



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Blaine Gilman, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*
Max Best, Planning Director *MB*

FROM: Bruce Wall, Planner *BW*

DATE: September 27, 2016

SUBJECT: Ordinance 2016-19-03, an Ordinance Appropriating \$325,000 From the General Fund to Update the Kenai Peninsula Borough Comprehensive Plan

Page one of the 2005 Kenai Peninsula Borough Comprehensive Plan states that the Comprehensive Plan is intended to serve the following primary purposes:

- Outline basic functions, authorities and responsibilities of the Borough.
- Describe existing and expected future conditions in the Borough during the planning period (2005 to 2015).
- Identify important issues that should be addressed by borough decision-makers during the planning period.
- Provide the basis for policy decisions by the Borough's Planning Commission and Assembly, as well as direction for staff to implement those decisions and recommend additional policies or ordinances as needed.
- Provide a basis for community groups to support programs or policies.
- Outline departmental responsibilities for specific services and issues.
- Provide support for grant applications or other funding opportunities.
- Incorporate by reference other more detailed plans and ordinances of the Borough.

The Borough comprehensive plan is also utilized by State and Federal agencies as they make infrastructure and land use decisions that affect the Borough. As we have moved beyond the intended planning period for the current comprehensive plan it becomes more difficult to rely upon it for guidance in policy decisions and for support of grant applications.

Now that we are in a new planning period it is important to identify new issues that should be addressed by borough decision makers. These issues will be identified by meeting with community groups, borough departments, service area boards, and up to 30 public meetings throughout the borough. Additional public input will be obtained through surveys, an interactive website, and social media.

Draft scope of work to be included in the Request for Proposals for an overall review and update of the comprehensive plan.

Consultant Services Required

It is assumed that tasks may be completed concurrently. Specific tasks include but may not be limited to:

Task 1

Starting Information Research and Analysis – Upon completing Task 1, the consultant should be knowledgeable of borough history, and the social, cultural, economic and land use development issues facing the borough.

- Collect and become familiar with all plans that exist within the borough with regard to land use, economy, environmental issues and the various public services and facilities. A number of these documents are online, and a list of others can be provided by the KPB Planning Department.
- Review existing goals, objectives, and actions in the 2005 Comprehensive Plan.

Task 2

Public participation process – The public participation process will incorporate several different elements to insure as many borough residents have the opportunity to participate as possible. These elements should include but are not limited to:

- **Public meetings.** The consultant will conduct two rounds of 10 - 15 public meetings within the borough. The first round to identify issues of concern and general goals, and the second round to review the draft document (see Task 4). These meetings will be held in geographic areas determined by the Planning Department (up to three of these areas are not on the road system). This should provide the basis for anticipated community/area plans and also offer insights into regional policies and actions. Where an established Advisory Planning Commission (APC) exists, the APC will serve as the forum for that geographic area.
- **Public Survey.** A survey shall be conducted of borough residents to further identify issues of concern. The sample size will be determined using standard statistical sampling techniques to insure a 95% degree of accuracy plus or minus 3%, and shall identify respondents by geographic area to ensure uniform geographic distribution.
- **Project Website.** The consultant will develop an informative and interactive website that is easily accessible by the public. The website should be updated regularly with information about the project, as well as allow for public input to be submitted.
- **Social Media.** The consultant will utilize social media and other innovative methods to engage the public and obtain additional input.
- **Meetings with business and community groups.** In order to ensure a diversity of public input and awareness of the plan, at least one meeting shall be attended of each business and community organization listed on attachment A. The consultant will present the plan objectives to these groups and encourage participation in the area public meetings.
- **Meetings with borough departments and service areas.** At least one meeting shall be held with

each borough department director and borough service area board to identify opportunities and challenges which could be addressed using the comprehensive plan.

- **Public participation appendix.** This public participation appendix shall contain a description of the public meetings held, issues identified, public comments, geographic analysis of comments and issues, survey results, and an overall analysis of comments and issues.

Task 3

Draft Plan – A draft comprehensive plan shall be prepared and be posted to the project website with adequate time for public comment. The consultant shall work closely with planning department staff throughout the planning process to ensure acceptable results. AS 29.40.030, “The comprehensive plan is a compilation of policy statements, goals, standards, and maps for guiding the physical, social, and economic development, both private and public ...”.

It is anticipated that the draft Borough Comprehensive plan will:

- Include a vision statement/mission statement.
- Describe and analyze the Borough’s current physical, environmental, social, and economic characteristics.
- Identify issues and problems.
- Develop plan goals along with strategies, policies, and implementation actions, to achieve the plan goals.
- Provide a framework for more detailed community/area plans.
- Identify and prioritize those communities with a need for more detailed community/area plans.
- Include an implementation matrix with goals, policies, implementation actions, priorities, and responsible department.
- Although a detailed analysis of some of these elements may be more appropriate for a specific area plan, the consultant should provide a sufficient analysis and provide recommendations for goals, policies and implementation actions for the following elements in the borough comprehensive plan:
 1. Private Property Rights & Responsibilities - Provisions which may be necessary to ensure that land use policies, restrictions, conditions and fees do not violate private property rights, adversely impact property values or create unnecessary technical limitations on the use of property.
 2. Population & Growth – A summary of past, present, and future trends in population including such characteristics as total population, age, sex, and income.
 3. Economic Development - A summary of the economic base of the borough including employment, industries, economies, jobs, and income levels.
 4. Land Use - An analysis of natural land types, existing land covers and uses, and the intrinsic suitability of lands and need for lands for uses such as agriculture, forestry, mineral exploration and extraction, ecological services, recreation, housing, commerce, industry, and public facilities. This should include an analysis of the agricultural base of the borough including agricultural lands, potential agricultural lands, farming activities, farming-related businesses and the role of agriculture in the community now and in the future. Maps should be included in this element indicating suitable projected land uses within the borough.

5. Natural Resources - An analysis of and plan for the uses of rivers, anadromous streams and other waters, forests, range, soils, harbors, fisheries, wildlife, minerals, beaches, wetlands, watersheds, and shorelines; and an analysis of and plan for landscape features that merit special attention and policy development.
6. Hazardous Areas - An analysis of and plan for the known hazards; such as, faulting, ground shaking, ground failure, landslides or mudslides, avalanche hazards, wild land fires, floodplain hazards, and other known hazards.
7. Community Facilities - General plans for sewage, drainage, power plant sites, utility transmission corridors, water supply, fire stations and firefighting equipment, health and welfare facilities, libraries, solid waste disposal sites, schools and school transportation, public safety facilities and related services. The plan may also show locations of civic centers and public buildings.
8. Transportation - An analysis, prepared in coordination with the jurisdiction(s) having authority over the public highways and streets, showing the general locations and widths of a system of major traffic thoroughfares and other traffic ways, and of streets and the recommended treatment thereof. This component may also make recommendations on control of access, and a proposed system of public or other transit lines and related facilities including rights-of-way, terminals, future corridors, and grade separations. The component may also include airport, port, harbor, rail and other related transportation facilities. This element shall include a roadway functional classification map for the borough.
9. Recreation - An analysis and plan for a system of recreation areas, including parks, parkways, trail ways, river bank greenbelts, beaches, playgrounds, and other recreation areas and programs.
10. Special Areas or Sites - An analysis and plan for areas, sites, or structures of historical, archeological, architectural, ecological, wildlife, or scenic significance.
11. Housing - An analysis of housing conditions and needs; plans for improvement of housing standards; and plans for the provision of safe, sanitary, and adequate housing, including the provision for low-cost housing.

Task 4

Draft Document and Final Presentation – The purpose of the presentations is to provide information and obtain feedback on the draft. The consultant shall make a presentation of the comprehensive plan with special focus on the goals and objectives to each of the communities visited in Task 2. As the plan should be developed with input from the Planning Commission, the consultant will hold a work session (or sessions) with that body to refine the draft plan. The consultant is also expected to make the initial presentation of the final plan when formally reviewed and considered by the Planning Commission and KPB Assembly.

Deliverables

Final Document – Compile the above information into a document entitled "Kenai Peninsula Borough Comprehensive Plan 2018". The final product should include a public participation appendix. The final product shall be delivered to KPB in digital (Microsoft Word and PDF) and hard copy format.

Any maps should be delivered in a file geodatabase with the projection of North American Datum (NAD) 83, Alaska State Plane, Zone 4 (feet).