

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
MARCH 11, 2020 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVENUE, KENAI, ALASKA
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

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

1. Pledge of Allegiance

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

2. Roll Call

Commissioners present: J. Twait, G. Greenberg, V. Askin, R. Springer

Commissioners absent: T. McIntyre, J. Halstead, D. Fikes

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

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Askin **MOVED** to approve the agenda as presented and Commissioner Springer **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the consent agenda and Commissioner Askin **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 – T. McIntyre, J. Halstead

B. APPROVAL OF MINUTES

1. *February 26, 2020

The minutes were approved by the Consent Agenda.

C. SCHEDULED PUBLIC COMMENT – None.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS – None.

F. PUBLIC HEARINGS – None.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. **Action/Approval** – Application for Lease of City-owned Land Within the Airport Reserve described as Lot 5A, Block 1, FBO Subdivision 2018 Replat and located at 413 N. Willow Street. The application was submitted by Schilling Alaska, LLC, P.O. Box 3426, Kenai, AK 99611.

The City Planner noted the use of the premises would be a hangar for a rotor and fixed wing aircraft with crew quarters, adding that after construction of the hangar was completed, it was expected that Guardian Flight, LLC would operate on the premises, providing emergency medical flights. She further noted that the application requested a term of 45 years. The City Planner added that the proposed use by Schilling Rentals complied with the 2016 Imagine Kenai 2030 Comprehensive Plan, and that there were no other applications submitted for this parcel but there were four days remaining that a competing application could be submitted.

MOTION:

Commissioner Springer **MOVED** to approve the application for lease of city-owned Land within the Airport Reserve described as Lot 5A, Block 1, FBO Subdivision 2018 Replat and located at 413 N. Willow Street; and Commissioner Askin **SECONDED** the motion.

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

The Commission members discussed the purpose of the parcel and the term. The City Planner clarified that the lease agreement would be contingent upon the investment.

VOTE:

YEA: Greenberg, Springer, Askin, Twait

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Discussion** - Ordinance No. 3106-2020 - Amending Title 11 - Harbor and Harbor Facilities, to Remove Provisions that are No Longer Historically Relevant, Recognize Changes to Other Chapters of City Code That Now Provide for Lease and Sale of Harbor Lands and Provide the Harbor Commission a Platform to Move Forward

The City Planner referenced the memorandum in the packet by Council Members Glendening and Peterkin. She noted this was a discussion item to make the Planning and Zoning Commission aware of the revision recommendations by the Harbor Commission to Title 11 – Harbor and Harbor Facilities. She clarified it would not directly affect the Zoning Code – Title 14 nor the Planning and Zoning Commission. It was added that majority of the changes addressed the redundancy in Code as well as to procedures and processes that were no longer applicable, and to more appropriately reflect the Harbor Commission’s current functions and moving forward.

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. **City Council** – Council Member Knackstedt reported on the actions from the March 4, 2020 City Council meeting.
2. **Borough Planning** – It was reported that the City of Kenai Hazard Mitigation Plan would be reviewed by the Borough Planning Commission on March 23.
3. **Administration** – City Planner Appleby reported on the following:
 - The appraisal was recently received to help determine lease rates for parcels still on the five-year rate schedule;
 - Census study begins March 1 and everyone was encouraged to participate;
 - The City Manager had a preliminary discussion about the Coronavirus with Department Leads and intended on taking a proactive approach;
 - Budget discussions for FY2021 were occurring with departments of the City, with a draft budget available in a few weeks;
 - Scheduling dates for working on the Lands Management Plan for an inventory of city-owned lands; and
 - She has started updating the Planning and Zoning forms to make fillable online and make it more user-friendly and a cleaner process.

K. **ADDITIONAL PUBLIC COMMENT**

Jim Glendening noted about the Remote Sales Tax, adding it was clarified by a recent amendment at the Borough Assembly that the collection of the tax was based on the point of delivery.

L. **INFORMATIONAL ITEMS**

M. **NEXT MEETING ATTENDANCE NOTIFICATION** – March 25, 2020


N. **COMMISSION COMMENTS & QUESTIONS**

Commissioner Greenberg noted the idea of teleconferencing for the Commission meetings as an option if the Coronavirus threat increased.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:42 p.m.

Minutes prepared and submitted by:


Jacquelyn LaPlante
Deputy City Clerk

