

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JANUARY 8, 2025 – 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 January 8, 2025, 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

Gwen Woodard
Diane Fikes

A quorum was present.

Absent:

Joe Halstead, Chair
Sonja Earsley

Stacie Krause

Also in attendance were:

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

3. Election of Chair and Vice Chair

Commissioner Pettey **MOVED** to reappoint Joe Halstead as Chair, and reappoint Jeff Twait as Vice Chair. Commissioner Fikes **SECONDED** the motion.

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

4. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. Commissioner Pettey **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 December 11, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

The following individuals addressed the Commission with concerns related to activities in their neighborhood as a result of the expansion of Aspen Creek Senior Living facility, located at 701 N. Forest Drive, noting the changing traffic conditions within their residential neighborhood which is near the expanding facility; Aspen Creek not adhering to the conditions set in their Conditional Use Permits (CUPs); the significant increase in traffic on the residential streets of Ponderosa and Pine; large delivery trucks and semis on the residential street; traffic noise; speeding; rolling stops; dangerous conditions for children and pedestrians; insufficient noticing to the public; and the violation of the residential character of the neighborhood.

- Marshall Scott
- Kit Hill
- Shelly Peterson
- Elizabeth Kvamme
- Arlys Miskinis
- John Davis
- Merri Duby
- Ken Peterson

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-01** – Recommending Approval of Preliminary Plat – Barber Heights for a replat of Lot 1, Riedel Subdivision in the Rural Residential (RR) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-01. Commissioner Fikes **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-01, and explained the purpose of the plat was to merge two to provide a buffer space between an existing dwelling and the new residential development to the east. It was noted that staff's recommendation is approval subject to the condition specified within the staff report as attached to Resolution No. PZ2025-01.

VOTE:

YEA: Pettey, Fikes, Woodard, Twait

NAY: None

ABSENT: Halstead, Krause, Earsley

MOTION PASSED WITHOUT OBJECTION.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting Excused Absences for the December 11, 2024 Regular Meeting – Krause and Fikes

Approved by the consent agenda.

2. **Action/Approval** – Recommending the Kenai City Council Enact Ordinance No. XXXX-2025 – Amending Kenai Municipal Code Section 14.22.010 – Land Use Table to allow Airports as a principal permitted use in the Airport Light Industrial Zone.

MOTION:

Commissioner Woodard **MOVED** to recommend that the Kenai City Council Enact Ordinance No. XXXX-2025 – Amending Kenai Municipal Code Section 14.22.010 – Land Use Table to allow Airports as a principal permitted use in the Airport Light Industrial Zone. Commissioner Fikes **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet, explaining that this amendment to code will correct a previous administrative oversight, and change Airports in the Land Use Table to be a Principal Permitted Use in the Airport Light Industrial (ALI) Zone.

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

3. **Discussion/Recommendation** - Review CY2024 and Develop CY2025 Goals.

Planning Director Buettner provided an overview of the staff report as included in the packet, and requested feedback from the Commission on what priorities they would recommend for the Planning & Zoning Department in 2025.

Discussion from the Commission included topics such as improvements to the CUP process, end-of-year reporting and public notification process, and review of abandoned cars and buildings. It was noted that this discussion may be continued at a future meeting when more commissioners are in attendance.

I. REPORTS

1. Planning Director – Planning Director Buettner reported on the following:
 - Improved tracking system for Planning & Zoning Department activities; monthly reports will be distributed to the Commission.
 - Discussed goals and priorities for 2025, including an updated Hazard Mitigation Plan; proactive economic development; pursuing grant funding for projects like waterfront revitalization; exploring public-private partnerships to incentivize private development; evaluation of high-CUP areas for potential rezone; and interdepartmental collaboration.
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 Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: January 22, 2025

Commissioner Woodard noted that she would be absent.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Pettey thanked community members for expressing their concerns; noted that she wants Council to be aware of the issue; and requested that both CUPs for Aspen Creek Senior Living Facility be provided in the packet for next meeting.

Commissioner Fikes inquired about possible grants for road lighting and reflection improvements.

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 8:10 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of January 8, 2025.



Meghan Thibodeau
Deputy City Clerk