

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
JANUARY 22, 2020 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
VICE-CHAIR DIANE FIKES, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

Commission Vice Chair D. Fikes called the meeting to order at 7:04 p.m.

1. Pledge of Allegiance

Commission Vice Chair D. Fikes led those assembled in the Pledge of the Allegiance.

2. Roll Call

Commissioners present: D. Fikes, J. Halstead, V. Askin, R. Springer

Commissioners absent: J. Twait, G. Greenberg, T. McIntyre

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

4. Consent Agenda

**MOTION:**

Commissioner Halstead **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, G. Greenberg, J. Twait

**B. APPROVAL OF MINUTES**

1. \*November 13, 2019

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**

1. **Resolution PZ2020-01** - Recommending the Kenai City Council Adopt Ordinance 3102-2020 to Amend Kenai Municipal Code 14.20.280 Public Hearings and Notifications, to Reduce the Newspaper Posting Requirement.

The City Planner noted that the Kenai City Council has requested a recommendation from the Planning and Zoning Commission for Ordinance 3102-2020. She referenced the memorandum in the packet from Council Member Knackstedt to City Council that described the cost savings and detailed the changes in Kenai Municipal Code while still exceeding minimum requirements for public hearing notifications if the Ordinance 3102-2020 were passed. She added that in October, the Kenai City Council enacted an Ordinance amending advertising requirements for Council meetings and Ordinance 3102-2020 would enact applicable changes to follow this pattern for the Planning and Zoning Commission meetings. She clarified it would reduce the newspaper posting requirement from twice to once for Planning and Zoning Commission public hearings but the requirements for posting on public bulletin boards, placing a sign on the subject property, and mailing postcards to neighboring property owners would not change.

**MOTION:**

Commissioner Springer **MOVED** to approve Resolution No. PZ2020-01 and Commissioner Askin **SECONDED** the motion.

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

The City Planner clarified that although the amendment to KMC still exceeded the minimum requirements, she would look into the State of Alaska's requirements and report back specifics to the Commission.

**VOTE:**

YEA: Halstead, Springer, Fikes, Askin  
NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Resolution PZ2020-02** – Recommending the Kenai City Council Adopt the City of Kenai Hazard Mitigation Plan.

The City Planner noted that Resolution No. PZ2020-02 would recommend adoption by the Kenai City Council at their next regularly scheduled meeting on February 5, 2020. She added that the City of Kenai Hazard Mitigation Plan had been approved by both the State of Alaska and the Federal Emergency Management Agency (FEMA) pending local adoption. The City Planner clarified that the mitigation strategy designates erosion as the top priority hazard, followed by wildland fire and earthquakes.

**MOTION:**

Commissioner Springer **MOVED** to approve Resolution No. PZ2020-02 and Commissioner Askin **SECONDED** the motion.

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

**VOTE:**

YEA: Fikes, Springer, Askin, Halstead  
NAY:

**MOTION PASSED UNANIMOUSLY.**

**G. UNFINISHED BUSINESS** – None.

**H. NEW BUSINESS**

1. Discussion – 2020 Alaska Planning Conference – Collaborating for Resilient Communities, February 9-11, 2020.

The City Planner briefly discussed the upcoming 2020 Alaska Planning Conference logistics.

**I. PENDING ITEMS** – None.

**J. REPORTS**

1. **City Council** – Council Member Knackstedt reported on the actions from the December 4, 2019, December 18, 2019 and January 15, 2020 City Council meetings. He provided a handout invitation for Project Homeless Connect on January 29 at the Soldotna Sports Center. He also noted about the Federal Emergency Management Agency (FEMA) site-assessment meeting held today at City Hall.
2. **Borough Planning** – Vice Chair Fikes provided a report of the January 6 Planning Commission meeting.
3. **Administration** – City Planner Appleby reported on the following:
  - Provided a status of the Kenai Peninsula Borough Hazard Mitigation Plan and other Kenai Peninsula Borough Cities' Local Hazard Mitigation Plans;

- The approved Kenai lease assignment to SOAR International Ministries from the Kenai Fabric Center was only a name change of ownership at this time, although aviation development on the parcel was expected to go before City Council in the future;
- She attended the Kenai Peninsula Economic Development District Economic Forum in Seward, noting it was very informative and had valuable takeaways;
- Participated in a photo shoot as part of the marketing of living in the City of Kenai and was looked forward to the outcome;
- The 2020 U.S. Census Bureau would start in March; Census Day is April 1st;
- The Beaver Loop bike project completion is expected next year and then the City of Kenai would take over maintaining it; and
- The City of Kenai Planning and Zoning webpage was updated and zoning code violations can now be reported online.

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

**L. INFORMATIONAL ITEMS**

1. Planning & Zoning Resolutions - Fourth Quarter 2019
2. Building Permits - Fourth Quarter 2019
3. Code Enforcement - Fourth Quarter 2019

**M. NEXT MEETING ATTENDANCE NOTIFICATION** – February 12, 2020

**N. COMMISSION COMMENTS & QUESTIONS** – None.

**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:11 p.m.

Minutes prepared and submitted by:

  
 Jacquelyn LaPlante  
 Deputy City Clerk

