

**KENAI PLANNING & ZONING COMMISSION –  
REGULAR MEETING  
OCTOBER 12, 2022 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 12, 2022, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

**1. Pledge of Allegiance**

Chair Twait led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Commissioners present: J. Twait, A. Douthit, G. Woodard, V. Askin, J. Halstead, G. Greenberg, D. Fikes

Commissioners absent: None.

Staff/Council Liaison present: Planning Director L. Mitchell, Vice Mayor J. Glendening, Deputy Clerk M. Thibodeau

A quorum was present.

**3. Agenda Approval**

**MOTION:**

Commissioner Halstead **MOVED** to approve the agenda as presented. Commissioner Askin **SECONDED** the motion. There being no objection; **SO ORDERED.**

**4. Consent Agenda**

**MOTION:**

Commissioner Halstead **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion. There being no objection; **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 September 14, 2022

Approved by the consent agenda.

**C. SCHEDULED PUBLIC COMMENTS – None.**

D. **UNSCHEDULED PUBLIC COMMENTS** – None.

E. **CONSIDERATION OF PLATS** – None.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. **Action/Approval** – Approving a time extension for the finalization of Beaver Loop Acres Addition No. 2 Preliminary Plat.

**MOTION:**

Commissioner Askin **MOVED** to approve a time extension for the finalization of Beaver Loop Acres Addition No. 2 Preliminary Plat. Vice Chair Douthit **SECONDED** the motion.

Director Mitchell provided a staff report noting that the preliminary plat had originally been approved in 2020 with an expiration timeframe of two years; the applicant had asked for a time extension to finalize. She explained that the Kenai Peninsula Borough would not typically approve a time extension request without approval from the Kenai Planning & Zoning Commission, but they made an exception and conditionally approved it due to time constraints on the plat expiration.

**VOTE:**

YEA: Askin, Woodard, Douthit, Fikes, Greenberg, Halstead, Twait

NAY: None.

**MOTION PASSED UNANIMOUSLY.**

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. City Council – Vice Mayor Glendening reported on the actions of the October 5, 2022 City Council Meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the October 10, 2022 Kenai Peninsula Borough Planning Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
  - Planning Department is fully staffed; she and Planning Assistant Karrie Barone both began working with the City within the past few weeks.
  - Anticipates future work sessions which will look at administrative planning processes and the role of the Commission.
  - Working on a special project to create a GIS map with parcel data from the adopted Land Management Plan.
  - Sent out reminders to Conditional Use Permit operators to submit their annual report.
  - The Planning Department has 11 active applications and 10 open code-enforcement cases.

K. **ADDITIONAL PUBLIC COMMENTS** – None.

L. **INFORMATION ITEMS** – None.

M. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting Date: October 26, 2022

**N. COMMISSION COMMENTS & QUESTIONS**

Commissioner Woodard congratulated the City Council election winners and retirees.

Commissioner Askin reported feedback from the public regarding an applicant whose permit had been denied. Congratulated Commissioner Douthit and Vice Mayor Glendening.

Commissioner Halstead noted that it had been a privilege working with Commissioners Askin and Douthit, and will be great additions to the City Council; congratulated Vice Mayor Glendening on his retirement.

Commissioner Greenberg congratulated the City Council election winners, Planning Director Mitchell and Vice Mayor Glendening.

Commissioner Fikes congratulated Vice Mayor Glendening on his retirement, and looks forward to hearing from him in the future.

Vice Chair Douthit noted that it will be his last meeting; congratulated Commissioner Askin and Vice Mayor Glendening. Noted that he looks forward to working with Planning Director Mitchell.

Chair Twait noted that he is looking forward to filling the Commission vacancies and working with Planning Director Mitchell.

**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:36 p.m.

Minutes prepared and submitted by:



\_\_\_\_\_  
Meghan Thibodeau  
Deputy City Clerk