

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JULY 12, 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 July 12, 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
John Coston

Joe Halstead, Vice Chair
Diane Fikes (*electronic participation*)
Gwen Woodard

A quorum was present.

Absent:

Jim Glendening

Also in attendance were:

Linda Mitchell, Planning Director
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Vice Chair Halstead **MOVED** to approve the agenda and consent agenda.

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

Chair Twait opened the floor for public comment on consent agenda items; 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.

B. APPROVAL OF MINUTES

1. *Regular Meeting of June 28, 2023

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** - None.

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-12** – Recommending Approval for Preliminary Plat – Oberts Silver Salmon Subdivision to Subdivide a Parcel into Two (2) Lots Located at 4805 Silver Salmon Drive (Parcel ID: 04937013) in the Rural Residential (RR) Zoning District.

MOTION:

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-12. Commissioner Coston **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet. Zoning and uses of surrounding lots were reviewed; staff recommended approval subject to the following conditions:

1. Revised Note 2 on the Preliminary Plat to “DEVELOPMENT MUST MEET THE CITY OF KENAI CHAPTER 14.20 ZONING CODE REQUIREMENTS”.
2. Place the following note on the plat: “WHEN AN IMPROVEMENT DISTRICT IS FORMED, THE REAL PROPERTY OWNER INVOLVED WILL BE PART OF THE IMPROVEMENT DISTRICT WITHOUT FURTHER ACTION BY THE THEN OWNER OF THE PROPERTY IN QUESTION.”
3. Show and label any areas within the flood zone and floodway with the base flood elevations (BFEs) found on the FEMA Flood Insurance Rate Map (FIRM) Panel 0200122045C, effective on December 6, 1999 on the plat.
4. Place the following note on the plat: “PRIOR TO DEVELOPMENT, CONTACT THE CITY OF KENAI FLOODPLAIN ADMINISTRATOR FOR CURRENT INFORMATION AND REGULATIONS. DEVELOPMENT MUST COMPLY WITH CHAPTER 14.30 OF KENAI MUNICIPAL CODE.”

VOTE:

YEA: Coston, Woodard, Greenberg, Halstead, Twait

NAY: None

[Clerk's note: Due to technical issues, Commissioner Fikes was unable to cast a vote.]

MOTION PASSED WITHOUT OBJECTION.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the June 28, 2023 Regular Meeting - Greenberg.

Approved by the consent agenda.

I. **REPORTS**

1. City Council – Vice Mayor Baisden reported on the actions of the July 5, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – No report.
3. City Administration – Planning Director Mitchell reported on the following:
 - A plat that was originally on tonight's agenda was pushed to the next meeting.

- Intends to propose a code amendment which allow some plats to be approved at an administrative level.
- Last chance for commissioners to sign up to attend the American Planning Association Conference in Anchorage on September 20-22, 2023.
- Planning Administrative Assistant job vacancies; two part-time positions.

J. **ADDITIONAL PUBLIC COMMENT** – None.

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: July 26, 2023

L. **COMMISSION COMMENTS AND QUESTIONS**

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** – None.

There being no further business before the Commission, the meeting was adjourned at 7:13 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of July 12, 2023.



Meghan Thibodeau
Deputy City Clerk