

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
OCTOBER 30, 2019 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVENUE, KENAI, ALASKA
COMMISSION CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

Commission Chair Twait called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance

Commission Chair Twait led those assembled in the Pledge of the Allegiance.

2. Roll Call

Commissioners present: Chair J. Twait, J. Halstead, V. Askin, G. Greenberg, T. McIntyre

Commissioners absent: Vice-Chair D. Fikes, R. Springer

Staff/Council Liaison present: City Planner E. Appleby, Planning Assistant W. Anderson, Deputy Clerk J. LaPlante, Council Liaison B. Molloy

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Halstead **MOVED** to approve the agenda and Commissioner Askin **SECONDED** the motion.

There were no objections on the amendment; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Askin **MOVED** to approve the consent agenda and Commissioner Halstead **SECONDED** the motion. There were no objections; **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.

5. *Excused absences – R. Springer, D. Fikes

B. APPROVAL OF MINUTES

1. *September 25, 2019

The minutes were approved by the Consent Agenda.

C. SCHEDULED PUBLIC COMMENT

1. **Jennifer LeMay**, LeMay Engineering & Consulting, Inc. to Discuss the City of Kenai Local Hazard Mitigation Plan

Ms. LeMay noted that this was the first public meeting, the draft plan would be available for public comment in the second week of November, and the public hearing for the Draft Plan was scheduled for December 4, 2019. She explained the hazards applicable for the City of Kenai included Flood/Erosion, Earthquakes, Severe Weather, Wildland/Conflagration Fires, Volcanic Ashfall, and changes in the Cryosphere. Ms. LeMay summarized the plan process, the purpose of the plan, and noted the mitigation goals ranked in order of priority for the City of Kenai.

The City Planner clarified that currently the City of Kenai does not participate in the National Flood Insurance Plan (NFIP) and the Local Hazard Mitigation Plan would not make that decision for the City but would only evaluate and provide the hazards, goals, and mitigation measures.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2019-40** - Original Preliminary Plat of Valhalla Heights Osmond Replat, submitted by Edge Survey and Design, P.O. Box 468, Soldotna AK 99669, on behalf of Jeremiah N. and Jennifer Cates, 415 Phillips Dr., Kenai, AK 99611

The City Planner reviewed the staff report as provided in the meeting packet and noted the submitted plat would vacate the property lines between the two lots to create one larger lot.

The City Planner reported that staff recommended approval of this preliminary plat, subject to the following conditions:

- Further development of the property shall conform to all federal, State of Alaska, and local Regulations;
- Remove Note #4 on the plat covering building setbacks as it is covered under Note #2 referencing City of Kenai zoning regulations; and
- Remove the depiction of the building setback line from the plat as the building setback is a City of Kenai zoning regulation that could be amended with a Code change.

MOTION:

Commissioner Askin **MOVED** to approve Resolution No. PZ2019-40 with staff recommendations

and Commissioner Halstead **SECONDED** the motion.

Chair Twait opened the floor for public testimony. There being no one wishing to be heard, public comment was closed.

VOTE:

YEA: Greenberg, McIntyre, Halstead, Askin, Twait

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Resolution PZ2019-41** – Original Preliminary Plat of Valhalla Heights 2019 Replat, submitted by McLane Consulting, Inc., P.O. Box 468, Soldotna AK 99669, on behalf of Jeremiah N. and Jennifer Cates, 415 Phillips Dr., Kenai, AK 99611

The City Planner reviewed the staff report as provided in the meeting packet noting there was an existing home on lot 11 and this plat would remove the property lines between lot 10 and 11, creating one large lot.

The City Planner reported that staff recommended approval of this preliminary plat, subject to the condition that further development of the property shall conform to all federal, State of Alaska, and local regulations.

MOTION:

Commissioner Askin **MOVED** to approve Resolution No. PZ2019-41 with staff recommendations and Commissioner Halstead **SECONDED** the motion.

Chair Twait opened the floor for public testimony. There being no one wishing to be heard, public comment was closed.

VOTE:

YEA: McIntyre, Askin, Greenberg, Twait, Halstead

NAY:

MOTION PASSED UNANIMOUSLY.

3. **Resolution PZ2019-42** – Original Preliminary Plat of Valhalla Heights White Replat, submitted by McLane Consulting, Inc., P.O. Box 468, Soldotna, AK 99669, on behalf of John J. and Mary L. White, 5327 Kenai Spur Highway, Kenai, AK 99611

The City Planner reviewed the staff report as provided in the meeting packet and specifically noted it has different zoning than the previous two plats, clarifying it was not Rural Residential as the staff report noted but actually Limited Commercial as it was located along the Kenai Spur Highway. It was added that removing these lot lines would just place the primary and accessory residential structures onto one lot. In addition, this would add Block 9 on the legal record for additional clarity.

The City Planner reported that staff recommended approval of this preliminary plat, subject to the following conditions:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations; and
- Add "Block 9" to the legal description on the proposed plat.

MOTION:

Commissioner Halstead **MOVED** to approve Resolution No. PZ2019-42 with staff recommendations and Commissioner McIntyre **SECONDED** the motion.

Chair Twait opened the floor for public testimony. There being no one wishing to be heard, public comment was closed.

Clarification was provided that the primary residence on the property crossed between two lot lines and combining the lots would remove that concern if there was interest in selling the property in the future.

Clarification was also provided that the shop size would have had to meet the zoning setback requirements when it was constructed.

VOTE:

YEA: Twait, Askin, Halstead, Greenberg, McIntyre

NAY:

MOTION PASSED UNANIMOUSLY.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS** – None.

I. **PENDING ITEMS** – None.

J. REPORTS

1. **City Council** – Council Member Molloy reported on the Board of Adjustment meeting of October 7, noting a decision would be distributed on or after November 8, and he reviewed the action agenda from the October 2 and 16 meetings. He added that at the next Council meeting on November 6, the Mayor would re-assign Council member liaisons to Commissions/Committees.
2. **Borough Planning** – No report.
3. **Administration** – City Planner Appleby reported on the following:
 - The Department of Transportation updated their website for the Kenai Spur Highway and Beaver Loop Road projects; clarifying that the State of Alaska would snow plow

Beaver Loop this winter and upon completion of the project, the City of Kenai would be responsible for it;

- The Hazard Mitigation Draft Plan would come before the Planning and Zoning Commission as a resolution in the near future for review;
- The Commission meetings of November 13 and December 11 were as scheduled but due to the holiday, the November 27 meeting would be canceled;
- Staff was currently doing an internal review of the land parcels as part of the Lands Management Plan; and
- A quick summary of the informational items in the packet was provided.

K. ADDITIONAL PUBLIC COMMENT – None.

L. INFORMATIONAL ITEMS

1. Planning and Zoning Resolutions – Third Quarter 2019
2. Building Permits – Third Quarter 2019
3. Code Violations – Third Quarter 2019

M. NEXT MEETING ATTENDANCE NOTIFICATION – November 13, 2019

Chair Twait noted he would be absent from the next meeting.

N. COMMISSION COMMENTS & QUESTIONS

Commissioner Halstead thanked Council Member Molloy for being the representative on the Planning and Zoning Commission this year and for the information he provided.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 8:00 p.m.

Minutes prepared and submitted by:


Jacquelyn LaPlante
Deputy City Clerk

