

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
DECEMBER 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 December 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
Gwen Woodard

Jeff Twait, Vice Chair
Sonja Earsley

A quorum was present.

Absent:

Diane Fikes

Stacie Krause

Also in attendance were:

Kevin Buettner, Planning Director
Deborah Sounart, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. 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 November 13, 2024

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution No. PZ2024-24** – Recommending Approval of Preliminary Plat – FBO Subdivision 2024 Addition for a Replat of Lots 5A and 5B of FBO Subdivision No. 10 Located in the Airport Light Industrial (ALI) Zoning District.

MOTION:

Vice Chair Twait **MOVED** to approve Resolution PZ2024-24. 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. PZ2024-24, and explained the purpose of the plat was to merge two plats into one so that setback requirements can be met for future development; it was noted that staff's recommendation is approval.

Commissioner Pettey expressed support; further clarification was provided that Edge Surveying recommended the replat on behalf of another private company.

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

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the November 13, 2024 Regular Meeting – Krause

Approved by the consent agenda.

I. **REPORTS**

2. Commission Chair – Noted the dangerous road conditions due to weather; encouraged the Commissioners to meet an attending member of the public who was interested in Planning & Zoning.
1. Planning Director – Planning Director Buettner reported on the following:
 - The regular meeting of December 26, 2024 is cancelled due to lack of agenda items.
 - Upcoming business in the new year for the Planning & Zoning Commission will include recommendations for code amendments.
3. Kenai Peninsula Borough Planning – No report.
4. City Council Liaison – Council Member Sounart reported on recent actions and activities of the City Council.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: January 8, 2025

Commissioner Earsley noted she would be absent.

L. COMMISSION COMMENTS AND QUESTIONS

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 7:11 p.m.

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



Meghan Thibodeau
Deputy City Clerk