

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
MARCH 26, 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 26, 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

Jeff Twait, Vice Chair  
Sonja Earsley  
Gwen Woodard

A quorum was present.

Absent:

Diane Fikes

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**

Chair Halstead noted the following additions to the Packet:

Add Item O.1

**Staff Report**

- Updated Staff Report for PZ2025-05

**MOTION:**

Vice Chair Twait **MOVED** to approve the agenda and consent agenda with the requested revisions. 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 March 12, 2025

Approved by the consent agenda.

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

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

**E. CONSIDERATION OF PLATS**

1. **Resolution No. PZ2025-05** – Recommending Conditional Approval of Preliminary Plat – Black Gold Estates 2025 Replat Merging Lots 11, 12, 16, 17 and 60 feet of Right-of-Way into a Single Lot in the Suburban Residential (RS) Zoning District.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-05. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner noted that a substitute staff report was provided in the laydown, provided an overview of the staff report, and explained the purpose of the plat was to merge four parcels and 60 feet of unnamed Right-of-Way (ROW) into one lot. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-05.

Alex Douthit, applicant, provided background regarding the plat and vacation of the portion of ROW. He explained and that the lot would be more suitable for development once merged.

There was Commission discussion regarding the background of the unnamed ROW. Clarification was provided that this ROW was not involved in a dispute between the Kenai Native Association and the City of Kenai, and that a Conditional Use Permit is not needed for the proposed uses.

**VOTE:**

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

NAY: None

ABSENT: Fikes

**MOTION PASSED WITHOUT OBJECTION.**

2. **PZ2025-15** - Recommending Approval of Preliminary Plat – Bailey Estates Karpik Rice Replat to Relocate the Lot Line Separating Lots 1 and 2, Bailey Estates Amended in the Suburban Residential 2 (RS-2) Zoning District.

**MOTION:**

Vice Chair Twait **MOVED** to approve Resolution PZ2025-15. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-15, and explained the purpose of the plat was to adjust the lot lines between two lots, to allow a shop building to meet setback requirements. It was noted that staff's recommendation is approval subject to the condition specified within the staff report as attached to Resolution No. PZ2025-15.

**VOTE:**

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

NAY: None

ABSENT: Fikes

**MOTION PASSED WITHOUT OBJECTION.**

3. **PZ2025-16** – Recommending Approval of Preliminary Plat – Highlands Subdivision 2025 Replat Merging Lots 10,11 and 12 into a Single Lot in the Rural Residential (RR) Zoning District.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-16. 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. PZ2025-16, and explained the purpose of the plat was to merge three lots into a single lot. It was noted that staff's recommendation is approval subject to the condition specified within the staff report as attached to Resolution No. PZ2025-16.

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

**F. PUBLIC HEARINGS** – None.

**G. UNFINISHED BUSINESS**

1. **Discussion** – Aspen Creek, 701 N. Forest Drive Conditional Use Permit

It was reported that there were no new developments to the issue; that construction was anticipated to finish during the first week of May; and that City staff visited the site and noted less traffic than their visit a few months prior. Clarification was provided that the vehicles observed were mostly pickup trucks, but ownership of the vehicles cannot be confirmed.

It was noted that this discussion will be continued on the next Commission meeting agenda.

2. **Discussion** - Schedule a Work Session Meeting for May 14, 2025 at 5:30 pm to discuss Conditional Use Permits.

The work session was scheduled for May 14, 2025 at 5:30 p.m.

**H. NEW BUSINESS** – None.

**I. REPORTS**

1. Planning Director – Planning Director Buettner reported on the following:
  - The Kenai Peninsula Borough will be holding public workshops on the Comprehensive Safety Action Plan, and a Joint Work Session with the City Council and Planning & Zoning Commission on April 16, 2025 at 5:00 p.m.
2. Commission Chair – Chair Halstead noted that it would be his last meeting due to a schedule change with his new employment, and expressed appreciation for his time working on the Commission.
3. Kenai Peninsula Borough Planning – No report.
4. City Council Liaison – No report.

**J. ADDITIONAL PUBLIC COMMENT**

Arllys Miskinis, resident, expressed concerns with the Aspen Creek Conditional Use Permit; reported that there was an “emergency vehicles only” sign on Ponderosa Street; that she had continued to

observe increased traffic; and that Aspen Creek had not installed a street camera to monitor traffic. She discussed speed limits and signage in residential neighborhoods.

**K. NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: April 9, 2025

It was noted that the April 9, 2025 meeting would be cancelled due to lack of agenda items. Commissioner Krause noted that she would attend remotely at the April 23, 2025 meeting.

**L. COMMISSION COMMENTS AND QUESTIONS**

Commissioner Woodard stated that it had been nice serving with Chair Halstead.

Commissioner Pettay noted that she would be absent at the April 23, 2025 meeting.

**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 7:32 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of March 26, 2025.



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Meghan Thibodeau  
Deputy City Clerk