KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
OCTOBER 28, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 28, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Keaton, Chair	Alex Douthit, Vice Chair
Sonja Earsley	Gwen Woodard
Marty Askin	Diane Fikes

A quorum was present.

Absent:
Stacie Krause

Also in attendance were:
Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

MOTION:
Vice Chair Douthit **MOVED** to approve the agenda and consent agenda. Commissioner Earsley **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Keaton opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.
VOTE: There being no objection; **SO ORDERED**.

*All items listed with an asterisk (*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner 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.

B. APPROVAL OF MINUTES

1. *Regular Meeting of October 14, 2026.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2026-38** - Recommending that Preliminary Plat Plagge-Swan Subdivision Attached Hereto be Approved.

MOTION:
Commissioner Askin **MOVED** to approve Resolution PZ2026-38. Vice Chair Douthit **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-38.

Chair Keaton opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

Clarification was provided the purpose was to divide an irregularly shaped parcel located behind two existing lots; and no additional plans for future development had been provided by the applicant.

VOTE:
YEA: Earsley, Fikes, Woodard, Douthit, Keaton, Askin
NAY: None
ABSENT: Krause
MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution PZ2026-37** - Granting a Conditional Use Permit for a Daycare in an Existing Commercial Building Located at 2880 Beaver Loop Road, on Parcel 04944007, in the Rural Residential Zone.

MOTION:
Commissioner Askin **MOVED** to approve Resolution PZ2026-37. Vice Chair Douthit **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-37.

Chair Keaton opened the floor for public comment.

Amanda Wilcox, applicant, spoke in support of the Conditional Use Permit.

There was Commission discussion regarding the proposed daycare's age range; school attendance; transportation services; anticipated opening date; and the use of the facility.

The applicant noted the daycare would initially serve children with disabilities up to age seven; the daycare would provide supplemental care for children attending school on a partial-day schedule; transportation services had not yet been considered; the anticipated opening had been revised to January 2028, with grant funding supporting curriculum development, facility preparation, and state licensing and certification requirements though 2027; and confirmed the facility would be used primarily for daycare operations, with limited continued use of the garage for maintenance equipment.

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

MOTION:
Vice Chair Douthit **MOVED** to amend Resolution PZ2026-37 to include a condition allowing a one year extension for development in accordance with KMC 14.20.150(I)(3). Commissioner Woodard **SECONDED** the motion.

VOTE ON MOTION TO AMEND:
YEA: Keaton, Askin, Earsley, Krause, Fikes, Woodard, Douthit
NAY: None
ABSENT: Krause

MOTION TO AMEND PASSED.

VOTE ON MAIN MOTION AS AMENDED:
YEA: Fikes, Woodard, Douthit, Keaton, Askin, Earsley
NAY: None
ABSENT: Krause
MAIN MOTION AS AMENDED PASSED.

Chair Keaton noted the 15-day appeal period.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS - None.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Update on the City's five-year strategic planning process encouraging Commissioners to provide input through the survey link distributed by email, and noted input was also being solicited from City Council, other commissions, the public through upcoming town hall meetings.

2. Commission Chair

Chair Keaton reported on the following:

- Noted appreciation for the City's continued efforts to support small businesses and reduce development barriers.
- Thanked the Commission for their preparation, participation, and dedication to the Commission.

3. Kenai Peninsula Borough Planning

Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.

4. City Council Liaison

Council Member Daniel reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 17, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners encouraged the public to vote.

M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:38 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of October 28, 2026.

Logan Parks, Deputy City Clerk