

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
FEBRUARY 26, 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, D. Fikes, G. Greenberg, J. Halstead, T. McIntyre

Commissioners absent: V. Askin, R. Springer

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

A quorum was present.

**3. Agenda Approval**

**MOTION:**

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

**4. Consent Agenda**

**MOTION:**

Commissioner Halstead **MOVED** to approve the consent agenda and Commissioner McIntyre **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 – V. Askin, R. Springer

**B. APPROVAL OF MINUTES**

1. \*February 12, 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. **Discussion/Recommendation** - Authorizing the City Planner to draft and send a letter to the Kenai Peninsula Borough supporting a request by the developers of Windhaven Estates Phase 3 for a two-year time extension.

The City Planner noted the letter in the packet from the Kenai Peninsula Borough requesting input by the City of Kenai Planning and Zoning Commission regarding the time extension request. The original preliminary approval was granted in 1998, with several extensions approved over the years. The City Planner clarified for this plat to receive final approval, the City and the builder would need to work out an agreement regarding the sewer lines.

City Administration recommended approval to sending a letter to the Kenai Peninsula Borough of support to the two-year extension request.

**MOTION:**

Commissioner Halstead **MOVED** to authorize the City Planner to send a letter to the Kenai Peninsula Borough supporting the request of a two-year time extension for Windhaven Estates Phase 3; Commissioner Greenberg **SECONDED** the motion.

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

It was clarified this property was not in a Rural Residential (RR1) Zone of the City of Kenai, it was in a Suburban Residential (RS) Zone.

**VOTE:**

YEA: Greenberg, McIntyre, Halstead, Fikes, Twait

NAY:

**MOTION PASSED UNANIMOUSLY.**

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. **City Council** – Council Member Glendening reported on the actions from the February 19, 2020 City Council meeting.
2. **Borough Planning** – Vice Chair Fikes provided a report of the February 24 Planning Commission meeting.
3. **Administration** – City Planner Appleby reported on the following:
  - Attended Kenai Peninsula Borough (KPB) Session today discussing upcoming revisions to the KPB Title 20 Subdivision Provisions, noting some of the changes the City wanted;
  - Upcoming meetings of interest – State of the City presentation to include new marketing logo and tagline on March 4 at the Kenai Chamber of Commerce, and Invest in Kenai meeting on March 10 at the Senior Center to discuss budget ideas for the next fiscal year;
  - Attended a Census Bureau meeting today, encouraged everyone to participate in the study beginning in March;
  - Meeting later this week with other staff about development of a City of Kenai Business Guide;
  - A pending lease application would be at the next Commission meeting for review; and
  - The development incentive program in place with the changes in the Lands Code was beneficial and spurring action in the business community.

K. **ADDITIONAL PUBLIC COMMENT** – None.

L. **INFORMATIONAL ITEMS**

M. **NEXT MEETING ATTENDANCE NOTIFICATION** – March 11, 2020

N. **COMMISSION COMMENTS & QUESTIONS**

Commissioners expressed interest on the remote tax collection for the City of Kenai.

Commissioner Fikes inquired about the tax collection of the cannabis industry in Kenai. She also noted there were two vacant positions with the Kenai River Center.

O. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:52 p.m.

Minutes prepared and submitted by:

  
Jacquelyn LaPlante  
Deputy City Clerk

