

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
MARCH 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 March 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
Stacie Krause
Gwen Woodard

Jeff Twait, Vice Chair (*electronic participation*)
Sonja Earsley
Diane Fikes

A quorum was present.

Also in attendance were:

Kevin Buettner, Planning Director
Deborah Sounart, 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 February 26, 2025

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Merri Duby asked where the topic of Aspen Creek Senior Living Facility's conditional use permit (CUP) was on agenda. It was clarified that the item was not on the agenda, but would be reported on later in the meeting.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-13** - Recommending Approval of Preliminary Plat – Friday Replat, merging Government Lots 128 and 129 into a single, approximately 2.247-acre parcel and dedicating the 33-foot Second Avenue right-of-way.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-13. 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. PZ2025-13, and explained the purpose of the plat was to merge two lots into one lot and dedicate a right-of-way. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-13.

VOTE:

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

NAY: None

MOTION PASSED UNANIMOUSLY.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS

Director Buettner reported that a neighbor of the Aspen Creek Senior Living Facility had sent video footage showing cars entering the facility from the back entrance of the facility off Ponderosa Street; that Aspen Creek had put up an "Emergency Vehicles Only" sign at the edge of their property; and that he will be meeting with the Aspen Creek local manager to follow up.

H. NEW BUSINESS

1. ***Action/Approval** – Requesting Excused Absences for the February 26, 2025 Regular Meeting – Twait, Earsley

Approved by the consent agenda.

I. REPORTS

1. Planning Director – Planning Director Buettner reported on the following:
 - The Planning Department will be following up with commissioners regarding availability for a CUP work session.
 - Expecting news on whether the City will be receiving FEMA funding to update the Hazard Mitigation 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 Sounart reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT

Merri Duby, resident, spoke in support of the plat approved by Resolution No. PZ2025-13. She clarified the date of the next Planning & Zoning Commission meeting where the Aspen Creek facility will be discussed.

Edie Handsaker, resident, stated that she had been told by the City that the Aspen Creek facility would be planting a screen of blue spruce between her property and theirs, and later found out that the vegetation screen would be planted on another side. She expressed concerns about vehicle lights and noise.

Arlys Miskinis, resident, explained ongoing issues with Aspen Creek traffic in the neighborhood; suggested new signs for visitor parking, speed limits and children at play; expressed concerns about child safety, increased traffic, and devaluation of property.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: March 26, 2025

Commissioner Fikes noted she would be attending remotely.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners Krause and Pettay asked about scheduling the upcoming CUP work session.

Commissioner Fikes noted a technical issue with her email account.

Chair Halstead stated that the Aspen Creek facility discussion would be added to the following meeting agenda.

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 7:35 p.m.

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



Meghan Thibodeau
Deputy City Clerk