

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
JUNE 9, 2021 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

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

**1. Pledge of Allegiance**

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

**2. Roll Call**

Commissioners present: J. Twait, J. Halstead, G. Greenberg, A. Douthit, R. Springer,  
D. Fikes, G. Woodard

Commissioners absent:

Staff/Council Liaison present: Planning Director R. Foster, Planning Assistant W.  
Anderson, Deputy City Clerk M. Thibodeau, Council Liaison  
J. Glendening

A quorum was present.

**3. Agenda Approval**

**MOTION:**

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

**4. Consent Agenda**

**MOTION:**

Commissioner Halstead **MOVED** to approve the consent agenda and Commissioner Greenberg **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. \*May 26, 2021

The minutes were approved by the Consent Agenda.

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

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

**E. CONSIDERATION OF PLATS**

1. **Resolution PZ2021-22** – Preliminary Subdivision Plat of Kenai Landing Subdivision 2021 Addition, submitted by Edge Survey and Design, P. O. Box 208, Kasilof, AK 99610, on behalf of Kenai Landing, Inc., 4786 Homer Spit Rd., Homer, AK 99603

[Clerk's Note: At their May 26, 2021 meeting, Resolution PZ2021-22 was postponed by the Planning & Zoning Commission until the June 9, 2021 meeting. A motion to approve is on the floor.]

Planning Director Foster presented his staff report with information provided in the packet noting that the plat reconfigures three parcels, and requests exceptions to the requirements of KMC Subdivision design standards which regard wastewater, access, and design standards.

Approval of the plat was recommended, subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.
2. Add a Plat Note as following: Any infrastructure improvements (roadways, sewer, water, etc.) are considered private by the City of Kenai. Regarding any roadways or other infrastructure improvements that do not meet minimum standards required by the City of Kenai, if at any future time the City takes ownership and/or maintenance responsibilities of roadways within the subdivision or other infrastructure improvements will have to be improved to meet City of Kenai Standards in effect at time of acceptance. The cost of any infrastructure improvements to meet City of Kenai standards will be borne by property owners in the subdivision by assessment without further approval required.
3. Property owner will provide the City of Kenai a copy of DEC compliance certification on the water/sewer system.
4. The City of Kenai requests to receive approval from the Kenai Peninsula Borough on exception to requirements of Subdivision Code.
5. Plat Note 22 should update the KPB Plat Committee meeting date as necessary.
6. Surveyor and property owner must work with the City of Kenai and the Kenai Peninsula Borough when designating street names to ensure names meet City and Borough regulations.
7. Property owner will receive approval from the Kenai Peninsula Borough on exceptions to requirements in the Kenai Peninsula Borough Subdivision Regulations.
8. Staff members of the City of Kenai would be available for any future discussions on the topic of exceptions.

It was noted that this is the most northern parcel of the Conditional Use Permit for 60 residential units that was approved at a previous commission meeting.

Clarification was provided on the required update of Plat Note 22, and the differences between Kenai Peninsula Borough and City of Kenai standards that necessitate condition #2 which would require infrastructure improvements at the owner's expense if the City took over ownership or maintenance of the roadways.

Jason Young, surveyor for the project, explained the specific changes that would need to be made to bring the standards up to City code.

**VOTE:**

YEA: Springer, Halstead, Douthit, Fikes, Greenberg, Woodard, Twait  
NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Resolution PZ2021-23** – Preliminary Subdivision Plat of Triple C Subdivision, submitted by Ability Surveys, 152 Dehel Ave., Homer, AK 99603, on behalf of Mark Holmes, 4493 Lakewood Blvd., Naples, FL 34112

**MOTION:**

Commissioner Springer **MOVED** to approve Resolution No. PZ2021-23 and Commissioner Douthit **SECONDED** the motion.

Planning Director Foster presented his staff report with information provided in packet noting that the applicant proposes to subdivide an approximately 10-acre parcel into two lots of approximately 4.344 acres (Lot 1) and 4.344 acres (Lot 2).

Approval of the plat was recommended, subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.
2. Pursuant to KMC 17.10.010(a) property owner must connect to the public water system; provided, that any part of the structure is or is to be within two hundred (200) feet of an existing public water main adjacent to the property line in a right of way.
3. Pursuant to KMC 17.20.010(a) property owner must connect to the public sewage system; provided, that any part of the structure is or is to be within two hundred (200) feet of an existing public sewer main adjacent to the property line in a right of way.
4. Pursuant to KMC 14.10.080, the City will require an installation agreement for development of Fox Avenue from McCollum Drive to Chiniak Street. The installation agreement will be developed after the preliminary plat is approved and improvements will be constructed in accordance with the installation agreement.

Clarification was provided that the installation agreement would define the requirements of building the road connection to City code standards, and would not apply to other property owners on the road.

**VOTE:**

YEA: Halstead, Douthit, Fikes, Greenberg, Woodard, Twait, Springer  
NAY:

**MOTION PASSED UNANIMOUSLY.**

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. **Action/Approval** - Special Use Permit to State of Alaska, Division of Forestry for Air Tanker Reload Base

It was noted that the Division of Forestry's lease expires on June 30, 2021, and this SUP is related to a preliminary plat that the commission recently recommended for approval, which adjusted a lot line for the purposes of constructing a sand storage facility. Because the plat has not yet been finalized by the Borough, a SUP would allow the Division of Forestry to continue operating.

**MOTION:**

Commissioner Halstead **MOVED** to recommend approval of the Special Use Permit to State of Alaska, Division of Forestry for Air Tanker Reload Base and Commissioner Greenberg **SECONDED** the motion.

**VOTE:**

YEA: Woodard, Twait, Springer, Halstead, Douthit, Fikes, Greenberg  
NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Action/Approval** - Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage

**MOTION:**

Commissioner Halstead **MOVED** to recommend approval of the Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage and Commissioner Douthit **SECONDED** the motion.

Clarification was provided that the applicant been storing truck trailers on three parcels via special use permits for the last two years, and this request differs from the previous permits by including two additional portions of City owned land which would allow for a temporary expansion of their business.

**VOTE:**

YEA: Fikes, Greenberg, Woodard, Twait, Springer, Halstead, Douthit  
NAY:

**MOTION PASSED UNANIMOUSLY.**

**I. PENDING ITEMS** – None.

**J. REPORTS**

1. **City Council** – Council Member Glendening reported on the actions from the June 2, 2021 City Council meeting.
2. **Borough Planning** – Vice Chair Fikes reported on the actions from the May 24, 2021 Kenai Peninsula Borough Planning meeting.
3. **City Administration** – Planning Director Foster reported on the following:
  - Upcoming meeting on June 23, 2021 is anticipated to include one Conditional Use Permit, and requests for donations of City land to two businesses;
  - A work session will be scheduled to conduct commissioner training.

**K. ADDITIONAL PUBLIC COMMENT**

1. Citizens Comments
2. Council Comments

Council Member Glendening remarked that the Commission is in a good place, and thanked the Commissioners for their interest and attention.

**L. INFORMATIONAL ITEMS**

**M. NEXT MEETING ATTENDANCE NOTIFICATION**

1. June 23, 2021


**N. COMMISSION COMMENTS & QUESTIONS**

Commissioner Douthit noted he might be absent at next meeting.

**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:56 p.m.

Minutes prepared and submitted by:

  
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Meghan Thibodeau  
Deputy City Clerk

