

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 11, 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 September 11, 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
Glenese Pettey
Jeff Twait
Gwen Woodard

John Coston, Vice Chair
Sonja Earsley
Diane Fikes

A quorum was present.

Also in attendance were:

Brandon McElrea, Acting Planning Director
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Twait **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 August 14, 2024

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution No. PZ2024-20** – Recommending Approval on Preliminary Plat – Highlands Subdivision Evans Replat for a Replat of Lots 2 and 3, Block 1 of the Highlands Subdivision located in the Rural Residential (RR) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-20. Commissioner Fikes **SECONDED** the motion.

Acting Planning Director McElrea provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-20, and explained the purpose of the replat was to merge two lots into a single lot. Staff's findings were reviewed, and it was noted that staff's recommendation is approval subject to the condition specified within the staff report as attached to Resolution No. PZ2024-20.

UNANIMOUS CONSENT was requested.
There being no objection; **SO ORDERED**.

F. **PUBLIC HEARINGS**

G. **UNFINISHED BUSINESS** - None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the August 14, 2024 Regular Meeting – Pettey

Approved by the consent agenda.

2. ***Action/Approval** – Recommending Approval of a Lease of Airport Reserve Land for the Property Described as Lot 4, Block 1, FBO Subdivision.

Approved by the consent agenda.

I. **REPORTS**

1. Planning Director – Acting Planning Director McElrea reported on the following:
 - New Planning Director has been hired, first day will be in October; McElrea is Acting Director in the meantime.
2. Commission Chair – Reported that the appeals have been received for the applications denied at the previous Planning & Zoning Commission meeting; will be reviewed by the Board of Adjustment.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: September 25, 2024

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Earsley expressed appreciation for Acting Planning Director McElrea.

Commissioner Fikes asked about the decision issued on the previous Board of Adjustment appeal.

Chair Halstead noted that the Kenai Fire Department and Central Emergency Services had a memorial event honoring firefighters lost on September 11, 2001.


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 7:19 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of September 11, 2024.



Meghan Thibodeau
Deputy City Clerk