

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
FEBRUARY 28, 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 February 28, 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
Glenese Pettey	Diane Fikes
Jeff Twait	

A quorum was present.

Absent:

Sonja Barbaza	John Coston, Vice Chair
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Also in attendance were:

Linda Mitchell, 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. SCHEDULED PUBLIC COMMENTS - None.

C. **UNSCHEDULED PUBLIC COMMENTS** - None.

D. **CONSIDERATION OF PLATS** - None.

E. **PUBLIC HEARINGS**

1. **Resolution No. PZ2024-04** – Granting a Conditional Use Permit Amendment to Allow the Use of On-Street Parking Spaces to Meet the Off-Street Parking Requirements for the Performing Arts Center (PZ2023-01) on a Property Located at 475 Daubenspeck Road in the Light Industrial (IL) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-04. Commissioner Fikes **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet, and explained that the applicants have requested an amendment to their Conditional Use Permit (CUP) PZ2023-01 for a performing arts center. The amendment would authorize the use of on-street parking spaces to meet the minimum off-street parking requirements. The criteria for CUPs were reviewed; it was noted the application met the criteria and City staff recommends approval subject to the original conditions in the CUP (Resolution No. PZ2023-01).

Chris Parker with K+A Designstudios, applicant and project architect, noted that he was available for questions.

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, Parker clarified that the parking requirement is based on the entire theater; that to build additional parking would require a significant budget increase due to the high water table; that they do not intend to modify any existing on-street parking spaces and will be adding two new driveways to the facility.

Director Mitchell provided clarification on additional public parking spaces to the south that would help this use to meet parking requirements, and that these spaces are not designated for the dog park. Further clarification was provided on the potential for future use of other on-street parking spaces.

VOTE:

YEA: Fikes, Twait, Woodard, Pettey, Halstead

NAY: None

ABSENT: Barbaza, Coston

MOTION PASSED WITHOUT OBJECTION.

Chair Halstead noted the 15-day appeal period.

F. **UNFINISHED BUSINESS** – None.

G. **NEW BUSINESS**

1. ***Action/Approval** - Granting a Home Occupation Permit to Allow an Assisted Living for Up to Two (2) Persons on a Property Located at 5743 Kenai Spur in the Limited Commercial (LC) Zoning District.

Approved by the Consent Agenda.

2. **Discussion/Action** – Annual Work Plan for Planning and Zoning Commission

Planning Director Mitchell provided the Commission with a list of Planning & Zoning Commission goals that have been drafted for FY2025. She explained their intent and current status, giving the Commission the opportunity to review and recommended changes.

The Commission did not recommend additional goals or changes.

H. REPORTS

1. Planning Director – Planning Director Mitchell reported on the following:
 - Planning Technician Brandon McElrea started this week.
 - Online training courses from Michigan University have been emailed to all commissioners.
2. Commission Chair – Chair Halstead expressed appreciation for staff.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission Meeting.
4. City Council – Council Member Douthit reported on recent actions of the City Council.

I. ADDITIONAL PUBLIC COMMENT – None.

J. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: March 13, 2024

Commissioner Pettey noted she would be absent for the March 13th regular meeting and the March 20th City Council joint work session.

K. COMMISSION COMMENTS AND QUESTIONS

Commissioner Woodard noted that she found the previous work session helpful.

Commissioner Pettey expressed appreciation for Director Mitchell's CUP process updates. Stated support for the parking exception granted through PZ2024-04.


L. PENDING ITEMS – None.

M. ADJOURNMENT

N. INFORMATIONAL ITEMS – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:06 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of February 28, 2024.



Meghan Thibodeau
Deputy City Clerk