

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
MAY 24, 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 May 24, 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:

Jeff Twait, Chair  
Gary Greenberg  
Gwen Woodard

Joe Halstead, Vice Chair  
Jim Glendening  
Diane Fikes

A quorum was present.

Absent:

John Coston

Also in attendance were:

Linda Mitchell, Planning Director  
Meghan Thibodeau, Deputy City Clerk  
Alex Douthit, Council Member

**3. Agenda Approval**

**MOTION:**

Vice Chair Halstead **MOVED** to approve the agenda as presented. Commissioner Woodard **SECONDED** the motion.

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

**4. Consent Agenda**

**MOTION:**

Vice Chair Halstead **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.

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.

**B. APPROVAL OF MINUTES**

1. \*Regular Meeting of April 26, 2023

Approved by the consent agenda.

**C. SCHEDULED PUBLIC COMMENTS**

1. Dale Meck, FEMA Flood Map Updates

Dale Meck provided a presentation explaining recent updates to FEMA Flood Maps.

**D. UNSCHEDULED PUBLIC COMMENTS - None.**

**E. CONSIDERATION OF PLATS - None.**

**F. PUBLIC HEARINGS**

1. **Resolution PZ2023-07** – Granting a Conditional Use Permit (CUP) to Allow for a Recreational Vehicle (RV) Park Expansion, Event Venue, and Public Market on Properties Located at approximately 810 Childs Avenue (Parcel IDs: 04901401, 04901402, and 04901403) in the Heavy Industrial (IH) Zoning District.

**MOTION:**

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-07. Commissioner Glendening **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet explaining that the applicants intend to expand on an existing RV park, and add an event venue and public market area. It was noted that the previous conditional use permit (CUP) also included boat storage and cabin rentals, but those uses have ceased and would not be part of the new permit. The criteria for CUPs were reviewed; it was noted the application met the criteria and City staff recommends approval subject to the original conditions in the CUP (Resolution No. PZ05-34) and the following conditions:

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.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. A traffic mitigation plan will be implemented in coordination with applicable City departments when traffic circulation/flow becomes an issue with adjacent properties and neighborhood due to the uses on the premises.
4. Provide a minimum 10-foot buffer strip from the interior lot lines to ensure RV space occupants are protected from noise and privacy from the surrounding commercial or industrial uses.
5. Prior to the established operation of an event venue and public market, consult with the Public Works Department on any potential or required improvements to Childs Avenue and any additional demand on existing onsite water system and sewer collection system.
6. RV space occupants or visitors of the RV Park, event venue, and public market are prohibited from using the City Dock bathrooms unless they are actively using the City Dock, such as boat

launching. It is the responsibility of the property owner and operator of the RV Park, event venue, and public market to ensure all occupants and visitors are aware of this restriction.

7. The RV park is not to become a nuisance to surrounding properties. The RV park must control dust, shield lighting from other properties, prohibit loud noises and maintain a clean and orderly appearance free from refuse.

Applicant Matthew Moffis noted he was available for questions.

Chair Twait opened for public hearing.

Director Mitchell noted that Will Jahrig had called in to express support and discuss concerns regarding improvements to Child's Avenue.

Becky Jahrig expressed concern about speed limit along Bridge Access, pointing out that the speed limit may be excessive with increased use in the area.

Robert Peterkin agreed with the previous comments regarding the speed limit, and suggested installing a traffic light at Beaver Loop. He also expressed concerns about potential complications of restricting guests from using City bathrooms.

There being no one wishing to be heard, the public hearing was closed.

Discussion involved why the bathroom near the boat launch is restricted from public use and how this will be enforced; it was clarified that bathroom requirements for the RV park will be determined as part of the landscape site plan. In response to questions from the commission, Mr. Moffis clarified that the boat launch is currently not functional and will be blocked off from use, and that the RV park will be seasonal while the other buildings such as event space will be operated year-round. Director Mitchell discussed how future development in the waterfront area can be streamlined with rezoning.

**VOTE:**

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

NAY: None

ABSENT: Coston

**MOTION PASSED UNANIMOUSLY.**

Chair Twait noted the 15-day appeal period.

2. **Resolution PZ2023-08** – Granting a Conditional Use Permit (CUP) to Allow for a Recreational Vehicle (RV) Park on Properties Located at 1088 and 1120 Bridge Access Road (Parcel IDs: 04901312 and 04901313) in the Heavy Industrial (IH) Zoning District.

**MOTION:**

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-08. Commissioner Woodard **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet explaining that the applicant proposes to operate a new RV park with 50 spaces, although the number of spaces is subject to change based on a landscape site plan review. It was noted that a coffee shop is also proposed on the east side of the property, but is not included in the current CUP application because it is an allowed use in the zone. The criteria for CUPs were reviewed; it was noted the application met the criteria and City staff recommends approval subject to the following conditions:

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.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. Prior to operation of the RV park, the two (2) subject parcels must be consolidated or merged.

4. A traffic mitigation plan will be implemented in coordination with applicable City departments when traffic circulation/flow becomes an issue with adjacent properties and neighborhood due to the use.
5. Provide a minimum 10-foot buffer strip from the interior lot lines to ensure RV space occupants are protected from noise and privacy from the surrounding commercial or industrial uses.
6. Prior to the operation of the RV park, consult with the Public Works Department on any potential or required improvements to Childs Avenue and any requirements for onsite water system and sewer collection system.
7. The RV park is not to become a nuisance to surrounding properties. The RV park must control dust, shield lighting from other properties, prohibit loud noises and maintain a clean and orderly appearance free from refuse.

Robert Peterkin, a representative for applicant Duke Hardcastle, noted that the coffee shop is owned by Elizabeth Peterkin. He explained that an RV dump station will be provided.

Chair Twait opened for public hearing.

Elizabeth Peterkin, owner of 1882 Brew, explained that she started her coffee shop as a seasonal business at the Kasilof dock and will be moving it to 1120 Bridge Access Road to operate year-round. She expressed excitement for the new RV park.

There being no one wishing to be heard, the public hearing was closed.

Approval was expressed; further discussion included the Department of Transportation's knowledge of upcoming development in the area that will affect vehicle and pedestrian traffic patterns, the need to review and plan for trails and traffic flow as part of the waterfront study, maintenance of Child's Avenue, and the suggestion of installing a traffic light at Beaver Loop.

**VOTE:**

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

NAY: None

ABSENT: Coston

**MOTION PASSED UNANIMOUSLY.**

Chair Twait noted the 15-day appeal period.

**G. UNFINISHED BUSINESS** – None.

**H. NEW BUSINESS** – None.

**I. PENDING ITEMS** – None.

**J. REPORTS**

1. City Council – Council Member Douthit reported on the actions of the May 17, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the May 8, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
  - Reviewed remote participation code.
  - Seeing a lot of interest in opening businesses, with an increase in applications for development permits.
  - Storefront & Streetscape Improvement Program will be finalized in the next week.
  - Acquiring new permitting software sooner than expected.

- Hazard Mitigation Plan will be amended to include spruce beetle kill and National Floodplain Insurance Program.
- A previously approved CUP for lodging is having difficulty meeting a condition added by the commission but is proactively addressing it and working with the City.
- Proposed code amendments regarding junk/abandoned vehicles and illegal dumping may come before the commission.
- Discussion with the commission on holding a work session on code amendments for accessory structures.

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

L. **INFORMATIONAL ITEMS** – None.

M. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: June 14, 2023

N. **COMMISSION COMMENTS AND QUESTIONS**

Commissioner Glendening noted the good work on upcoming waterfront development.

Commissioner Woodard recognized the passing of Harbor Commissioner Christine Hutchison for her service to the City of Kenai and the State of Alaska.

Vice Chair Halstead commended Director Mitchell and staff for their hard work.

Commissioner Greenberg noted that he was sorry to hear about Christine Hutchison's passing.

O. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:37 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of May 24, 2023.

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