

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
OCTOBER 13, 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, D. Fikes, A. Douthit, G. Woodard, G. Greenberg,
A. Douthit

Commissioners absent: J. Halstead, R. Springer

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

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Greenberg **MOVED** to approve the agenda as written and Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Greenberg **MOVED** to approve the consent agenda and Commissioner Woodard **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. *Regular Meeting of September 8, 2021

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. **Action/Approval** - Approving the Execution of a Lease to Schilling Rentals for General Aviation Apron Sub No. 1 Amended Lot 2, Block 3.

MOTION:

Commissioner Douthit **MOVED** to recommend approval of the execution of a lease to Schilling Rentals, LLC for General Aviation Apron Sub No. 1 Amended Lot 2, Block 3. Commissioner Greenberg **SECONDED** the motion.

Planning Director Foster noted the draft Council resolution in the packet for a 45-year lease to Schilling Rentals, LLC terminating on June 30, 2022. Their application proposes to remodel and expand existing hangars, and includes upgrading the parking apron and pad. The value of the upgrades is estimated at \$1.5 million, and the activities noted is a medivac service location. He noted that the 30-day advertising period for competing leases required by KMC 21.10.60 closes on October 16th, and to date there has been no other applications received. He stated that per the Airport Land Use Plan, this use is well-suited for airport light industrial zoning and would be a great fit for the Airport Reserve.

Chair Twait passed the gavel to Vice Chair Fikes, and disclosed that he is a contractor working at this site but his work is not affected by this lease, and he has no financial gain or personal interest in this or anything else pertaining to this. Vice Chair Fikes noted that she does not see a conflict of interest and returned the gavel to Chair Twait.

Clarification was provided that if there are no completing lease applications by the October 16th closing date, then this application will move forward.

VOTE:

YEA: Woodard, Greenberg, Douthit, Fikes, Twait

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Action/Approval** - Approving Amendment to Kenai Municipal Code Section 14.05.025 to Provide for Remote Electronic Participation.

MOTION:

Commissioner Douthit **MOVED** to recommend approval of an amendment to Kenai Municipal Code Section 14.05.025 to provide for remote electronic participation. Commissioner Woodard **SECONDED** the motion.

Planning Director Foster noted the draft Council ordinance in the packet to amend the Planning and Zoning Commission code by changing remote participation from telephonic to electronic. During the COVID-19 emergency declaration, videoconferencing technology was utilized by the commission and provided a better remote participation experience for both the public and commissioners, and this amendment will allow videoconferencing by commissioners to continue.

VOTE:

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

MOTION PASSED UNANIMOUSLY.

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. **City Council** – Council Member Glendening discussed the Land Management Plan joint work session from October 11, 2021, thanked Commissioner Greenberg for his help developing graphics, and noted that we need to look at how it fits within the Comprehensive Plan. He also reported on the actions from the September 15 and October 6, 2021 City Council meetings.
2. **Borough Planning** – Vice Chair Fikes reported on the actions from the October 11th, 2021 Borough Planning meeting.
3. **City Administration** – Planning Director Foster reported on the following:
 - The next Planning & Zoning Commission meeting will include an application for lease renewal, a plat, and the draft Land Management Plan discussion;
 - The November 10, 2021 meeting will include applications for two CUPs, and noted that the CUP code amendment passed by Ordinance No. 3243-2021 will be in effect at that time;
 - The second meeting in November is traditionally cancelled due to proximity to the Thanksgiving holiday, and asked the Commission to consider that this year.

K. **ADDITIONAL PUBLIC COMMENT**

Council Member Glendening noted that he sees an opportunity for training, including how to use the interactive map developed by Commissioner Greenberg. He encouraged the Commission to consider the Land Management plan from the perspective of Planning & Zoning and land use. He also noted that he would like to see additional commissioner trainings on developing findings as well as possible future amendments to the CUP process in order to avoid future Board of Adjustment meetings.

L. INFORMATIONAL ITEMS

1. CUP Code Violation Letter - 1005 Angler Dr.
2. CUP Code Violation Letter - 1025 Angler Dr.
3. CUP Code Violation Letter - 701 N. Forest Dr.

Director Foster noted that intent of these letters is to provide the CUP holder the opportunity to rectify the violation, and the Planning Department is continuing to work with each of these property owners on the violations.

M. NEXT MEETING ATTENDANCE NOTIFICATION

1. October 27, 2021

N. COMMISSION COMMENTS & QUESTIONS

Commissioner Woodard commended Commissioner Douthit on his election run, and thanked Commissioner Greenberg for his impressive mapping program.

Commissioner Douthit noted that he is glad to see the CUP process moving forward, and there is opportunity to make changes in the future.

Commissioner Greenberg recognized the work of City staff on the interactive mapping program.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:53 p.m.

Minutes prepared and submitted by:



Meghan Thibodeau
Deputy City Clerk

