



## **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Dale Bagley, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Borough Mayor *MN*

**FROM:** Max Best, Planning Director *mb*

**DATE:** April 29, 2015

**SUBJECT:** Resolution 2015-023; A resolution authorizing the Borough to enter into a one-year lease agreement with four one-year renewals with Plymire Investments, LLC, for the occupancy of the Borough's satellite office in Homer.

The Kenai Peninsula Borough Planning Commission reviewed the subject resolution during their regularly scheduled April 27, 2015 meeting. A motion passed by unanimous consent to recommend approval of the resolution authorizing the Borough to enter into a one-year lease agreement with four one-year renewals with Plymire Investments, LLC.

In the Resolution, please make the following amendment to the last WHEREAS statement:

*WHEREAS, the KPB Planning Commission at its regularly scheduled meeting of April 27, 2015 recommended approval by unanimous consent.*

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

AGENDA ITEM F. PUBLIC HEARINGS

- 1. Resolution 2015-023; A resolution authorizing the Borough to enter into a one-year lease agreement with four one-year renewals with Plymire Investments, LLC, for the occupancy of the Borough's satellite office in Homer.

Memorandum reviewed by Max Best

PC Meeting: 4/27/15

The Borough has leased administrative office space in the Plymire Building on East Pioneer Avenue in Homer since 1996. The Homer office serves the southern Peninsula with public information, assessing information, and mapping services. The office is used fulltime by the Human Resources Department and the Road Service Area with each housing one employee at the location. The office also serves as an Absentee Voting Office and a hub for all Southern Peninsula voting precincts.

The current lease at the Plymire Building expires on June 30, 2015. Four informal solicitations were received from property management firms in the Homer area. Upon review of the responses, Plymire Investments, LLC is recommended with a proposal to lease the same facility that the Borough currently occupies for the rate of \$1,350/month for the first year and each additional renewal option to be adjusted at the annual Anchorage Consumer Price Index rate.

There were four quotes submitted. Bay Realty was the lowest bidder but the reason they were not chosen was that it was an upper building and there were ADA accessible requirements that could not be met. It was essentially non-responsive for the Borough's needs in Homer.

The resolution would authorize the Kenai Peninsula Borough to enter into a one-year lease agreement beginning July 1, 2015, with the option to renew for up to four additional one-year periods with Plymire Investments, LLC. The administration respectfully requests approval of this resolution.

END OF MEMORANDUM

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

**MOTION:** Commissioner Carluccio moved, seconded by Commissioner Lockwood to recommend approval of Resolution 2015-023, authorizing the Borough to enter into a one-year lease agreement with four one-year renewals with Plymire Investments, LLC.

**VOTE:** The motion passed by unanimous consent.

CARLUCCIO YES	COLLINS YES	ECKLUND YES	ERNST ABSENT	FOSTER YES	GLENDENING YES	HOLSTEN ABSENT
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	VENUTI ABSENT	WHITNEY YES	10 YES 3 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

- 2. Rename existing streets in conjunction with the Enhanced 911 Street Naming and Addressing Methods within the Kenai Peninsula Borough. Streets under consideration at this meeting are described as follows:
  - a. Birkenweg St (portion of) originally named Cottonwood St by plat KN0780198 Panoramic Park Subdivision Part Two; Renamed by Resolution SN 2004-03; T 5N R 9W SECTION 17; Seward Meridian, AK; in the Sterling Community; ESN 302

Staff Report given by Carrie Henson

PC MEETING 4/27/2015

Applicant: Kenai Peninsula Borough