

KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 12, 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 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: J. Twait, D. Fikes, V. Askin, R. Springer, J. Halstead, G. Greenberg, T. McIntyre

Commissioners absent:

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 written 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 Fikes **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 – None.

B. APPROVAL OF MINUTES

1. *July 22, 2020

The minutes were approved by the Consent Agenda.

C. SCHEDULED PUBLIC COMMENT – None.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS

[Clerk's Note: Commissioner McIntyre joined the meeting at 7:03 PM]

1. **Resolution PZ2020-25** – Reapproving the Preliminary Subdivision Plat of Beaver Loop Acres Addition No. 2, with additional changes, submitted by Segesser Surveys, 30485 Rosland Street, Soldotna AK 99669, on behalf of Beaver Loop Sand and Gravel, LLC, P.O. Box 1290, and the Estate of Patrick Doyle and Mary Doyle, 2243 Beaver Loop Rd., Kenai, AK 99611

The City Planner reviewed the staff report provided in the packet and noted the plat was approved by the Commission previously; however, eight conditions of approval were since incorporated and City Administration requested it be sent back to the Planning and Zoning Commission for review. The City Planner noted the changes to the amended plat as detailed in the staff report.

Approval was recommended of the preliminary plat of Beaver Loop Acres Addition No. 2, subject to the following condition:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations.

MOTION:

Commissioner Halstead **MOVED** to recommend approval of Resolution No. PZ2020-25 with staff recommendations and Commissioner Fikes **SECONDED** the motion.

VOTE:

YEA: Askin, Springer, Halstead, McIntyre, Fikes, Twait, Greenberg

NAY:

MOTION PASSED UNANIMOUSLY.

F. PUBLIC HEARINGS

1. **Resolution PZ2020-22** - Application for a Variance Permit for a building in excess of 5,000 square feet per story to be located on the property known as 1000 Mission Avenue, and described as Lot 16B, Townsite of Kenai 2016 Addition, submitted by Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611

The City Planner reviewed the staff report provided in the packet and noted Kenaitze would like to add to the Tyotkas Elder Center, noting that this building was located within the Townsite Historic District. The City Planner clarified the addition would increase the square footage of the building and this Variance Permit application only addressed the square footage.

It was City staff recommendation that the Commission approve the variance permit application subject to the following conditions:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations.
- Prior to commencement of construction of the addition to the Elder Center, the owner shall be required to obtain a Building Permit.
- Prior to issuance of a Building Permit for the proposed additions to the Tyotkas Elder Center, a Landscape/Site plan must be reviewed and approved by the City Planner.

MOTION:

Commissioner Askin **MOVED** to recommend approval of Resolution No. PZ2020-22 with staff recommendations and Commissioner McIntyre **SECONDED** the motion.

Chair Twait opened the floor for public testimony.

Don Ohler, Construction Director for Kenaitze Indian clarified approval of this would serve many elders here, currently 326 qualified elders, and to date this year served over 19,620 meals, adding that since COVID-19, they went from preparing 60 meals to 269 meals per day. Mr. Ohler added that the program offers several services including advocacy services, outreach program for elders in need of anything outside of the tribal council, meals delivered, transportation, and caregiver support home activities.

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

It was clarified that increase parking spaces would be covered by an existing agreement with the City of an offsite parking area.

VOTE:

YEA: Greenberg, McIntyre, Halstead, Springer, Fikes, Askin, Twait
NAY:

MOTION PASSED UNANIMOUSLY.

Commission Chair Twait noted the 15-day appeal period.

G. UNFINISHED BUSINESS – None.

H. NEW BUSINESS

1. **Resolution PZ2020-23** - Application for Review of Development in the Townsite Historical Zone for the property known as 1000 Mission Avenue, and described as Lot 16B, Townsite of Kenai 2016 Addition, submitted by Kenaitze Indian Tribe, P.O.

The City Planner reviewed the staff report and development criteria's, clarifying this was the review of development to ensure the property met the intent of the Townsite Historical District (TSH) zone.

The Planning and Zoning Staff recommended approval of the proposed addition, subject to the following conditions:

- Further development of the property shall conform to all federal, State of Alaska, and local regulations.
- Prior to commencement of construction of the addition to the Elder Center, the owner shall be required to obtain all appropriate Building Permits.
- Prior to issuance of a Building Permit for the proposed additions to the Tyotkas Elder Center, a Landscape/Site plan must be reviewed and approved by the City Planner.

MOTION:

Commissioner Askin **MOVED** to recommend approval of Resolution No. PZ2020-23 with staff recommendations and Commissioner Fikes **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: Fikes, Springer, McIntyre, Askin, Greenberg, Twait, Halstead

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Resolution PZ2020-24** - Application for an Amendment to Conditional Use Permit PZ15-04 to remove the reference to square footage of the existing building for the property known as 1000 Mission Avenue, and described as Lot 16B, Townsite of Kenai 2016 Addition, submitted by Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611

The City Planner reviewed the staff report and called attention to the Resolution No. PZ15-04 as provided in the packet as specifically granting the conditional use and determined it more appropriate to amend the conditional use permit. She clarified that use was not changing it was just a modification of the existing building.

Approval of the amendment to the Conditional Use Permit was recommended, subject to the conditions outlined in Resolution No. PZ2020-24.

MOTION:

Commissioner Fikes **MOVED** to recommend approval of Resolution No. PZ2020-24 with staff recommendations and Commissioner Springer **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: Twait, Askin, Halstead, Greenberg, Fikes, McIntyre, Springer
NAY:

MOTION PASSED UNANIMOUSLY.

3. **Action/Approval** – Recommendation to City Council for an Application for a Forty-Five (45) year Lease of City-owned Land Within the Airport Reserve described as Lot 5, FBO Subdivision No. 8 located at 525 N. Willow Street. The application was submitted by Alaska Air Fuel, Inc., 3700 W. Aviation Ave., Wasilla, AK 99654.

The City Planner reviewed the staff report as provided in the packet noting the proposed use complied with the 2016 Imagine Kenai 2030 Comprehensive Plan.

It was clarified the recommendation for approval by City Council was only for the hangar and office space as the crew quarters and a coffee shop were removed from the application. She added it was removed because the applicant was unable to show they met FAA requirements that crew quarters were essential to their operations. It was further clarified that an error by staff was made on the aerial imagery provided in the packet; the southern part was what the applicant wanted to lease with the northern part to remain with the City of Kenai.

The City Planner noted this application would also go be before the Airport Commission tomorrow evening. She added that the Special Use Permit was not signed for 2019 or 2020; when it was received it would go before City Council.

There was a consensus of the Commission in support of the lease application but reservation and concern about the subdivision of the parcel and lack of information for it.

VOTE:

YEA: Askin, Halstead, Greenberg, Springer
NAY: Twait, Fikes, McIntyre

MOTION PASSED.

I. PENDING ITEMS – None.

J. REPORTS

1. **City Council** – Council Member Knackstedt reported on the actions from the August 5 City Council meeting, specifically noting discussion by resident Bill Dunn and erosion mitigation for the Bluff adjacent to Toyon Way, signage coming for Old Town Kenai, signing of the Preconstruction Engineering Design (PED) agreement for the Bluff Erosion Project expected in September, and an update of the Beaver Loop bike path.
2. **Borough Planning** – Commissioner Fikes reported the Borough Planning Commission met on August 10 reviewed and approved 15 plats; reviewed and approved a material

extraction, an already existing parcel used for extraction and was just an extension of the conditional use permit; a conditional use permit for a boat launch in 55 ft. habitat and a well in 55 ft. habitat – both approved. She noted training was being offered this week to the Commissioners on parliamentary procedures and addressing zoom technicalities.

Commissioner Fikes further reported on the changes with the new Borough Ordinance that consolidated the Commissioners from 13 representatives to 11, adding that unincorporated cities would hold their seats and those with city limits would sit out, rotating the seat every two years.

3. **Administration** – City Planner Appleby reported on the following:

- Dipnet annual report was forthcoming;
- She was working on Draft Land Management Plan, hoping it would go in final draft form soon;
- Several lease records were updated to reflect additional terms;
- The Airport Commission was meeting tomorrow, August 13 and she noted potential extension requests by pending lessees that may be brought to the Planning and Zoning Commission brought forth due to COVID-19; and
- She has been assisting with the old town signage coming soon.

K. ADDITIONAL PUBLIC COMMENT

Jim Glendening expressed concern with the Kenai Peninsula Borough rule precluding representation by first class home rule cities, such as Kenai, noting it should have a continual seat and the current Assembly was not properly representing Kenai.

L. INFORMATIONAL ITEMS – None.

M. NEXT MEETING ATTENDANCE NOTIFICATION – August 26, 2020

N. COMMISSION COMMENTS & QUESTIONS – None.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 8:38 p.m.

Minutes prepared and submitted by:


Jacquelyn LaPlante
Deputy City Clerk

