

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
FEBRUARY 12, 2025 – 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 12, 2025, 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

Sonja Earsley
Diane Fikes

A quorum was present.

Absent:

Jeff Twait, Vice Chair

Stacie Krause

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, 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 January 22, 2025

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS

1. Aspen Creek Construction – Doug Clegg, Owner

Doug Clegg, owner of Aspen Creek Senior Living Facility, located at 701 N. Forest Drive, explained that he was there at Planning Director Buettner's request after learning about neighborhood complaints about traffic from the City Attorney; he noted that no neighbors had contacted him directly. He clarified that Aspen Creek's Conditional Use Permits (CUP) restricts access via Ponderosa to emergency vehicles, deliveries, and trash removal; ongoing construction has caused increased traffic, and the neighbor's concerns may be resolved when construction is completed; his main priority is resident safety; he will encourage Forest Drive access but cannot police Ponderosa; and he is willing to work with the City for solutions.

D. UNSCHEDULED PUBLIC COMMENTS

Residents of the neighborhood near the Aspen Creek Senior Living Facility addressed the Commission with concerns related Aspen Creek's expansion. Concerns were expressed regarding Aspen Creek not adhering to the conditions set in their 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; dangerous conditions for children and pedestrians; insufficient noticing to the public; violation of the residential character of the neighborhood; new challenges for snow removal; and potential for decreased property values. Suggested solutions provided during testimony included purchasing the vacant land to north of Aspen Creek for dedicated access, and a locked gate at back entrance for authorized vehicles only; it was requested that the Commission to take action on this issue.

The following individuals provided testimony:

- Ken Peterson
- M. Scott Moon
- Kit Hill
- Arlys Miskinis
- Howard Hill
- Shelly Peterson
- Merri Duby

Doug Clegg addressed concerns raised during the previous public testimony and responded to questions from the Commission.

The Commission requested that an action item be added to a future agenda to address this issue, and for a report of activities to be provided at the Commission's next meeting.

E. CONSIDERATION OF PLATS – None.

F. PUBLIC HEARINGS

- 1. Resolution No. PZ2025-04 - Granting a Conditional Use Permit for Off Street Parking on the Property Described as Tract 1, Frontage Road Subdivision, Located at Approximately Mile 11.4 Kenai Spur Highway, Within the Central Mixed Use (CMU) Zoning District.**

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-04. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-04; he noted that the application was for a CUP to authorize the use of on-street parking spaces to meet the minimum off-street parking requirements. The current use of the property is a drinking establishment (The Bow Bar), and the applicant is a prospective buyer. It was noted that staff's recommendation is approval.

Applicant Kelsey Meyer noted that she was the prospective new owner of The Bow Bar; the business had been previously functioning with no parking, which was an issue she would like to resolve prior to acquisition.

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

Clarification was provided that the spaces are under 300 feet from the edge of the property, and the parking spaces are public and are not designated only for The Bow Bar's use.

VOTE:

YEA: Fikes, Woodard, Earsley, Pettet, Halstead

NAY: None

ABSENT: Twait, Krause

MOTION PASSED WITHOUT OBJECTION.

Chair Halstead noted the 15-day appeal period.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting Excused Absences for the January 22, 2025 Regular Meeting – Woodard

Approved by the consent agenda.

I. REPORTS

1. Planning Director – Planning Director Buettner reported on the following:
 - Received a petition signed by neighbors of Aspen Creek, which will be presented as part of a future public hearing.
 - A Joint Work Session with the City Council has been scheduled for April 16, 2025 for a presentation of the draft SS4A Comprehensive Safety Action Plan.
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: February 26, 2025

Commissioner Earsley noted she will be absent.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Pettey expressed appreciation for the robust conversation, and noted that she looks forward to working towards a solution and the completion of construction at Aspen Creek.

Chair Halstead noted he is looking forward to settling the issue with Aspen Creek and its neighbors.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS**

1. **April 16, 2025, 5 PM:** Joint Work Session with City Council - Safe Streets for All Draft Plan to be held in Council Chambers

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:17 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of February 12, 2025.



Meghan Thibodeau
Deputy City Clerk