

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
NOVEMBER 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 November 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
Glenese Pettey
Gwen Woodard

Jeff Twait, Vice Chair
Sonja Earsley
Diane Fikes

A quorum was present.

Absent:

Stacie Krause

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. Commissioner Earsley **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 October 23, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS - None.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2024-23** – Granting a Conditional Use Permit to Operate a Gunsmith Within the Existing Building on the Property Described as Lot 14, Block 1 of Leo T Oberts Subdivision, Addition No. 1, Located at 1540 Kittiwake Court, Within the rural Residential (RR) Zoning District.

MOTION:

Vice Chair Twait **MOVED** to approve Resolution PZ2024-23. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-23; he noted that the application was for a Conditional Use Permit (CUP) to operate a gunsmith within an existing building, and that the business would be operated primarily online and there would be little impact to the surrounding area. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2024-23.

David Wolf, applicant, noted he did not intend on making changes to the property; would be operating out of his garage and online; and all firearms would be locked in a safe.

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

In response to questions from the commission, Wolf clarified that the business would not be operating full time; the type of work and merchandise that his business would provide; and that any test rounds would be handled at a gun range and not on the property.

VOTE:

YEA: Fikes, Twait, Woodard, Earsley, Pettey, Halstead

NAY: None

ABSENT: Krause

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 October 23, 2024 Regular Meeting – Halstead

Approved by the consent agenda.

2. **Action/Approval** - Recommending the Kenai City Council Enact an Ordinance - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the "Flood Insurance Study".

MOTION:

Vice Chair Twait **MOVED** to recommend the Kenai City Council enact an Ordinance - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner noted that the City had received new maps as part of the Borough’s update to the National Flood Insurance Program (NFIP), and introduced Harmony Curtis, State Foodplain Manager. Curtis gave a presentation on the NFIP, including background of the program, statistics, why the City participates and what the program offers to residents.

In response to questions from the commission, Curtis explained that there was no cost to the City to participate in the program, but if suspended it could affect residents’ insurance; timelines for grant cycles; provided further clarification on what can be covered by the program; when the maps were generated; and to whom flood insurance is available or required.

VOTE:

YEA: Twait, Halstead, Pettey, Earsley, Woodard

NAY: Fikes

ABSENT: Krause

MOTION PASSED.

I. REPORTS

1. Planning Director – Planning Director Buettner reported on the following:
 - Comprehensive Plan going into its 9th year; looking to revisit and update in 2025-2026.
 - Hazard Mitigation Plan expires next year and requires update; will know in early 2025 if the City’s application for funding was selected.
 - No business for November 27th and December 26th meetings; requested cancellation.
2. Commission Chair – Expressed appreciation for the commission.
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: December 11, 2024

Commissioner Fikes noted she will be absent.

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 7:54 p.m.

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



Meghan Thibodeau
Deputy City Clerk