

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
NOVEMBER 8, 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 November 8, 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	Diane Fikes
Gary Greenberg	Jim Glendening
John Coston	

A quorum was present.

Absent:

Joe Halstead, Vice Chair	Gwen Woodard
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Also in attendance were:

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

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the agenda and consent agenda. Commissioner Coston **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 October 25, 2023

Approved by the consent agenda.

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

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

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

F. **PUBLIC HEARINGS**

1. **Resolution PZ2023-19** – Recommending Approval to Rezone the Properties Located at 103 Birch Street and 1202, 1204, and 1206 First Avenue From General Commercial (CG) to Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Greenberg **MOVED** to approve Resolution PZ2023-19. Commissioner Glendening **SECONDED** the motion.

Director Mitchell presented her staff report with information in the packet, explaining that the applicant has requested to rezone four parcels of approximately 2.36 acres total. Current uses, surrounding uses, and applicant's reasons for zoning were reviewed, and it was noted that the property owners' signatures met the threshold for a majority required for rezoning. Clarification was provided that after reviewing the Comprehensive Plan, an incorrect land use map was found which delayed presentation of the resolution to the Commission; a Comprehensive Plan amendment is not required. It was noted that staff's recommendation is that the Commission recommend approval of the rezone to City Council.

Chair Twait opened for public hearing. There being no one wishing to be heard, the public hearing was closed.

VOTE:

YEA: Fikes, Coston, Greenberg, Glendening, Twait

NAY: None

ABSENT: Halstead, Woodard

MOTION PASSED UNANIMOUSLY.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** - Requesting an Excused Absence for the October 25, 2023 Regular Meeting – Greenberg.

Approved by the consent agenda.

2. ***Action/Approval** – Granting a Home Occupation Permit to Allow a Home Day Care for up to Eight (8) Children on a Property Located at 621 Fir Drive in the Suburban Residential (RS) Zoning District.

Approved by the consent agenda.

I. **REPORTS**

1. City Council – Council Member Douthit reported on the actions of the November 1, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – No report.
3. City Administration – Planning Director Mitchell reported on the following:

- Clarified Planning code requirements for conditional use permit applicant participation.
- Recruitment for a second part-time administrative assistant is to be determined.
- The City is doing a classification study; will be published early next year.
- Bluff stabilization update: City was issued real estate certification.
- Building plans for Kassik's Brewery have been submitted.
- Waterfront rezone is still in progress.

J. ADDITIONAL PUBLIC COMMENT

Keith Shaffer requested clarification on the current status of the rezone in PZ2023-19, and expressed appreciation for how it was handled.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 22, 2023

Commissioners Fikes and Greenberg noted they may be absent.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Glendening thanked Council Member Douthit for his report; expressed interest in having virtual meetings participation being referred to Commissions for the discussion.

Commissioner Greenberg noted a split zone on North Spruce Street for future cleanup.

Chair Twait requested clarification on the code for Commissioner and Council Member remote electronic participation.


M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Commission, the meeting was adjourned at 7:39 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of November 8, 2023.



 Meghan Thibodeau
 Deputy City Clerk