

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 25, 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 25, 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	Stacie Krause
Glenese Pettey	Sonja Earsley
Jeff Twait	Diane Fikes
Gwen Woodard	

A quorum was present.

Also in attendance were:

Brandon McElrea, Acting Planning Director
Phil Daniel, City Council Member
Meghan Thibodeau, Deputy City Clerk

3. Election of Vice Chair

MOTION:

Commissioner Pettey **MOVED** to nominate Jeff Twait as Vice Chair. Commissioner Fikes **SECONDED** the motion.

VOTE:

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

4. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. Vice Chair Twait **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 September 11, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2024-21** – Recommending Approval on Preliminary Plat – Valhalla Heights 2024 Addition for a Replat of Lots 4 and 7, Block 2, of the Valhalla Heights Subdivision Part 2 and Lot 5A-1, Block 2, of the Valhalla Heights Subdivision Wisniewski Second Addition Located in the Limited Commercial (LC) and Rural Residential (RR) Zoning Districts.

MOTION:

Vice Chair Twait **MOVED** to approve Resolution PZ2024-21. Commissioner Woodard **SECONDED** the motion.

Acting Planning Director McElrea provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-21, and explained the purpose of the replat was to merge three lots into a single lot in order to facilitate the expansion of Peninsula Memorial Chapel. Staff's findings were reviewed, and it was noted that staff's recommendation is approval.

Commissioners Twait and Halstead expressed support; further clarification was provided on the applicant's planned uses for the proposed expansion.

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

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS – None.

I. REPORTS

1. Planning Director – Acting Planning Director McElrea reported on the following:
 - New Planning Director will start October 21st.
 - Welcomed new Commissioner Stacie Krause.
 - Administrative Assistant McDonald had streamlined the Conditional Use Permit online reporting process; Planning Department has received positive feedback from this update.
2. Commission Chair – Thanked the Commission and staff.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Daniel reported on recent actions of the City Council.

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

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: October 9, 2024

Commissioner Earsley noted she would be absent.

L. **COMMISSION COMMENTS AND QUESTIONS**

Vice Chair Twait and Commissioner Fikes welcomed Commissioner Krause.

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 7:14 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of September 25, 2024.



Meghan Thibodeau
Deputy City Clerk