

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 27, 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 August 27, 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:

Jeanne Reveal
Glenese Pettey
Stacie Krause
Gwen Woodard

Sonja Earsley, Vice Chair
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
Logan Parks, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

Vice Chair Earsley noted the following additions to the Packet:

Add to item F.1.

Resolution PZ2025-26

- Public Comment

MOTION:

Commissioner Reveal **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.
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 July 23, 2025.

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-27** – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-27.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-27. Commissioner Pettey **SECONDED** the motion.

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

There was discussion regarding double frontage rule; the intent of the property owner to construct a larger shop; and relocation of the utility easement.

Clarification was provided that in single residential areas there were no restrictions on land clearing; and although the City did try to locate covenants, they were not enforceable by the City.

VOTE:

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

NAY: None

ABSENT: Twait

MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-26** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-26. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the report as included in the packet and attached to Resolution PZ2025-26.

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

It was reported that the proposed rezones were developed to align with the parcels existing use; property owners were contacted in advanced and several owners engaged in discussions; this was a housekeeping effort to clean up mapping; and property owners would still have the ability to apply for rezones in the future.

VOTE:

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

NAY: None

ABSENT: Twait

MOTION PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. **Action/Approval** - Approving the Transfer of a Conditional Use Permit PZ2017-01 for the use of a Hotel/Motel, Restaurant, and Bar on the property described as Tract B, Kenai Landing Subdivision 2021 Addition, located at 2291 Bowpicker Lane within the Heavy Industrial Zoning District.

[Clerk's Note: Vice Chair Earsley passed the gavel to Commissioner Pettey and declared a conflict with the Transfer of the Conditional Use Permit as she is employed by the applicant. Vice Chair Earsley abstained from discussion and voting on the subject.]

MOTION:

Commissioner Krause **MOVED** to approve the transfer of the Conditional Use Permit PZ2017-01. Commissioner Reveal **SECONDED** the motion.

Commissioner Pettey opened the floor for public comment there being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Krause, Fikes, Woodard, Reveal, Pettey

NAY: None

ABSTENTION: Earsley

ABSENT: Twait

MOTION PASSED.

[Clerk's Note: Commissioner Pettey returned the gavel to Vice Chair Earsley.]

2. **Discussion** – Alaska Walkability Action Institute – Kenai Peninsula Action Plan.

Planning Director Buettner, Alecia Gottlob and Julie Bunch provided a presentation identifying potential areas for improving walkability within the City of Kenai.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Expressed gratitude to the Commission
- Training of Jessica See, Planning Technician

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 Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: September 10, 2025.

L. COMMISSION COMMENTS AND QUESTIONS

Commission Members welcomed Deputy City Clerk Logan Parks, thanked the City staff for their hard work, and expressed gratitude for the presentation.

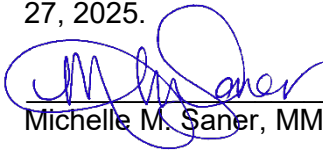
M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:17 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of August 27, 2025.



Michelle M. Saner, MMC, City Clerk