

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
NOVEMBER 29, 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 29, 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
John Coston

Gwen Woodard
Jim Glendening
Diane Fikes

A quorum was present.

Absent:

Joe Halstead, Vice Chair

Also in attendance were:

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

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 November 8, 2023

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-21** – Recommending Approval for Preliminary Plat – Kenai Townsite Oiler's 2024 Addition for a Parcel Merger of Lot 4, Block 18 Original Townsite of Kenai, and Lots 5A and 5B, Kenai Townsite Oilers Addition, a Right-of-Way Vacation of Outside Way as Dedicated on Original Townsite of Kenai Subdivision, a Utility Easement Vacation, and a 60-foot Right of Way Dedication in the Central Commercial (CC) Zoning District.

MOTION:

Commissioner Greenberg **MOVED** to approve Resolution PZ2023-21. Commissioner Woodard **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet, and it was noted that the applicant has requested to a merger of three parcels, a right-of-way (ROW) vacation and a ROW dedication. Clarification was provided that the request was originally submitted and approved in 1994, but unfortunately the final plat was never recorded so the applicants have submitted the same request but with a 60-foot ROW instead of 40-foot. Zoning, uses of surrounding lots and conditions of approval were reviewed; staff recommended approval subject to the following conditions:

1. Reduce the proposed 60-foot ROW dedication to 50 feet.
2. Correct the note reference from Note 8 to Note 6 for the indicated 5' Public Street Easement Note 8.
3. Revise the street suffix of the proposed street name, Oilers "Avenue" to "Street".
4. Kenai City Council must consent to the ROW vacation of Outside Way between Cook Avenue and Riverview Drive is not needed for a public purpose and approve the ROW vacation.
5. Kenai City Council adopt a resolution for the naming of the 50-foot dedicated ROW to Oilers Street.

Jason Young, a surveyor working on this project, explained the applicant's reasons for the requests and responded to questions from the Commission.

Discussion ensued.

MOTION TO AMEND:

Commissioner Greenberg **MOVED** to amend Resolution PZ2023-21 Condition 1 to read "The proposed 60-foot ROW dedication may be reduced to 50 feet, subject to the applicant providing acceptable evidence that a 50-foot ROW covers the existing road." Commissioner Woodard **SECONDED** the motion.

VOTE ON AMENDMENT:

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

NAY: None

ABSENT: Halstead

MOTION PASSED WITHOUT OBJECTION.

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

ABSENT: Halstead

MOTION PASSED WITHOUT OBJECTION.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** - Requesting an Excused Absence for the November 8, 2023 Regular Meeting – Halstead and Woodard.

Approved by the consent agenda.

I. **REPORTS**

1. City Council – Council Member Douthit reported on the actions of the November 15, 2023 City Council Meeting.
2. Kenai Peninsula Borough Planning – Commissioner Fikes reported on the actions of the November 13, 2023 Kenai Peninsula Borough Planning Commission Meeting.
3. City Administration – Planning Director Mitchell reported on the following:
 - The second part-time Planning Administrative Assistant job has been posted.
 - The Kenai Peninsula Borough is offering a training on its new GIS mapping system on December 4th via Zoom.
 - Discussed with Commissioners their availability for the December 27th meeting; Commissioner Fikes noted she would not be available December 13th nor 27th, and Commissioner Coston confirmed that he could attend on the 27th via Zoom.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: December 13, 2023

L. **COMMISSION COMMENTS AND QUESTIONS**

Commissioner Glendening noted the good discussion, and that he is looking forward to working with the new commissioners.

Commissioner Coston stated that it was a good discussion.

Commissioner Fikes requested excused absences for December 13th and 27th.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** – None.

There being no further business before the Commission, the meeting was adjourned at 8:03 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of November 29, 2023.



Meghan Thibodeau
Deputy City Clerk