

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
DECEMBER 27, 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 December 27, 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
Diane Fikes

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

A quorum was present.

Absent:

Gary Greenberg

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 with the removal of item H.1 Requesting an Excused Absence for the December 27, 2023 Regular Meeting for Commissioner Fikes, as she was present. Commissioner Woodard **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 November 29, 2023

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-22** – Recommending Approval for Preliminary Plat – Sprucewood Glen Subdivision No. 11 for a Replat of Lot 2A and Tract F, Sprucewood Glen Subdivision No. 10, and Tract F-1B, Sprucewood Glen Subdivision No. 3 in the General Commercial (CG) Zoning District.

MOTION:

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-22. Commissioner Woodard **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet, and explained that the applicant requested to merge three lots and then subdivide into two lots. Zoning and uses of lots were reviewed; staff recommended approval subject to the following condition:

1. Correct the note reference for (R3) to “Sprucewood Glen Subdivision No. 2, Plat 84-305”.

Chair Twait opened for public testimony.

Jason Young, the surveyor working on the project, introduced himself and noted he was available for questions.

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

Discussion ensued.

VOTE:

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

NAY: None

ABSENT: Greenberg

MOTION PASSED WITHOUT OBJECTION.

F. **PUBLIC HEARINGS**

1. **Resolution PZ2023-25** – Recommending Approval for a Variance Permit to Allow an Off-Premise Sign on a Property Located at 11631 Kenai Spur Highway in the Central Mixed Use (CMU) Zoning District.

MOTION:

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-25. Commissioner Woodard **SECONDED** the motion.

Director Mitchell presented her staff report with information in the packet, explaining that the applicant requested a variance permit for an off-premise sign. Clarification was provided that the applicants are owners of the property south of the sign, and the location of the site has created visibility limitations for the tenant business operating on this property that this sign would help to alleviate. The criteria for variance permits were reviewed, and approval of the variance was recommended with the following conditions:

1. Applicant(s) must comply with all federal, State of Alaska, and local regulations.

2. The off-premise sign must be located a minimum 20-foot setback from the northeast corner and 10-foot setback from the street frontage along Kenai Spur Highway.
3. Prior to the installation of an off-premise sign on City-owned property, the applicant(s) must obtain approval from the City of Kenai City Council.
4. Applicant(s) must obtain a sign permit issued by the Building Official.

Chair Twait opened for public hearing.

Applicant Jason Yeoman read a letter from his tenants, the owners of Odyssey Family Practice, in support of the resolution.

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

There was discussion regarding how road locations had changed since the structure on this property was built in the 1960s; that this sign would make the business more visible and appealing to the public; that the medical family practice is currently the only tenant on the property; whether additional sign accommodations should be considered in case they property takes on additional tenants in the future; that the surrounding area is not residential so the sign lighting should not be a concern; and that a sign has already been ordered.

VOTE:

YEA: Halstead, Woodard, Glendening, Twait, Fikes

NAY: None

ABSENT: Greenberg

MOTION PASSED WITHOUT OBJECTION.

[Clerk's note: Commissioner Coston abstained from discussion and voting on Resolution PZ2023-25 pursuant to KMC 14.05.025(e)]

Chair Twait noted the 15-day appeal period.

Planning Director Mitchell noted that the applicant still required a special use permit approved by the City Council.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the December 27, 2023 Regular Meeting – Fikes

Removed from the agenda and consent agenda.

I. REPORTS

1. City Council – No report.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the December 11, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - Thanked the Commission for attending the previous work session on the Comprehensive Plan and Historic Preservation Plan. Will provide a summary to comply with requirements for historic preservation grant funding.
 - The Kenai Peninsula Borough flood map update appeal period ends January 29th.

- A resolution to add a half-time Planning & Zoning staff member will go before Council on January 3rd.
- Adding new code enforcement software that will streamline letters and other documents; moving toward developing standard operating procedures for code enforcement.
- Commission review will be taking place in January, presented by the City Clerk.
- Working with the Kenai Peninsula Borough on the Safe Streets and Roads for All grant.
- Last meeting for Commissioners Glendening and Greenberg.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: January 10, 2024

L. **COMMISSION COMMENTS AND QUESTIONS**

Commissioner Woodard thanked the City for their snow removal services on Christmas Eve.

Vice Chair Halstead thanked staff for the work session and dinner.

Commissioner Coston noted that he looked forward to working on the Comprehensive Plan and Historic Preservation Plan.

Commissioner Glendening expressed appreciation for his time on the Commission.

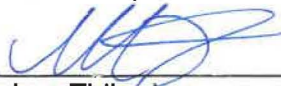
M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** – None.

There being no further business before the Commission, the meeting was adjourned at 7:49 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of December 27, 2023.



Meghan Thibodeau
Deputy City Clerk