

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
SEPTEMBER 10, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on September 10, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Sonja Earsley, Vice Chair	Gwen Woodard
Jeanne Reveal	Diane Fikes
Gwen Woodard	

A quorum was present.

Absent:

Jeff Twait	Stacie Krause
Glenese Pettey	

Also in attendance were:

Kevin Buettner, Planning Director
Deborah Sounart, City Council Liaison
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Commissioner Reveal **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 Earsley 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.

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

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner 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 August 27, 2025.

C. **SCHEDULED PUBLIC COMMENTS** - None.

D. **UNSCHEDULED PUBLIC COMMENTS** - None.

E. **CONSIDERATION OF PLATS** - None.

F. **PUBLIC HEARINGS**

1. **Resolution PZ2025-28** - Granting a Conditional Use Permit to Temporarily Allow an Accessory Building on Parcel Without Main Building or Use on the parcel described as Lot 6, Block 5, Mommsens Subdivision Replat Addition No. 1, Located at 1012 Third Street, Within the Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-28. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to PZ2025-28.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

Darrin Marion addressed the Commission in support of the Conditional Use Permit, noted he had resided on Third Street for 27-years; stated the residents had personally built, maintained and plowed the road for the past 20-years without help from the City; and expressed concerns about the road being blocked by berms at the end of the road.

The applicant Emmet Heidemann in response to questions from the Commission clarified, placement of the connex would not impact his utilities; currently there was no electricity on the property; and this was just raw land.

There being no one else wishing to be heard, the public comment period was closed.

Commission Members spoke in support of Resolution PZ2025-28, recognizing that the intent is short-term, and was intended for development.

VOTE:

YEA: Woodard, Reveal, Earsley, Fikes

NAY: None

ABSENT: Twait, Pettet, Krause

MOTION PASSED.

Vice Chair Earsley noted the 15-day appeal period.

G. **UNFINISHED BUSINESS** - None.

H. **NEW BUSINESS**

1. **Discussion** - P&Z Meeting Schedule FY2026

Director Buettner opened the discussion noting possibility of reducing the regular meetings to once per month; through the summer every other meeting was cancelled; if time sensitive business came up a Special Meeting could be scheduled; and it would take a recommendation to Council to change the schedule.

There was Commission discussion in supporting, noting reducing the number of meetings would support efficiency and cost savings; however, emphasis must be added that the public still had opportunities

for input; concerns were noted regarding the possibility of long sessions when only conducting meetings once per month; and support was stated for a draft policy and recommendation to Council be brought forward to allow the absent Commissioners the opportunity to provide input on the subject.

2. Discussion - Capital Improvement Plan FY2027-2031

Commission Members spoke in support of requesting funding to update the City's Comprehensive Plan, noting it was adopted in 2016; growth and development over the past decade supported a review to ensure community goals aligned.

I. REPORTS

1. Planning Director Buettner thanked the Commission Members for their support and understanding while his administrative staff was assisting at the Airport.

2. Vice Chair Earsley thanked the Commission for their support while she chaired the meetings.

3. Kenai Peninsula Borough Planning

Commissioner Fikes reported on recent actions of the Kenia Peninsula Borough Planning Commission.

4. City Council Liaison

Council Member Sounart reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: October 8, 2025 - Work Session.

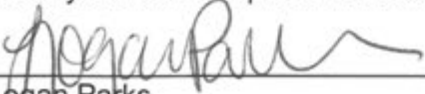
L. PENDING ITEMS - None.

M. ADJOURNMENT

N. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:44 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 10, 2025.



Logan Parks
Deputy City Clerk