

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
OCTOBER 23, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 23, 2024, in City Hall Council Chambers, Kenai, AK. Vice Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Vice Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeff Twait, Vice Chair
Glenese Pettey
Stacie Krause

Gwen Woodard
Sonja Earsley
Diane Fikes

A quorum was present.

Absent:

Joe Halstead, Chair

Also in attendance were:

Kevin Buettner, Planning Director
Brandon McElrea, Planning Technician
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

Vice Chair Twait noted the following additions to the Packet:

Add Item F.1.

Public Hearing – Resolution No. PZ2024-22

• Public Comment

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.

Vice Chair Twait 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 25, 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. PZ2024-22** – Granting a Conditional Use Permit to Operate a Crematory and Funeral Home Within the Existing Building on the Property Described as Lot 5A-1, Block 2, Valhalla Heights Subdivision Wisniewski Second Addition, Located at 5839 Kenai Spur Highway, Within the Limited Commercial (LC) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2024-22. Commissioner Pettey **SECONDED** the motion.

Planning Technician McElrea provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-22; he noted that the application was for a Conditional Use Permit (CUP) to continue operating a crematory and funeral home in order to expand a non-conforming use. The criteria for a CUP were reviewed; and it was reported that the application met the criteria for a CUP and City staff recommended approval subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.

Applicant Timothy Grant Wisniewski explained the intended uses for the proposed expansion.

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

Commissioners Pettey and Woodard spoke in support.

VOTE:

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

NAY: None

ABSENT: Halstead

MOTION PASSED WITHOUT OBJECTION.

Vice Chair Twait noted the 15-day appeal period.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS - None.

I. REPORTS

1. Planning Director – Planning Director Buettner introduced himself to the Commission and thanked Planning Technician McElrea for acting as Interim Director; noted that he is looking forward to working with the City and Commission.
2. Commission Chair – No report.
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: November 13, 2024

Commissioner Krause noted she would be absent for the next two meetings.

L. **COMMISSION COMMENTS AND QUESTIONS**

Commissioners welcomed Director Buettner.

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 7:20 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of October 23, 2024.



Meghan Thibodeau
Deputy City Clerk