

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
JUNE 24, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on June 24, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Keaton, Chair	Sonja Earsley
Gwen Woodard	Stacie Krause
Diane Fikes	Marty Askin

A quorum was present.

Absent:

Alex Douthit, Vice Chair

Also in attendance were:

Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

Chair Keaton noted the following additions to the Packet:

Add to Item F.1. **Postponement Memo - Administration**

Public Comment

- Brad Brown
- KPB River Center

MOTION:

Commissioner Fikes **MOVED** to approve the agenda and consent agenda with the requested revisions. Commissioner Earsley **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Keaton 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 June 10, 2026.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Brad Brown addressed the Commission, noting concerns with the effectiveness of the City's public hearing notification process and encouraged consideration of improved methods to better notify affected property owners.

There was discussion from Commissioners regarding public hearing notification procedures and reports of nearby property owners not receiving mailed notices. Clarification was provided regarding publication and mailing requirements; the use of Kenai Peninsula Borough parcel records to identify notified property owners; and efforts to improve online notifications.

David Brighton addressed the Commission, noting concerns regarding the timing of mailed public hearing notifications and encouraged the City to provide earlier and more direct notice to affected residents.

MOTION:

Commissioner Earsley **MOVED** to excuse Commissioner Askin's June 10, 2026 absence. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

E. CONSIDERATION OF PLATS - None.

F. PUBLIC HEARINGS

1. **Resolution PZ2026-19** - Granting a Conditional Use Permit for the Development and Use of Zero Lot Line Townhouses and a Six Family Dwelling in the Rural Residential Zoning District.

MOTION:

Commissioner Fikes **MOVED** to approve Resolution PZ2026-19. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the memo as included in the laydown packet that indicated the applicant had withdrawn their project from consideration and the Administration was requesting the item to be postponed indefinitely.

Chair Keaton opened the floor for public comment.

Mark Hall spoke in opposition to Resolution PZ2026-19 noting concerns regarding neighborhood compatibility; increased traffic; and impacts to the surrounding residential area.

Brad Brown spoke in opposition to Resolution PZ2026-19 noting concerns that the proposed development did not meet applicable City Code requirements related to residential density and should not have advanced through the review process; and spoke in support of efforts to revise City Code to improve clarity and consistency; and stated the proposed development was incompatible with the surrounding neighborhood.

Clarification was provided that the proposed development would have required revision had the application not been pulled; and there was discussion regarding the significance of accurate staff reports;

the value of public participation in the review process; opportunities to improve future reviews; and notification procedures.

Scott Stanford spoke in opposition to Resolution PZ2026-19 noting concerns that residents had to identify issues with the application and commented that the timing of public notification limited opportunities for public participation.

Phil Draheim spoke in opposition to Resolution PZ2026-19 noting that the proposed development would significantly increase neighborhood traffic and questioned the accuracy of the traffic analysis.

David Brighton spoke in opposition to Resolution PZ2026-19 requesting that the application be denied rather than withdrawn, citing concerns that it could otherwise be resubmitted or reconsidered; and encouraged the Commission to consistently apply City Code during the review process to protect the character of the neighborhood.

Clarification was provided that postponing an application indefinitely would not allow it to return in its current form; the applicant had withdrawn the offer to purchase the property; therefore, the proposed project would not move forward at that location.

There being no one else wishing to be heard, the public comment period was closed.

MOTION:

Commissioner Fikes **MOVED** to postpone Resolution PZ2026-19 indefinitely. Commissioner Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. Discussion/Approval - Establishing Work Session Schedule for Fall 2026

Work Sessions were scheduled for September 23, 2026 and September 30, 2026 at 6:15 p.m.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Reviewed code enforcement activity, including reporting procedures, seasonal increases in complaints, progress under the updated enforcement process, and continued use of fines and legal action when necessary to achieve compliance.
- Announced appointment as Vice President of the State Planning Board and shared that a statewide planning conference will be held in conjunction with the Alaska Municipal League conference, with budgeted funding available to support Commissioner attendance.

2. Commission Chair

Chair Keaton shared appreciation for staff's collaborative approach to working with the public and noted the Commission's continued growth and effectiveness in addressing Planning & Zoning issues.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

J. ADDITIONAL PUBLIC COMMENTS

David Brighton thanked the Commission and staff for their work and service to the community.

Jen Brighton thanked the Commission for its consideration of the neighborhood; emphasized the importance of preserving its residential character and long-term community; and clarified the street receives City snow removal services and that private residential trash services are available within the neighborhood.

Brad Brown thanked the Planning Department for their assistance throughout the application review process.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: July 15, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Askin stated appreciation for the public's participation.

Commissioner Earsley thanked Kenai residents for attending the meeting and sharing their perspectives; and the audience's acknowledgment of the staff and Commission's efforts.

Commissioner Woodard agreed with Commissioners Askin and Earsley.

Commissioner Krause thanked the public for their participation and encouraged residents to remain engaged in future Planning and Zoning Commission meetings.

Commissioner Fikes appreciated the strong public participation and emphasized the value of resident testimony in the decision-making process.

Chair Keaton thanked the public for their patience and participation, noting the Commission relies on public input and encouraged residents to remain engaged in future planning matters.

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 8:00 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of June 24, 2026.



Logan Parks, Deputy City Clerk