

**MAY 21, 2025
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED ADDITIONS TO THE PACKET:

ACTION

Add Item H.8.

ITEM

Discussion – Scheduling a Board of Adjustment Appeal Hearing.

- Memo and Calendar

REQUESTED BY

City Clerk

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: May 20, 2025
SUBJECT: **Appeal to the Board of Adjustment** - Appeal of a Planning and Zoning Commission Action Denying an Application for a Conditional Use Permit to Adam Tugan to Develop and Operate an 82-Unit Indoor Heated Storage Facility Located at 1001 Third Street, Kenai, Alaska.

An application to appeal the above-referenced matter was received on May 20, 2025. KMC 14.20.290(f)(1), "Appeals - Board of Adjustment" in part provides:

- The Board of Adjustment shall ordinarily set a date for and hold a hearing on all appeals within 45-days of the filing of the appeal; the Board of Adjustment may for good cause hold the hearing up to 60-days after the filing of the appeal.
- Should the 45th day fall on a weekend or municipal holiday, the hearing may be scheduled for the next following weekday, which is not a municipal holiday.
- Notice of time and place of hearing shall be mailed to all parties interested and to all property owners within 300-feet of the property involved at least 15-days prior to the hearing.

The following information is provided to help in setting a Board of Adjustment hearing date:

- To comply with the 15-day prior noticing requirements, the soonest a hearing could be scheduled would be Monday, June 16, 2025, with notices being sent on Friday, May 30, 2025.
- Forty-Five Day End Date: **Friday, July 4, 2025** per KMC 14.20.290(f)(1) extends to Monday, July 7, 2025.
**Meetings within the 45-days: Wednesday, June 18, 2025
Wednesday, July 2, 2025**
- Sixty-Day End Date: **Saturday, July 19, 2025** (KMC 14.20.290(f)(1) establishes the Board for good cause may hold the hearing up to 60-days after the filing of the appeal.)
Meetings within the 60-days: None.

June – July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 6pm - City Council	19	20	21
22	23	24	25 7pm - Planning & Zoning	26	27	28
29	30	JULY 1	2 6pm - City Council	3	4 HOLIDAY	5
6	7	8	9 7pm - Planning & Zoning	10 6pm - Airport Commission	11	12
13	14	15	16	17	18	19

45-day deadline: July 7

60-day deadline: July 19