

**KENAI PLANNING & ZONING COMMISSION - REGULAR MEETING
OCTOBER 22, 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 October 22, 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.

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Commissioner Pettey **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 September 10, 2025.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2025-31** - Recommending Approval of Preliminary Plat - Shoreline Heights 2025 Vacation - to Vacate a Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

MOTION:

Commissioner Pettey **MOVED** to approve Resolution PZ2025-31. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-31.

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 the west side pedestrian access would remain; and if approved by the Kenai Peninsula Borough (KPB) plat committee the vacation would come back for City Council consideration as the City Council is the only body who has the authority to vacate or veto the vacation within City limits.

VOTE:

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

NAY: None

MOTION PASSED.

2. **Resolution PZ2025-32** - Recommending Approval of Preliminary Plat - Shoreline Heights 2025 Replat - to Replat on Lots 19 & 20, Shoreline Heights 2014 Addition Phase 1, in the Rural Residential Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-32. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-32.

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 the impact on tax revenues when combining lots; current and future access to water and sewer.

UNANIMOUS CONSENT was requested.

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

F. PUBLIC HEARINGS

1. **Resolution PZ2025-29** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban residential.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-29. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-29.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, discussion was brought back to the Commission.

There was discussion regarding the availability of financing based on zoning types; sidewalks were generally not required outside of collector routes; the rezone would provide flexibility for developers; and building permits will still go through the City to ensure adequate emergency access and design compliance.

VOTE:

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

NAY: None.

MOTION PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

- 1. Discussion** - Direction from Kenai City Council to explore the issue of tent camping within the City.

Director Buettner read the staff report as included in the packet, noting that there were no clear guidelines or restrictions in code regarding this type of use.

There was discussion regarding the need for clear rules regarding tent use in residential areas; and the importance of balancing private property rights with neighborhood standards;

Concerns stated regarding restricting families from allowing temporary tents in their yards; possible homelessness encampments forming in public areas; unsafe unsanitary conditions near residential neighborhoods; and enforcement issues.

General consensus was given that a work session should be scheduled to explore how to balance individual right with community standards.

- 2. Action/Approval** - Requested Inclusion of Recommend Council Include the Comprehensive Plan Project into FY2027-2031 City of Kenai Capital Improvement Plan.

Director Buettner read the staff report as included in the packet, noting he had reached out to similar sized municipalities to get an idea of costs; historically KPB assisted the City with comprehensive plan updates; and ultimately it would be the City Council who determined the amount to designate for this project.

MOTION:

Commissioner Pettey **MOVED** to request the inclusion of the Comprehensive Plan Project into the City of Kenai Capital Improvement Plan. Commissioner Reveal **SECONDED** the motion.

There was discussion regarding the additional funding opportunity through grants if this project was included in the Capital Improvement Plan; and a comprehensive plan would look at many aspects not just zoning and land use; and some areas might fall under other departments.

VOTE:

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

NAY: None.

MOTION PASSED.

- 3. Information on Resolution No. 2025-61-** Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.

It was reported that the City Council approved the resolution during their October 15, 2025 meeting; the project would extend water and sewer to the KPHI developments; and the City would be serving as a pass-through agency.

4. Action/Approval - Scheduling End of Year Meetings & Work Sessions.

MOTION:

Commissioner Fikes **MOVED** to amend the November and December Meeting Schedule as follows:

Cancelling the November 26, 2025 and December 24, 2025 regular meetings; and scheduling work sessions before the November 12, 2025 and December 10, 2025 meetings, with the work session start times being 6:00 p.m.

Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner thanked the Commission Members for their time.

2. Commission Chair

Vice Chair Earsley thanked the Commission for their time.

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: November 12, 2025

L. COMMISSION COMMENTS AND QUESTIONS

There was discussion regarding the meeting being very productive; and the positive items moving forward within the City.

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 8:38 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 22, 2025.



Logan Parks
Deputy City Clerk