

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING  
JUNE 25, 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 June 25, 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
Glenese Pettey	Jeanne Reveal
Stacie Krause	Diane Fikes

A quorum was present.

Absent:

Jeff Twait

Also in attendance were:

Kevin Buettner, Planning Director  
Victoria Askin, City Council Liaison  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

Vice Chair Earsley noted the following additions to the Packet:

Add to item H.1.	<b>Action/Approval</b> - Resolution No. 2025-38 Recommendation <ul style="list-style-type: none"><li>Public Comments</li></ul>
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Add item H.3.	<b>Action/Approval</b> - Requesting Excused Absence for the May 28, 2025 Regular Meeting - Twait.
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Add to item K.1.	<b>Next Meeting Date</b> - Next Meeting date change to July 23, 2025.
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**MOTION:**

Commissioner Woodard **MOVED** to approve the agenda and consent agenda with the requested revisions. Commissioner Pettey **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:** Motion **APPROVED**, without objection.

\*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 May 28, 2025.

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

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

**E. CONSIDERATION OF PLATS**

1. **Resolution PZ2025-21** - Recommending Approval of Preliminary Plat – Beaver Creek Alaska Subdivision Amended 2025 Replat, to replat Lots 2, 3, 14, & 15, Beaver Creek Alaska Subdivision Amended, Section 36, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the General Commercial and Rural Residential Zoning Districts.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-21. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-21.

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

There were comments in support of the addition to the area.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**, without objection.

2. **Resolution PZ2025-22** - Recommending Approval of Preliminary Plat – Kenaitze Acres, to replat Section 30, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-22. Commissioner Krause **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-22.

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

Clarification was provided regarding the location of the right-of-way and utility easement; where the primary entrance would be located; Kenaitze would be responsible for installing a private road; and future signage requirements.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**, without objection.

3. **Resolution PZ2025-23** - Recommending Approval of Preliminary Plat – Terra-B Subdivision 2025 Replat, to Lots 7, 8, & 9, Block One, Terra-B Subdivision, Township 6

North, Range 11 West, Section 34, Seward Meridian to the Kenai Peninsula Borough, in the Suburban Residential Zoning District.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-23. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-23.

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

Clarification was provided that city utilities do not currently extend to the subject lot; only one area of the combined lots may be suitable for septic placement; the property fell outside of the area required to connect to city utilities; and this consolidation would not support a multifamily development.

**VOTE:**

YEA: Krause, Fikes, Woodard, Reveal, Pettey, Earsley

NAY: None

ABSENT: Twait

**MOTION PASSED.**

4. **Resolution PZ2025-24** - Recommending Approval of Preliminary Plat – Ruby’s Dazzling Scenic View Subdivision Hendriks Addition, to replat Lots 7 & 8, Ruby’s Dazzling Scenic View Subdivision, Township 5 North, Range 11 West, Section 10, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-24. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-24.

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

Clarification was provided that after the lots were combined, one of the existing addresses would be used.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**, without objection.

**F. PUBLIC HEARINGS** - None.

**G. UNFINISHED BUSINESS**

1. **Discussion** – Aspen Creek 701 N. Forest Drive CUP

Director Buettner summarized the results of the traffic study as included in the packet, noting that it seemed the intent of the conditional use permit was being met.

**H. NEW BUSINESS**

1. **Action/Approval** - Resolution No. 2025-38 - Recommending Approval on the Street Renaming of South Spruce Street to Kenai Beach Street.

**MOTION:**

Commissioner Reveal **MOVED** to recommend City Council approve Resolution No. 2025-38. Commissioner Fikes **SECONDED** the motion.

There was discussion regarding the negative impact of the change to the business located on South Spruce Street; there did not seem to be an issue with people finding the beach; and adding a road sign indicating it was a beach access road may be an alternative option.

**VOTE:**

YEA: None

NAY: Fikes, Woodard, Reveal, Pettey, Earsley, Krause

ABSENT: Twait

**MOTION FAILED.**

2. **Action/Approval** - Recommending Council Approve a Lease of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron According to Plat No. 73-68 with Schilling Rentals.

**MOTION:**

Commissioner Pettey **MOVED** to recommend City Council approval of a Lease of Airport Reserve Land with Schilling Rentals. Commissioner Woodard **SECONDED** the motion.

Clarification was provided that new leases were brought to the Airport and Planning & Zoning Commission; the existing lease is expiring, renewal was being handled as new lease; no competing applications were received; and there was discussion regarding the lessee providing substantial development to the properties.

**UNANIMOUS CONSENT** was requested on the motion.

**VOTE:** Motion **APPROVED**, without objection.

3. **Action/Approval** - Requesting an Excused Absence from the May 28, 2025 Regular Meeting.

**MOTION:**

Commissioner Pettey **MOVED** to excuse the absence of Chair Twait from the May 28, 2025 Regular Meeting. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

**VOTE:** Motion **APPROVED**, without objection.

**I. REPORTS**

1. Planning Director

Planning Director Buettner reported on the following:

- Jessica See was hired as the new Planning Technician.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

**J. ADDITIONAL PUBLIC COMMENTS - None.**

**K. NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: July 23, 2025

Commissioner Fikes reported she would be attending remotely

**L. COMMISSION COMMENTS AND QUESTIONS**

Clarification was provided that regarding leased properties and the City would be initiating a comprehensive economic development analysis, which aims to understand the current economic assets and deficiencies.

Clarification was provided that the developed hangar at 415 Willow remained unoccupied; and the lessee was in compliance with their lease.

Commissioner Pettey thanked everyone for the robust discussion and staff for the work they do.

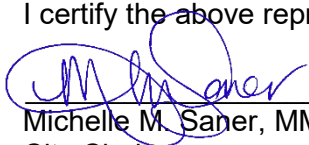
**M. PENDING ITEMS - None.**

**N. ADJOURNMENT**

**O. INFORMATIONAL ITEMS - None.**

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:25 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of June 25, 2025.



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Michelle M. Saner, MMC  
City Clerk