

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
OCTOBER 28, 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 Fikes called the meeting to order at 7:00 p.m.

**1. Pledge of Allegiance**

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

**2. Roll Call**

Commissioners present: R. Springer, D. Fikes, J. Halstead, G. Greenberg, T. McIntyre, V. Askin,

Commissioners absent: J. Twait

Staff/Council Liaison present: City Manager P. Ostrander, Planning Assistant W. Anderson, Deputy City Clerk M. Thibodeau, Council Liaison H. Knackstedt

A quorum was present.

**3. Agenda Approval**

Vice Chair Fikes noted the following revisions to the packet:

- Add to item E.1. **Resolution No. PZ2020-34**
- Amendment Memorandum to Commission
  - Resolution No. PZ2020-34 Substitute

**MOTION:**

Commissioner Halstead **MOVED** to approve the agenda with the requested additions to the packet 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 – J. Twait

**B. APPROVAL OF MINUTES**

1. \*September 23, 2020

The minutes were approved by the Consent Agenda.

**C. SCHEDULED PUBLIC COMMENT** – None.

**D. UNSCHEDULED PUBLIC COMMENT** – None.

**E. CONSIDERATION OF PLATS**

1. **Resolution PZ2020-34** – Preliminary Subdivision Plat of Kenai Bluff Stabilization Subdivision, submitted by Segesser Surveys, 30485 Rosland St., Soldotna, AK 99669, on behalf of Craig Lofstedt, Personal Representative of Vernon L. Bud Lofstedt, P.O. Box 3024, Kenai, AK 99611

City Manager reviewed the staff report provided in packet noting the plat divided the property into two tracts. City staff recommends approval subject to the following conditions:

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

**MOTION:**

Commissioner Greenberg **MOVED** to approve Resolution No. PZ2020-34 and Commissioner Halstead **SECONDED** the motion.

**MOTION TO AMEND:**

Commissioner Greenberg **MOVED** to amend by Substitute Resolution No. PZ2020-34 and Commissioner Halstead **SECONDED** the motion.

**VOTE ON AMENDMENT:**

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

**MOTION PASSED UNANIMOUSLY.**

**VOTE ON MOTION AS AMENDED:**

YEA: Springer, Halstead, Fikes, Askin, Greenberg

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 Knackstedt reported on the actions from the October 7 and October 21 City Council meetings.
2. **Borough Planning** – Commissioner Fikes reported on the actions of the Borough Planning Commission meeting of Oct 26;
  - Denied a request for easement vacation;
  - Setback vacations in Sterling and Homer were both approved;
  - Reviewed 6 plats total, 4 approved;
  - New commissioner Devin Chesner took oath of office and sworn in;
  - Provided an update on Kenai Peninsula Borough chambers remodeling.

7:27 p.m. Commissioner McIntyre joined the meeting

3. **Administration** – City Manager Ostrander reported on the following:
  - First COVID-19 case diagnosed in City employee. Noted changes being made by the City to manage operations and limit potential spread. Additional policy changes will be made to reflect changing State mandates, noting that the Governor’s emergency declaration may expire November 15;
  - The Land Management Plan in final stages of first draft. A work session is being scheduled for the City Council, after which it will be sent to all commissions for consideration. The Plan involves 358 city parcels, each with its own specific recommendations;
  - Recruiting for Planning Director is in progress, with a second interview scheduled; and
  - Administration is looking at the impacts of the Kenai Peninsula Borough’s anadromous ordinance, and will be working with the Borough’s task force to consider potential changes to the regulations applied in industrial areas of the City.

K. **ADDITIONAL PUBLIC COMMENT**

L. **INFORMATIONAL ITEMS**

1. Planning and Zoning Resolutions - Third Quarter 2020

2. Building Permit Report - Third Quarter 2020

3. Code Violations - Third Quarter 2020

**M. NEXT MEETING ATTENDANCE NOTIFICATION** – November 18, 2020


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

- Commissioner Springer requested clarification on date of second City Council meeting in November. He also inquired about local applicants for open Planning & Zoning position;
- Commissioner McIntyre explained his delayed attendance to the meeting;
- Commissioner Halstead discussed schedule for removing vehicles from streets prior to snow removal; and
- Commissioner Greenberg asked about the possibility of having a camera Council Chambers connected on Zoom.

**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:39 p.m.

Minutes prepared and submitted by:

  
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Meghan Thibodeau  
Deputy City Clerk

