

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
APRIL 26, 2023 – 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 April 26, 2023, 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, G. Woodard, J. Glendening, D. Fikes, G. Greenberg, J. Coston
Commissioners absent:	J. Halstead
Staff/Council Liaison present:	Planning Director L. Mitchell, Vice Mayor J. Baisden, Deputy Clerk M. Thibodeau

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Greenberg **MOVED** to approve the agenda as presented and requested **UNANIMOUS CONSENT**. Commissioner Glendening **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Twait opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.
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 – Approved by the consent agenda.

B. APPROVAL OF MINUTES

1. *Regular Meeting of March 22, 2023

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** – Granting a Home Occupation Permit to Allow a Cottage Food Operation on a Property Located at 1303 Lawton Drive (Parcel ID: 04515425) in the Suburban Residential (RS) Zoning District.

Approved by the consent agenda.

2. **Action/Approval** - Granting a Transfer of Conditional Use Permits PZ05-14, PZ2013-14, and PZ2014-07 for RV Park and Cabin Rentals on a property located at 810 Childs Avenue (Parcel ID: 04901401) in the Heavy Industrial (IH) Zoning District.

Planning Director Mitchell presented her staff report explaining that Conditional Use Permits (CUPs) PZ05-14 for RV spaces, and PZ2013-14 and PZ2014-07 for cabin rentals had been previously approved by the Planning & Zoning Commission, and a recent change in ownership had prompted the transfer of the CUPs to the new owners. It was noted that City staff recommends approval of the transfer request subject to the original conditions as set forth on the original permit and an additional condition, as follows:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permits.

MOTION:

Commissioner Greenberg **MOVED** to approve granting a transfer of Conditional Use Permits PZ05-14, PZ2013-14, and PZ2014-07 for RV Park and Cabin Rentals. Commissioner Glendening **SECONDED** the motion.

VOTE:

YEA: Fikes, Greenberg, Coston, Glendening, Woodard, Twait

NAY: None

ABSENT: Halstead

MOTION PASSED UNANIMOUSLY.

3. **Action/Approval** – Granting a Transfer of Conditional Use Permit PZ2018-03 (Substitute) for a Limited Marijuana Cultivation Facility on a property located at 1817 Sunset Boulevard (Parcel ID:03901001) in the Rural Residential (RR) Zoning District.

Planning Director Mitchell presented her staff report explaining that conditional use permit PZ2018-03 (Substitute) was approved by the Planning & Zoning Commission for the operation of a limited marijuana

cultivation facility. Clarification was provided that the business was still operating under the same entity, but was being transferred to a different shareholder. It was noted that City staff recommends approval of the transfer request subject to the original conditions as set forth on the original permit and an additional condition, as follows:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.

MOTION:

Commissioner Greenberg **MOVED** to approve granting a transfer of PZ2018-03 (Substitute) for a Limited Marijuana Cultivation Facility. Commissioner Glendening **SECONDED** the motion.

VOTE:

YEA: Greenberg, Coston, Glendening, Woodard, Twait, Fikes

NAY: None

ABSENT: Halstead

MOTION PASSED UNANIMOUSLY.

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. City Council – Vice Mayor Baisden reported on the actions of the April 19, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the April 24, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - The new Planning Administrative Assistant started on May 17th.
 - Sign expo in Las Vegas was very informative; learned about a new device which will be used to help inventory existing signs while working towards a city sign code amendment.
 - Looking into permitting software to streamline database and make permitting status and information available on a public map.
 - City Council budget work session on April 29th.
 - She will be out of town May 3-12.
 - CUP transfers are not required by code to be resolutions, will be Action/Approval items going forward which will be more time-efficient and consistent with leasing process.
 - Melting snow will allow for code enforcement to pick up.
 - Consultants on behalf of FEMA will be providing a presentation at the May 24th meeting.
 - Next work session will be on city-owned property sales and lease process.

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

L. **INFORMATIONAL ITEMS**

M. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: May 10, 2023

N. **COMMISSION COMMENTS AND QUESTIONS**

Commissioner Glendening noted that he would be out of town during the budget session, and that he might not be able to attend the meeting on May 24th.

Commissioner Woodard clarified that the next meeting would be May 24, 2023, since Director Mitchell would be out of town on the 10th.

Commissioner Greenberg noted that the meeting was very efficient, and that he might not be able to attend the meeting on May 24th.

O. ADJOURNMENT

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

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of April 26, 2023.



Meghan Thibodeau
Deputy City Clerk