

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 13, 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 September 13, 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
Diane Fikes

Joe Halstead, Vice Chair
Jim Glendening
John Coston (*electronic participation*)

A quorum was present.

Absent: None.

Also in attendance were:

Linda Mitchell, Planning Director
James Baisden, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Halstead **MOVED** to approve the agenda and consent agenda with the requested additions. Commissioner Fikes **SECONDED** the motion.

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 August 23, 2023

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-17** – Recommending Approval for Preliminary Plat – City Park Subdivision 2023 Replat for a Parcel Merger of Tract A, City Park Subdivision No. 2 and Tract A, Park View Subdivision and the Right-of-Way Vacations of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) in the Suburban Residential (RS) and Urban Residential (RU) Zoning Districts.

MOTION:

Commissioner Halstead **MOVED** to approve Resolution PZ2023-17. Commissioner Fikes **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet, noting that the Commission had previously passed Resolution PZ2023-13 recommending approval of the preliminary plat and excluding the vacation of a portion of S. Spruce Street. The City Council postponed their decision on the right-of-way vacation to allow additional time for affected parties to address concerns; a consensus among these parties had been met and a revised preliminary plat submitted for the Commission's consideration. Zoning and uses of surrounding lots were reviewed; staff recommended approval subject to the following conditions:

1. The portion of S. Spruce Street to be vacated lies west of a straight line, starting at the southeast corner of Tract A, City Park Subdivision No. 2 and ending at the southernmost point of the dedicated S. Spruce Street in the Park View Subdivision.
2. Tract 2A will receive the vacation of S. Spruce Street on Government Lot 155.
3. Revised the preliminary plat to include the adjacent parcel located at 420 S. Spruce Street (KPB Parcel No. 04701005) and identified as "Tract 2B" to receive the vacation of S. Spruce Street on Government Lot 157.
4. Include a Certificate of Ownership and Dedication for the parcel located at 420 S. Spruce Street (KPB Parcel No. 04701005).
5. Update the ownership under the Certificate of Ownership and Dedication, Notary's Acknowledgement, and Title Block for Tract A KN79-156.
6. Kenai City Council must consent to the right-of-way (ROW) vacations of Char Circle and a portion of S. Spruce Street are not needed for a public purpose and approve the ROW vacations as delineated on Exhibit A.
7. Execute a 50-foot in width, non-exclusive access and utility easement from Tract 2B to S. Spruce Street.

Chair Twait opened the floor for public comment.

Taylor Evenson spoke in support, noting that the proposal by Director Mitchell is in accordance with what they want to do.

There being no one else wishing to be heard, the public comment period was closed.

Jeff Dolifka responded to questions from the Commission.

VOTE:

YEA: Fikes, Twait, Coston, Halstead, Greenberg, Glendening, Woodard
NAY: None.

MOTION PASSED UNANIMOUSLY.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the August 23, 2023 Regular Meeting – Fikes.

Approved by the consent agenda.

I. REPORTS

1. City Council – Vice Mayor Baisden noted the Bluff Erosion Project signing on September 25th, and reported on the actions of the September 6, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the September 11, 2023 meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - The Clerk’s Office is accepting applications for Student Representatives on boards & commissions.
 - Recruitment for second Planning & Zoning Department administrative assistant is ongoing.
 - Director Mitchell and Commissioner Woodard attending the planning conference in Anchorage next week.
 - Working with consultant Max Best on waterfront rezoning.
 - Will be attending Airport Commission meetings to keep them up to date on Airport lands and leases.
 - Increase in code enforcement complaints of chickens and abandoned vehicles.
 - Suggested reducing the number of regularly scheduled Planning & Zoning Commission meetings to once per month.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: September 27, 2023

Commissioner Halstead noted he would be absent; Commissioner Glendening noted he may participate remotely.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Woodard noted she would be absent for the October 11, 2023 meeting.

Vice Chair Halstead expressed support and appreciation for Director Mitchell’s hard work in the Planning & Zoning Department.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Commission, the meeting was adjourned at 7:53 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of September 13, 2023.



Meghan Thibodeau
Deputy City Clerk