

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JUNE 28, 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 June 28, 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
Gwen Woodard
John Coston

Joe Halstead, Vice Chair
Jim Glendening
Diane Fikes

A quorum was present.

Absent:

Joe Halstead, Vice Chair

Gary Greenberg

Also in attendance were:

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

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. 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 June 14, 2023

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-11** – Recommending Approval for Preliminary Plat – Baron Wood Subdivision 2023 Replat to Consolidate Lots 1 and 2, of Baron Wood Subdivision into one (1) lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2023-11. Commissioner Fikes **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 the scale to an engineer scale (e.g., nearest tenth of a foot).
2. Verify the 15-foot utility easement is corresponding to the correct recorded document.

Discussion ensued.

VOTE:

YEA: Fikes, Woodard, Glendening, Coston, Twait

NAY: None

ABSENT: Halstead, Greenberg

MOTION PASSED.

F. **PUBLIC HEARINGS**

1. **Action/Approval** – Recommending the Kenai City Council Enact Ordinance No. 3363-2023 – Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana Establishments, and 14.22.010 - Land Use Table to establish a minimum standard for public notification for commercial marijuana establishments and prohibit limited marijuana cultivation facilities in residential zoning districts.

MOTION:

Commissioner Woodard **MOVED** to recommend that the City Council enact Ordinance No. 3363-2023. Commissioner Fikes **SECONDED** the motion.

Director Mitchell explained that the ordinance is Council-sponsored and proposes to amend the current marijuana establishment code.

Chair Twait opened for public hearing.

Alex Douthit explained his reasons for sponsoring the Ordinance.

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

Discussion ensued. The commission requested that administration review buffer regulations related to State-licensed daycare facilities.

VOTE:

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

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

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

Approved by the consent agenda.

I. REPORTS

1. City Council – Council Member Douthit reported on the actions of the June 21, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the June 26, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - Updated data on the 2022 Conditional Use Permit (CUP) annual report; notified commission of active CUPs with missing reports.
 - Update on King of the River Food Drive, and ways to donate.
 - Deadline approaching for commissioners to sign up to attend the American Planning Association Conference in Anchorage on September 20, 2023.
 - Attended the joint Kenai-Soldotna Chamber of Commerce luncheon on a fixed-route transportation plan.
 - Attended the open house for the FEMA map update, representing Kenai.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: July 12, 2023

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Fikes noted she may be absent or participating on Zoom at the July 12, 2023 meeting.

Commissioner Glendening noted that he may be absent for the next meeting as well.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Commission, the meeting was adjourned at 7:45 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of June 28, 2023.



Meghan Thibodeau
Deputy City Clerk