

**FEBRUARY 21, 2024
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED ADDITIONS TO THE PACKET

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>
Add to Item E. 1.	Ordinance No. 3391-2024 <ul style="list-style-type: none">• Amendment Memo	Administration
Add to Item E. 2.	Ordinance No. 3392-2024 <ul style="list-style-type: none">• Postponement Memo	Administration
Add to Item G. 1.	Resolution No. 2024-05 <ul style="list-style-type: none">• Update & Further Postponement Memo	Administration



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Linda Mitchell, Planning Director
DATE: February 21, 2024
SUBJECT: **Ordinance 3391-2024 Requested Amendment**

This memo requests amendments to fill in the blanks within the Ordinance.

The following amendments are respectfully requested.

Motion

Amend the eleventh whereas clause by inserting the date of the Joint Work Session, to read:

- “WHEREAS, the Harbor Commission and the Planning and Zoning Commission held a joint work session on February 12, 2024 to discuss the proposed ordinance to create a waterfront zoning district and amend the Comprehensive Plan; and,”

Amend the twelfth whereas clause by inserting the date of the meeting and the recommendation of the commission, to read:

- “WHEREAS, the Planning and Zoning Commission at its regularly scheduled meeting of February 14, 2024 recommended approval on amendment of the Comprehensive Plan Land Use Designation; and,”

Amend the thirteenth whereas clause by inserting the date of the meeting and the recommendation of the commission, to read:

- “WHEREAS, the Harbor Commission at its regularly scheduled meeting of February 12, 2024 recommended approval on amending the Comprehensive Plan Land Use Designation.”

Thank you for your consideration.



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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: February 21, 2024

SUBJECT: **Ordinance 3392-2024 Requested Postponement**

This memo requests postponement of Ordinance 3392-2024 until the March 6, 2024 City Council Meeting. This postponement will allow for a joint work session with Planning and Zoning Commission to be scheduled on March 6, 2024 from 4:30 p.m. to 5:30 p.m. before the regular meeting.

The joint work session will provide an overview of the proposed Ordinance and discuss the proposed amendments from Planning and Zoning Commission at its regularly scheduled meeting of February 14, 2024.

Thank you for your consideration.



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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Scott Curtin, Public Works Director

DATE: February 21, 2024

SUBJECT: **Resolution 2024-05 Update and further postponement request.**

This memo provides an update on the status of the City Building Official recruitment. The Building Official position was posted for three weeks and closed on Tuesday, February 14th. Ten applications were received with two selected for interviews. The two candidates selected for interview possess the International Code Council's (ICC) Certified Building Plans Examiner designation.

The City, per its Agreement for Exemption of Plan Review and Deferral of Life Safety Inspections with the State of Alaska Department of Public Safety, Division of Fire Prevention, is required to maintain on its enforcement staff at least one person with a current ICC certificate as a Building Plans Examiner and at least one person with a current ICC certificate as a Fire Inspector I. The Fire Inspector I certification is being met by the City's Fire Marshal.

The City is working with the State Fire Marshal to determine an appropriate method for the City to meet requirements under its Deferral Agreement while recruiting a new Building Official. Options include temporary staffing with the proper certification, contract services with a contractor possessing the proper certification, and cooperative plan review services supervised by the State Fire Marshal Office or other plan review services.

To date, one interview has been completed with the second to be completed this week. The Administration requests additional postponement of Resolution 2024-05 to the March 6, 2024 City Council Meeting in order to complete the interview process prior to amending the Building Official classification. Your support is respectfully requested.