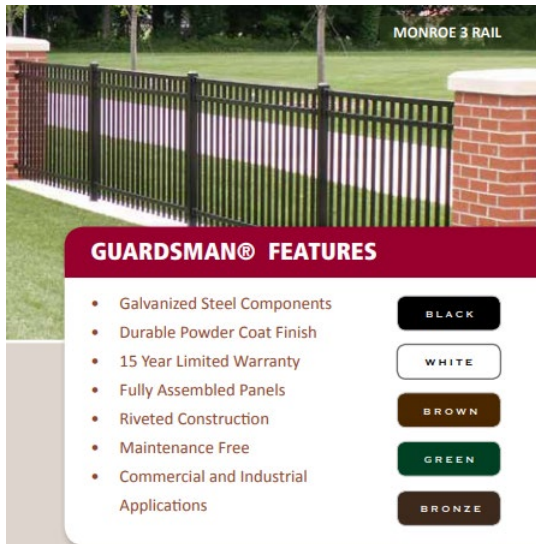
**FROM:** Scott Curtin, Public Works Director

**DATE:** May 17, 2023

**SUBJECT:** Cemetery Update

In coordination with the Administration and the Parks & Recreation Department the following services are being sought for completion this summer at the Cemetery located at 109 Floatplane Rd.

- Decorative Perimeter Fence. Installation of a black metal 8' tall decorative fence along road frontages with 8' tall black chain link fence installed in less visible areas. Photos below are typical examples of what to expect. In an effort to secure the area and minimize the risk of four wheelers and snow machines traveling through this was determined to be the easiest solution.



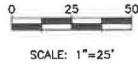
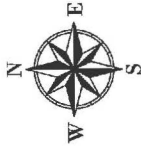
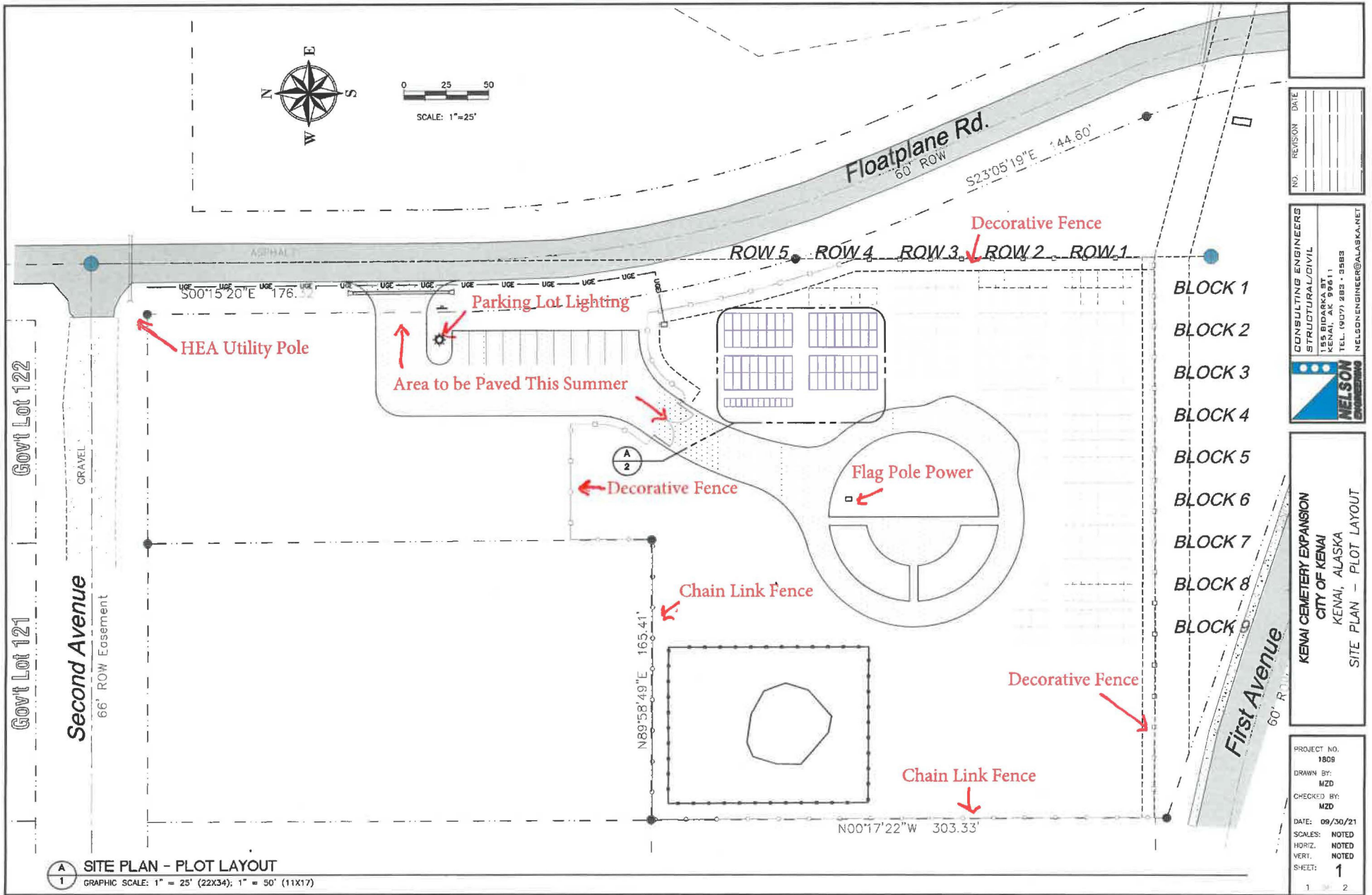
- Paving of parking area up to new fence as indicated on site plan and fine grading with D1 gravel for circular area.
- Installation of HEA power to site, with utility pole at the corner of 2<sup>nd</sup> St and Floatplane Rd. with the intent of running power to a parking lot light and flag pole.



- Securing of Landscape Design Services to determine site signage, plantings type and locations, columbarium type and locations. With the completed design anticipated to be received in the fall. Landscaping will be bid for installation May / June 2024 as funding allows

Additional items for future consideration include survey and marker services as new sections of the cemetery are opened for sale. Should expect to spend roughly \$3-5K every few years as new sections are surveyed in, with rebar and cap markers. Currently the site does not have water available. Options to extend City water down Second Ave, or installation of an irrigation well are available. Installation of new columbarium's when demand arises.





NO.	REVISION	DATE

CONSULTING ENGINEERS  
STRUCTURAL/CIVIL

155 BROADWAY  
KENAI, AK 99541  
TEL: (907) 888-5888

**NELSON**  
ENGINEERING

NELSONENGINEER@ALASKA.NET

**KENAI CEMETERY EXPANSION**  
CITY OF KENAI  
KENAI, ALASKA

SITE PLAN - PLOT LAYOUT

PROJECT NO.	1809
DRAWN BY:	MZD
CHECKED BY:	MZD
DATE:	09/30/21
SCALES:	NOTED
HORIZ.	NOTED
VERT.	NOTED
SHEET:	1

**A**  
**1** SITE PLAN - PLOT LAYOUT  
GRAPHIC SCALE: 1" = 25' (22X34); 1" = 50' (11X17)