

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
MARCH 13, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JOE HALSTEAD, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on March 13, 2024, in City Hall Council Chambers, Kenai, AK. Chair Halstead called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Halstead led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Joe Halstead, Chair
Gwen Woodard
Jeff Twait

John Coston, Vice Chair
Sonja Barbaza
Diane Fikes

A quorum was present.

Absent:

Glenese Pettey

Also in attendance were:

Linda Mitchell, Planning Director
Victoria Askin, City Council Member
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Twait **MOVED** to approve the agenda and consent agenda. Vice Chair Coston **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 February 14, 2024

Approved by the consent agenda.

2. *Regular Meeting of February 28, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2024-06** – Recommending Denial on Preliminary Plat – Mommsen’s 2024 Replat for a Parcel Merger of Lot 2 Block 4, and Lot 2 Block 3. Mommsen’s Additions No’s 1 & 2 in the Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Fikes **MOVED** to approve Resolution PZ2024-06. Commissioner Twait **SECONDED** the motion.

Director Mitchell gave a staff report as provided in the packet, explaining that the proposed plat would combine two lots. Staff’s findings were reviewed, and it was noted that staff’s recommendation is that the plat be denied as it does not meet all of the requirements of KMC Section 14.10.070 *Subdivision Design Standards*.

MOTION TO AMEND:

Commissioner Fikes **MOVED** to amend the title of Resolution PZ2024-06 to read: A Resolution Opposing the Preliminary Plat for Mommsen’s 2024 Replat. Commissioner Twait **SECONDED** the motion.

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

Chair Halstead opened the floor for public comment.

Marcus Mueller, Kenai Peninsula Borough Land Management Officer, provided background information on the proposed plat.

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

Discussion ensued.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Fikes, Woodard, Halstead, Barbaza

NAY: Twait, Coston

ABSENT: Pettey

MOTION PASSED.

2. **Resolution No. PZ2024-07** – Recommending Approval on Preliminary Plat – Michael J. Pelch Homestead Jr. Addition No. 4 for a Replat of Tracts G, A-1, A-2, and A-3, Michael J. Pelch Homestead Jr. Addition No. 3 in the Rural Residential (RR) Zoning District.

MOTION:

Vice Chair Coston **MOVED** to approve Resolution PZ2024-07. Commissioner Woodard **SECONDED** the motion.

Director Mitchell gave a staff report as provided in the packet, explaining the replat into seven lots. Staff’s findings were reviewed, and it was noted that staff’s recommendation is approval subject to the following conditions:

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. Remove Note 6 on the preliminary plat as the State no longer maintained the right-of-way affecting the preliminary plat and renumber accordingly.
3. The developer will install a T-shaped turnaround, also known as a hammerhead, as an acceptable alternative.

Chair Halstead opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

MOTION TO AMEND:

Commissioner Twait **MOVED** to amend Section 1, condition 3 to specify that the hammerhead turnaround be located at the end of Pelch Drive. Commissioner Fikes **SECONDED** the motion.

VOTE ON AMENDMENT:

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

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2024-05** – Granting a Conditional Use Permit to Allow a Recreational Vehicle (RV) Park on the Property Located at 813 Riverview Drive in the Central Commercial (CC) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-05. Vice Chair Coston **SECONDED** the motion.

Director Mitchell presented her staff report with information provided in the packet, and explained that the applicant has requested a conditional use permit (CUP) for a Recreational Vehicle Park. The criteria for CUPs were reviewed; it was noted the application met the criteria and City staff recommends approval subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.
3. Provide a minimum 4-foot landscape island between RV spaces and a minimum 5-foot landscape buffer strip from the interior lot lines to ensure RV space occupants and abutting properties are protected from noise and privacy.
4. The RV park is not to become a nuisance to surrounding properties. The RV park must control dust, shield lighting from other properties, prohibit loud noises and maintain a clean and orderly appearance free from refuse.

Applicant Travis Lofstedt was available for questions. In response to questions from the Commission, he provided clarification on the size of vehicles to be allowed in the proposed park.

Chair Halstead opened the floor for public hearing; there being no one wishing to be heard, the public hearing period was closed.

Clarification was provided on how the lot would be affected by the bluff stabilization project. The Commission discussed whether bearproof containers should be required for disposal of fish.

VOTE:

YEA: Barbaza, Halstead, Fikes, Coston,

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

Chair Halstead noted the 15-day appeal period.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the February 28, 2024 Regular Meeting - Coston

Approved by the consent agenda.

I. REPORTS

1. Planning Director – Planning Director Mitchell reported on the following:
 - Thanked commissioners for participating in online training course.
 - A trash code violation was successfully resolved.
 - Planning Technician Brandon McElrea is being trained to present staff reports for future meetings.
 - No agenda items yet for the March 27th meeting; may be cancelled.
2. Commission Chair – Chair Halstead noted that he had begun the online training program.
3. Kenai Peninsula Borough Planning – No report.
4. City Council Liaison – Council Member Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: March 27, 2024

Vice Chair Coston noted that he would be participating remotely.

L. COMMISSION COMMENTS AND QUESTIONS – None.

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 8:05 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of March 13, 2024.



Meghan Thibodeau
Deputy City Clerk