

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JANUARY 22, 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 January 22, 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 Pettet
Stacie Krause

Jeff Twait, Vice Chair
Sonja Earsley
Diane Fikes

A quorum was present.

Absent:

Gwen Woodard

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:

Vice Chair Twait **MOVED** to approve the agenda and consent agenda. Commissioner Fikes **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 8, 2025

Approved by the consent agenda.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2025-02** - Recommending Approval of Preliminary Plat – The Lake at Kenai 2025 Addition for a Replat of Tract A, The Lake at Kenai 2016 Addition – Phase 1 in the Rural Residential (RR) Zoning District.

MOTION:

Vice Chair Twait **MOVED** to approve Resolution PZ2025-02. 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. PZ2025-02, and explained the purpose of the plat was to create nine residential lots and dedicate the rights-of-way for 60-foot wide Peace of Mind Circle, and 102-foot wide Anglers Cove Court. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-02.

VOTE:

YEA: Fikes, Twait, Earsley, Pettet, Krause, Halstead

NAY: None

ABSENT: Woodard

MOTION PASSED WITHOUT OBJECTION.

2. **Resolution PZ025-03** - Recommending Approval of Preliminary Plat – Beaver Loop Acres No. 3 Subdivision for a Subdivision of SW1/4 Nw1/4 & SW1/4 & S1/2 SE1/4 & NE1/4 SE1/4, Section 3, Township 5 North, Range 11 West, Seward Meridian in the Rural Residential (RR) Zoning District.

MOTION:

Commissioner Earsley **MOVED** to approve Resolution PZ2025-03. Vice Chair Twait **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-03, and explained the purpose of the plat was a subdivision that will create five parcels. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-03.

MOTION:

Vice Chair Twait **MOVED** to correct the title on the agenda to PZ2025-03. Commissioner Earsley **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to correct the title.

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

VOTE:

YEA: Krause, Earsley, Pettet, Fikes, Halstead, Twait

NAY: None

ABSENT: Woodard

MOTION PASSED WITHOUT OBJECTION.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting Excused Absences for the January 8, 2025 Regular Meeting – Halstead, Earsley, and Krause

Approved by the consent agenda.

2. **Action/Approval** – Approving the Transfer of a Conditional Use Permit PZ2021-42 for the use of a Hotel (Short Term Recreational Rentals) on the property described as Lot 1, Block 2, Anglers Acres Sub Addn. No. 1, Part 2, located at 1230 Angler Drive within the Rural Residential Zoning District.

MOTION:

Vice Chair Twait **MOVED** to approve the Transfer of a Conditional Use Permit PZ2021-42. Commissioner Fikes **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet, and explained that the use will remain the same and only the owner will change for the site. It was noted that staff's recommendation is approval subject to the conditions set forth in the previously approved CUPs.

Clarification was provided that no code violations or complaints had been reported on this property.

VOTE:

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

NAY: None

ABSENT: Woodard

MOTION PASSED WITHOUT OBJECTION.

3. **Action/Approval** – Approving a time extension for the finalization of Windhaven Estates Phase 4 Preliminary Plat.

MOTION:

Vice Chair Twait **MOVED** to approve a time extension for the finalization of Windhaven Estates Phase 4 Preliminary Plat. Commissioner Fikes **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet, and explained that the Kenai Peninsula Borough Platting Authority has asked for the Commission's recommendation to approve the time extension for a second time.

Discussion followed on status of road development and reasons for delay.

VOTE:

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

NAY: None

ABSENT: Woodard

MOTION PASSED WITHOUT OBJECTION.

I. **REPORTS**

1. Planning Director – Planning Director Buettner reported on the following:
 - Conditional Use Permits provided in the packet under Informational Items had been requested during the previous meeting.

- Planning and Zoning Department is reviewing Title 14 for administrative changes and sections in need of update; rewrites will be brought to the Commission for their recommendation.
 - Kenai Municipal Airport Master Plan update is ongoing.
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 – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: February 12, 2025

Vice Chair Twait noted he will be absent; Commissioner Krause will be attending remotely.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Pettay thanked Administration for providing the Aspen Creek CUPs in the packet.

Commissioner Fikes thanked Administration for providing the Aspen Creek CUPs, and inquired about the new restaurant that will be in the Airport.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS

1. **Conditional Use Permits** - 701 N. Forest Drive, Aspen Creek
2. **Airport Master Plan Public Meeting** – February 4, 2025, 5:30 PM in Council Chambers at City Hall

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:32 p.m.

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



 Meghan Thibodeau
 Deputy City Clerk