

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JANUARY 24, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on January 24, 2024, 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	Joe Halstead
Glenese Pettey	Sonja Barbaza
John Coston	Diane Fikes
Gwen Woodard	

A quorum was present.

Also in attendance were:

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

3. Election of Chair and Vice Chair

MOTION:

Commissioner Fikes **MOVED** to nominate Joe Halstead as Chair.

MOTION:

Commissioner Pettey **MOVED** to nominate Jeff Twait as Chair.

Commissioner Twait declined the nomination; the motion to nominate him as Chair was withdrawn.

VOTE ON APPOINTMENT OF JOE HALSTEAD AS CHAIR:

There being no objection; **SO ORDERED.**

MOTION:

Commissioner Woodard **MOVED** to nominate John Coston as Vice Chair.

VOTE ON APPOINTMENT OF JOHN COSTON AS VICE CHAIR:

There being no objection; **SO ORDERED.**

4. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Pettey **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

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

Chair Halstead 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 December 27, 2023

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2024-01** – Recommending Approval for Preliminary Plat – 5 D Subdivision for a Replat of Government Lot 170 in the General Commercial (CG) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-01. 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 replat the 1.25-acre lot into five lots. Zoning and uses of lots were reviewed; staff recommended approval subject to the following condition:

1. Revised the preliminary plat to subdivide Government Lot 170 into four (4) lots with dimensions equal to or greater than the minimum lot width and depth requirements outlined in KMC Section 14.10.070.

[Clerk's Note: Commissioner Barbaza joined the meeting at 7:10 p.m.]

Chair Halstead opened for public testimony.

Jason Young, the surveyor working on the project, noted that the owners agreed to the four-lot subdivision instead of five, and the plat will be revised after the decision is made.

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

Discussion ensued.

VOTE:

YEA: Twait, Halstead, Pettey, Barbaza, Woodard, Coston, Fikes

NAY: None

MOTION PASSED UNANIMOUSLY.

2. **Resolution No. PZ2024-02** – Recommending Approval for Preliminary Plat – Cinderella Subdivision Glover Replat for a Parcel Merger of Lot 1A, Enchanted Forest 2011 Replat and Lot 6, Cinderella Subdivision in the Rural Residential 1 (RR-1) Zoning District.

MOTION:

Vice Chair Coston **MOVED** to approve Resolution PZ2024-02. 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 two parcels. Zoning and uses of lots were reviewed; staff recommended approval subject to the following conditions:

1. Remove the building setbacks on the preliminary plat as all development will be subject to the setback requirements of the zoning district.
2. Remove Note 1 from the preliminary plat.
3. Add a note that states the following, "When an improvement district is formed, the real property involved will be part of the improvement district without further action by the then owner of the property in question".

Chair Halstead opened for public testimony. There being no one wishing to be heard, the public comment period was closed.

Discussion ensued.

VOTE:

YEA: Pettey, Woodard, Barbaza, Coston, Fikes, Twait, Halstead

NAY: None

MOTION PASSED UNANIMOUSLY.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS** – None.

I. **REPORTS**

1. City Council – Council Member Douthit reported on the actions of the January 18, 2024 City Council Joint Work Session with Kenaitze Indian Tribe and January 17, 2024 City Council Regular Meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the January 22, 2024 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - Welcomed new commissioners Glenese Pettey and Sonja Barbaza.
 - Thanked commissioners who attended the Joint Work Session on the Capital Improvement Plan.
 - Noted the Commission Survey results in the laydown; explained there would not be a work session to discuss them because Planning & Zoning has clear duties and roles outlined in code, but they can request that the Clerk review them.
 - Recruitment for the full-time Planning Technician position is ongoing.
 - City Building Official has resigned.
 - New code-enforcement software to be implemented by next summer; will assist Planning staff in streamlining tasks and communication.
 - Joint Planning & Zoning and Harbor Commission Work Session on February 12, 2024 to discuss waterfront rezoning.
 - Storefront Improvement Grant Program application period will be open with a month.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: February 14, 2024

Commissioner Twait noted that he might be absent or participate remotely.

L. **COMMISSION COMMENTS AND QUESTIONS**

Vice Chair Coston congratulated Halstead on the appointment of Chair.

Commissioner Twait congratulated Chair Halstead, Vice Chair Coston and new commissioners Pettey and Barbaza.

Commissioner Pettey noted it is an honor to serve on the commission, and congratulated Chair Halstead, Vice Chair Coston and new commissioner Barbaza.

Commissioner Fikes welcomed said congratulations and welcome to new commissioners; thanked staff for Commission Survey results in laydown.

Chair Halstead thanked the Commission for his appointment.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:46 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of January 24, 2024.



Meghan Thibodeau
Deputy City Clerk