

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
FEBRUARY 9, 2022 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
VICE CHAIR ALEX DOUTHIT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

Vice Chair Douthit called the meeting to order at 7:00 p.m.

**1. Pledge of Allegiance**

Vice Chair Douthit led those assembled in the Pledge of the Allegiance.

**2. Roll Call**

Commissioners present: A. Douthit, G. Woodard, J. Halstead, G. Greenberg

Commissioners absent: J. Twait, D. Fikes

Staff/Council Liaison present: Planning Director R. Foster, Deputy City Clerk M. Thibodeau, Council Liaison T. Winger

A quorum was present.

**3. Agenda Approval**

**MOTION:**

Commissioner Halstead **MOVED** to approve the agenda and Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

**4. Consent Agenda**

**MOTION:**

Commissioner Halstead **MOVED** to approve the consent agenda and Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda as part of the General Orders.

5. \*Excused absences – None

**B. APPROVAL OF MINUTES**

1. \*Regular Meeting of January 26, 2022

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENT** – None.

D. **UNSCHEDULED PUBLIC COMMENT** – None.

E. **CONSIDERATION OF PLATS** – None.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. **Action/Approval** - Recommendation to City Council for the Execution of a Lease to the State of Alaska, Division of Forestry for Lot 4A, FBO Subdivision No. 11.

**MOTION:**

Commissioner Halstead **MOVED** to recommend approval of the execution of a lease to the State of Alaska, Division of Forestry for Lot 4A, FBO Subdivision No. 11. Commissioner Woodard **SECONDED** the motion.

Director Foster provided the staff report noting that the lessee has a Special Use Permit on this lot, and is planning improvements that include a concrete containment area and three-phase electrical service. The proposed improvements will cost approximately \$10,000, which would allow them to extend their lease for another five years. He noted that the current use as an air tanker reload base for wildland fire prevention and suppression is supported by the zoning and the Compressive Plan.

Clarification was given that Title 21 of KMC explains the requirements for lease renewal in the Airport Reserve, and the lessee's proposed improvements will only provide for a five-year lease. Director Foster explained options provided in code for further lease extension. It was noted that the Division of Forestry is an importance resource at the airport.

**VOTE:**

YEA: Halstead, Woodard, Douthit, Greenberg

NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Action/Approval** - City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan

**MOTION:**

Commissioner Halstead **MOVED** to recommend approval of the City of Kenai Fiscal Year 2023-

2027 Capital Improvement Plan. Commissioner Woodard **SECONDED** the motion.

Public Works Director Curtin provided a background on the development of the FY2023-2027 Capital Improvement Plan (CIP), noting that there are approximately \$100 million worth of projects identified within it. He noted that \$28.1 million was recently awarded to the City for the bluff stabilization project, which will go towards the majority of the projects identified in the General Fund. He explained that the majority of funds are focused in the Airport, Water/Sewer, and General Funds, and provided further detail on some of the other major projects identified in the CIP. He noted that every City department and some commissions participated in the development of the CIP, and that it will be a great asset for our City to help direct funding towards our highest priorities.

Clarification was provided that projects are not started until Administration has secured funds for it, and the only risk of losing the funding would be if the City doesn't perform the way we said we would to the granting agency.

Discussion involved street light replacement, and details were provided on the City's annual service contract with Kachemak Electric which is funded through the City's normal operational budget. The Street Lighting Improvements project identified in the CIP for FY2026 was noted, and the Commission considered how they would like to see that re-prioritized and addressed earlier

The Willow Street Renovation project was discussed, and Director Curtin clarified that the goal this year is to complete road rehabilitation on Wildwood Drive and a portion of Willow Street; the long-term goal is to complete it all the way from the Spur Highway to the Kenai Animal Shelter, however the costs of replacing old pipes needs to be considered prior to putting down new asphalt.

Clarification was provided on the Outdoor Event Park project, noting that was within the scope of the Millennium Square Park feasibility Study and had also been considered for the Daubenspeck area. Director Curtin explained how this project is tied to the bluff erosion project, as stabilization of the bluff will increase interest in investing in the Millennium Square area.

The suggestion was made to lower the priority of the Kenai Nordic Trail Lighting project in favor of funding street lighting improvements. It was also proposed that other Parks & Recreation projects such as baseball dugouts should also take priority over the trail lighting.

**VOTE:**

YEA: Greenberg, Halstead, Woodard, Douthit

NAY:

**MOTION PASSED UNANIMOUSLY.**

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. **City Council** – Council Member Winger reported on the actions of the February 2, 2022 City Council Meeting.

2. **Borough Planning** – No report.

3. **City Administration** – Planning Director Foster reported on the following:

- Katie Rector has been hired as the new Planning & Zoning Department Administrative Assistant, and will attend the next commission meeting;
- A Waterfront Project visioning meeting will take place on February 24<sup>th</sup> at the Kenai Chamber of Commerce, and commissioners are encouraged to attend;
- American Planning Association annual conferences will be online and will include commissioner training, and he will provide dates and information to commissioners;
- Next Planning & Zoning Commission meeting on February 23, 2022 will be preceded by a work session on processes and procedures, and the regular meeting will include two plats.

K. **ADDITIONAL PUBLIC COMMENT** – None.

L. **INFORMATIONAL ITEMS** – None.

M. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. February 23, 2022

N. **COMMISSION COMMENTS & QUESTIONS**

Commissioner Woodard inquired about American Planning Association training dates.

Commissioner Halstead noted that the American Planning Association training is valuable and encouraged any interested commissioners to attend.

Commissioner Greenberg noted that it was a good report.

O. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:01 p.m.

Minutes prepared and submitted by:



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Meghan Thibodeau  
Deputy City Clerk