



KENAI PENINSULA BOROUGH

PLANNING DEPARTMENT

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DAVID R. CAREY
BOROUGH MAYOR

MEMORANDUM

TO: Gary Knopp, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: *WR* David R. Carey, Borough Mayor

FROM: *MB* Max J. Best, Planning Director

DATE: May 12, 2011

SUBJECT: Resolution 2011-048; Resolution authorizing the lease of 420 square feet of office space in the SeaView Community Plaza Building for the Seward Annex Office for up to 5 years.

The Planning Commission reviewed the subject resolution during their regularly scheduled May 9, 2011 meeting. A motion passed by unanimous consent to recommend approval of the ordinance.

In the resolution, please make the following amendment to the last WHEREAS:

WHEREAS, the KPB Planning Commission at its regularly scheduled meeting of May 9, 2011, recommended approval.

Attached are the unapproved minutes of the subject portion of the meeting.

AGENDA ITEM F. PUBLIC HEARINGS

- 7. Resolution 2011-048; Resolution authorizing the lease of 420 square feet of office space in the SeaView Community Plaza Building for the Seward Annex Office for up to 5 years.

Memorandum reviewed by Marcus Mueller

PC Meeting: May 9, 2011

The borough has leased office space in the SeaView Plaza building on Railway Avenue in Seward since 2006 for the purpose of providing liaison services to the eastern peninsula including distribution/collection of forms and general information, GIS mapping and property information, and public notices. The annex office provides teleconference connections to the borough assembly meetings for the eastern peninsula. The current lease at the SeaView Plaza Building expires June 30, 2011.

The borough competitively sought and advertised request for quotes (RFQ) for office space in the Seward area. The RFQ was published in the Seward Phoenix Log on March 24, 2011 and published on the Land Management web page. Three quotes were received and considered responsive. SeaView Community Services was the successful respondent with a proposal to lease the same facility that the Seward annex office currently occupies for \$735/month for 420 square feet of office space for years 1 and 2 and 4% increases in years 3 and 5.

This resolution would authorize the Kenai Peninsula Borough to enter into a one-year lease agreement with the option to renew for up to four additional one-year periods with SeaView Community Services. The administration respectfully requests consideration of this resolution.

END OF MEMORANDUM

Chairman Bryson opened the meeting for public comment. Seeing and hearing no one else wishing to speak, Chairman Bryson closed the public comment period and opened discussion among the Commission.

MOTION: Commissioner Ecklund moved, seconded by Commissioner Ruffner to recommend approval of Resolution 2011-048; Resolution authorizing the lease of 420 square feet of office space in the SeaView Community Plaza Building for the Seward Annex Office for up to 5 years.

Commissioner Ecklund stated she visited the offices and spoke with Cheryl Sees who was the Borough office manager. Ms. Sees stated they were happy with the offices which are nice and easily accessible by the public. She stated that another perk to these offices are that SeaView Community allows them to use the lobby area for meetings that exceed the size of these two offices.

VOTE: The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO YES	COLLINS YES	ECKLUND YES	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD ABSENT	MARTIN YES	PARKER YES	RUFFNER YES	TAURIAINEN YES	11 YES 2 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

- 8. Resolution 2011-049; Resolution authorizing the lease of 440 square feet of office space in the Seaview Community Plaza Building, Seward, Alaska for the Seward Bear Creek Service Area for up to 5 years.

Memorandum reviewed by Marcus Mueller

PC Meeting: May 9, 2011

The SBCFSA has leased office space in the SeaView Plaza building on Railway Avenue in Seward since 2004 for the purpose of providing flood protection services for the service area. The current lease at the SeaView Plaza Building expires June 30, 2011.