

**SELDOVIA
PLANNING COMMISSION**

Wednesday
October 4, 2017



REGULAR MEETING
7:00pm
MULTI-PURPOSE ROOM

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**AGENDA FOR THE SELDOVIA PLANNING COMMISSION
REGULAR MEETING
MULTI-PURPOSE ROOM**

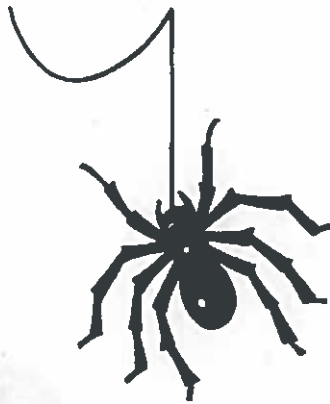
**Wednesday
October 4, 2017
7:00PM**

CARLUCCIO STONE CAMPBELL BATES

- A. Call to order;
- B. Roll Call;
- C. Approval of the Agenda;
- D. Approval of Minutes from September 6, 2017
- E. Public Comments Regarding Items Not on the Agenda;
- F. Public Hearings, Prior Notice;
- G. Consideration of Site Plans;
- H. Commission Business:
 - 1. Letter to Int-Hout
 - A. Presentation by Staff or Commission
 - B. Public Presentation or Hearing
 - C. Commission Discussion
 - D. Action/Disposition
 - 2. Cedar St. Extension Survey Cost Share Recommendation to the City Council
 - A. Presentation by Staff or Commission
 - B. Public Presentation or Hearing
 - C. Commission Discussion
 - D. Action/Disposition
- I. Staff Reports:
 - 1. Successful series of Trafficability Workshops, with a good list of recommendations for the Council.
 - 2. Currently there are ten building permits completed and signed for 2017.
- J. Informational Items Not Requiring Action:
 - 1. Mayor Lent is actively pursuing recruiting a new Planning member.
- K. Comments of the Public:
- L. Comments of the Commission:
- M. Next Meeting: Regular scheduled meeting, November 1, 2017
- N. Adjournment:

***If you require special assistance to attend the meeting,
Please, notify the City Office 24 hours in advance of the meeting and arrangements will be made.**

Seldovia
Planning Commission
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October 4, 2017



- Pages 1-4 Minutes of the Regular Meeting September 6, 2017
- Pages 5-6 Letter to Int-Hout's
- Pages 7-9 Cedar St. Extension Proposal from Ability Surveys

NOTES:

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**MINUTES FROM THE SELDOVIA PLANNING COMMISSION
REGULAR MEETING
MULTI-PURPOSE ROOM**

**Wednesday
September 6, 2017
7:00PM**

STONE CAMPBELL SENENIG BATES CARLUCCIO
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- A. Call to order; MEETING CALLED TO ORDER AT 7:00 BY CARLUCCIO
- B. Roll Call; STONE, SENSENIG, BATES, CARLUCCIO
- C. Approval of the Agenda;
SENENIG/BATES MOVED TO APPROVE THE AGENDA
NO OBJECTION/ MOTION CARRIED
- D. Approval of Minutes from August 2, 2017
SENENIG/STONE MOVED TO APPROVE THE MINUTES OF AUGUST 2, 2017 AS WRITTEN
NO OBJECTION/ MOTION CARRIED
- E. Public Comments Regarding Items Not on the Agenda; None
- F. Public Hearings, Prior Notice; None
- G. Consideration of Site Plans;
 - 1. Petition to Vacate East Addition right-of-way
 - A. Presentation by Staff or Commission
JEN SWICK- Discussed Hopkins plan to access his property through the corner of Hugh Smiths lot, where the driveway is now, and he will access his back lot through his other property. Hugh Smith is not aware of this plan yet, but she believes they already have some sort of deal worked out for the use of the property. Hopkins has spoken with Kenton with Seabright Surveys and they are formulating an official plan to present to Hugh. If he can not access his property through Hugh Smiths, he plans to get to permission to access through the next property up. A street is his only legal access at this point. If given permission to vacate they will replat the whole area, nine lots, and vacate the row in front of her house. Nothing has gone to the borough yet, they were waiting to do it simultaneously with Hopkins. If his access with Hugh does not work it will halt the process. Hopkins and Hugh are both outside of city limits. The vacation would be split down the middle and when she asked the surveyor, Scott with Integrity, he had told her that the property outside city limits would just own 10ft of city property and would have to abide by city rules on that part of their property.
 - B. Public Presentation or Hearing
 - C. Commission Discussion
CARRLUCIO- Discussed that without a written plan from Hopkins, when the petition to vacate reached the borough it would be knocked down because he does not have access to the property. She clarified Ray Waterbury's vacation was approved, and asked how long after an approval can it still be submitted to the borough. She suggested they could discuss and sign off on the preliminary vacation subject to replat. If Hopkins is going to replat his property then all lots will have access. She discussed how wide A street was and that it was not feasible to turn it into a road for the City. She discussed the properties in the area and clarified where their access was located. She verified that the surrounding property owners had signed off on the petition and had other access.
SENENIG- Asked if they were separate issues and about the timing. She suggested that if all the

owners have signed off on the vacation and the neighbors are okay and potentially have access, that it should be considered if no one has a reason not too. She clarified that the vacation would be split down the middle, and asked if the other property would own 10 feet of city property.

BATES- Spoke in agreement, he stated that the vacation looked pretty straightforward, just as long as there was access. In the past it was discussed that it was not feasible for the City to make it a street because it was a rock wall.

STONE- Spoke in agreement that it was pretty straightforward. She inquired about Hugh not knowing Hopkins plan yet.

LARSON- A street is thirty (30) feet.

D. Action/Disposition

SENENIG/BATES MOVED TO APPROVE THE VACATION, SUBJECT OF THE APPROVAL OF THE REPLAT.

NO OBJECTION/ MOTION CARRIED

CARLUCCIO- Asked to attach two findings-

1. Every parcel adjacent to Frank Raby Drive has access either platted or real.
2. Completion of Frank Raby is not feasible because of a rock wall.

SENENIG/STONE MOVED TO ADOPT THE FINDINGS.

NO OBJECTION/ MOTION CARRIED

2. Cedar St. Extension RFP

A. Presentation by Staff or Commission

CM LARSON- Discussed that the only bid received was from Ability Survey. The proposal was broken down in three parts, Cedar street extension, Sonen/Chissus vacations and Willow street. The first part of the bid was \$10,110, doing all three at the same makes the cost of the next two parts negligible. It is an additional \$300 to do Willow street. He recommended they do all three. It is suppose to take 4-6 months to complete, a caveat being taxes needed to be completed in the new year before the final plat. They still have not resolved the issue with the Int-Houts, no discussion has happened since the email, because they were waiting to get the survey cost. He believes she would like a cost for the property as well as not paying for the survey, he would like to negotiate for Willow street. He cannot speak for the City as it is up to Council but he can draw up a proposal and present it to the Council to see how much they are willing to cover. The Council members he has spoke with are for it.

B. Public Presentation or Hearing

WALT SONEN- Discussed that he would like to see this go ahead. He asked how it would shake down if Heidi does not want to participate in the survey cost, will the City be willing to cover her portion? He spoke for all the other owners being in agreement to the replat of the road how it is now, and that they are expecting the City to pay for half of the survey. He spoke in agreement with negotiating part of Willow street for the Int-Houts part of Cedar street.

C. Commission Discussion

CARLUCCIO- Discussed that this can be looked a couple of ways. The property owners vacating property lines need to pay a little more. She would like some more time to look over the bid and apologized that she hadn't had the chance yet, because she was traveling. It will be good to make it a legal city street. Property owners are losing property, but the City cannot pay for the whole survey. Many different angles. Cedar street extension runs pretty close to the Int-Hout boundary. She suggested the City go ahead and pay for the survey upfront and then get payment from the property owners.

BATES- Commended the land owners for being able to work together and come up with a proposal.

STONE- Spoke in support of seeing this move forward, it has been discussed quite a bit. Sooner is

better.

SENSENI- Spoke in agreement. There are five affected property owners, one can give a little and get a little. \$10,000 survey if they city pays half, Walt and Chissus pay \$1500 each then the other owners pay \$1000. She asked if there will be any surprises in the survey. She would like to see in writing that even if it was not what they were hoping for they will still go ahead and pay.

CM LARSON- Discussed being uncomfortable with the City paying upfront for the survey and then trying to collect from property owners. He recommends it be written and all paid for at the same time, and can work with Paulie and Walt to form an instrument to start with.

D. Action/Disposition

NO ACTION TAKEN

H. Commission Business:

1. Trafficability Across Seldovia Workshop

CM LARSON- Discussed the second trafficability meeting held the night before. A lot of things were talked about at the first meeting, the second meeting was a lot more productive with things written down, like reduce speed limit to 15mph, ask the state to reduce Main Street to 15mph, rewrite the triangle of accessibility as it has confusing language now, winter parking because it makes it difficult to plow snow, redefine the 24-48 hour parking in the Harbor parking lot and the loading zone. Additional signage, instead of one way on Kachemak, place a yield to oncoming traffic sign. State law is 30 foot no parking from stop signs, make that a 30 foot radius. The third workshop will be September 26th at 6:30, it has been discussed moving to a 7:00-7:30 later start time. At the end of the workshop they will have a recommendation for Council.

CARLUCCIO- Discussed that safety codes state lane traffic is 9-12 feet, parking is 7-9 feet. There could possibly be no parking on roads that are 20 feet. Bigger streets just parking on one side. They are finally starting to make some progress. They need more Council members and citizens at the next meeting.

2. Zoning Workshop

CLERK/GEAGEL- Spoke about the zoning workshop suggested in May and postponed until September.

CARLUCCIO- Discussed that their cup runneth over, and suggested having it after Trafficability and Cedar street were finished, but doesn't want it forgotten.

I. Staff Reports: None

J. Informational Items Not Requiring Action:

1. Resignation of Commission member Ruth Sensenig

SENSENI- Discussed that she was spending the winter out and due to the long nature of her absence she thought it best to resign. She would be open to serving again when she returns, but does not know when that will be.

CARLUCCIO- Thanked Ruth for her service and dedication, for keeping them on their toes and asking the probing questions.

K. Comments of the Public:

STEVE BAINBRIDGE- Asked about the process of obtaining a building permit.

CARLUCCIO- Explained the procedure and that it no longer comes to the whole Planning Commission. He should receive it back within a day or two.

WALT SONEN- Thank you Ruth and happy trails.

MAYOR LENT- Thank you Ruth.

L. Comments of the Commission:

BATES- Thanks Ruth.

STONE- Come back, come back.

SENSENI- Would like to come back, she is going to spend some time with family and some time in

Europe with Turka, but believes it will be all good in the end. It has been a pleasure to serve and she has learned a lot from Paulie. Thank you for the privilege.

CARRLUCIO- Really does appreciate the service Ruth has given, and appreciates all the public that comes to the meetings, especially that are interested in this and what is going on.

M. Next Meeting: Regular scheduled meeting, October 4, 2017

N. Adjournment:

STONE/SENSENIQ MOVED TO ADJOURN AT 8:32 PM

I certify the above represents accurate minutes of City of Seldovia Planning and Zoning Commission meeting of September 6, 2017.

Heidi Geagel, City Clerk

Approved by Commission _____



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
email: citymanager@cityofseldovia.com
website: www.cityofseldovia.com

Heidi Int-Hout
75-5669 Kuakini Hwy Apt 4-205
Kailua Kona, HI 96740

RE: Cedar Street Survey

September 26, 2017

Dear Ms. Int-Hout,

Area residents with property adjacent to Cedar Street approached the City Council and wished to correct the situation with Cedar Street. As you may know, Cedar Street along the area is crossing private property and is not a platted roadway. Vehicle traffic has been allowed across their property for years and now the citizens in the area wish to correct this situation. I'm writing this letter to you to explain the details of the discussions and provide a clearer understanding for you.

The survey for the area includes correcting Willow Street that is adjacent to your property on the south side. Willow Street as it currently is utilized is not completely in the platted roadway. The attached file depicts how the roadway currently is in relation to your property and the right of way. The platted roadway on the west end of Willow Street crosses the corner of what appears to be your property as it is today.

What I'd like to propose is that we trade the land that the right of way for Willow Street for the land that Cedar Street now crosses. In other words, the new survey would correct the right of way to match what is on the ground and not show that it crosses your current property lay out. In the trade, the roughly 10' portion of Cedar Street the length of your western edge of your property would become a Right of Way for Cedar Street. This way all property owners on Cedar Street would be allowing Cedar Street to be correctly placed into a platted right of way.

The other property owners have said they would split the cost of the survey with the city. The advantage is that you would have an updated survey if you ever chose to sell the property. This survey would be at a much lower cost than obtaining a surveyor on your own to conduct this survey.

The cost of the survey is \$11,050 for the entire project. We are approaching the city council to pay for a portion of the survey. So, for example, if the council agrees to pay 50% of the survey the remainder of \$5,525 would be split between seven lots would

be \$789.29 each to resolve this issue. The positive things about this is that it will correct many issues in the survey in the area, you will have a current and accurate survey of your property, and it will only cost you \$789.29. Without any type of surveyors estimate, I'm sure that's at least half of what you would pay a surveyor to come over to Seldovia to prepare your property for sale.

I ask that you give this proposal serious consideration. This is a citizen driven initiative and the city is delighted to have partners in correcting an issue that should have been corrected a long time ago. If you have any questions, please don't hesitate to contact me at citymanager@cityofseldovia.com or at (907) 234-7643.

Respectfully,

Tod Larson
City Manager

ABILITY SURVEYS

MEASURING MAPPING & REPORTING ON ALASKA'S INFRASTRUCTURE SINCE 1976

152 DEHEL AVE. , HOMER, AK. 99603 PH. 907-235-8440 FAX. 235-8440

email; gary@abilitysurveys.com

August 23, 2017

City of Seldovia, City Clerk
P.O. Drawer B
Seldovia, Alaska 99663

PROPOSAL FOR CEDAR STREET PLATTING AND ASSOCIATED SURVEY TASKS

I understand the City of Seldovia in coordination with a citizens committee of land owners in the area are interested in correcting a non-platted roadway (Cedar Street) and making the record show the proper arrangement. Currently a roadway has existed across private property for many years and it is the wish of both parties to correct this issue. ABILITY SURVEYS performed this job in 1996 for the City of Seldovia. At completion one or more of the owners would not sign the plat.

- A. SCOPE OF SERVICES - The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to survey parcels and replat them as described in the Scope of Services below. The proposal is itemized by projects listed below including all expenses per job:

A-1. Survey the following lots and plat Cedar Street to continue as a 20 foot Right of Way through below said parcels to adjoin the intersection of Kachemak Street and Lake Street: Parcel ID # 19206311, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 11 BLK 4; and Parcel ID # 19206310, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 10 BLK 4; and Parcel ID # 19206309, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 9 BLK 4; and Parcel ID # 19206308, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 8 BLK 4; and Parcel ID # 19206403, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 3 BLK 24; and Parcel ID # 19206404, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 2 BLK 24; and Parcel ID # 19206406, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 1 BLK 24.

While the text above is copied verbatim from the City's RFP, it is interpreted to mean a 20 foot Right of Way through below said parcels from Willow Street to Lake Street. I called the City Manager's office on 8/23/2017 and was told the City Manager and City Clerk would be out until 8/28/2017, the due date of the proposals, hence clarification could not be discussed. Correcting as-builts is not requested or proposed for this portion. An exception will be needed to Kenai Peninsula Borough Code section 20.30.120 (minimum right-of-way width 60 feet). It is assumed the right-of-way will be designed to fit the existing road as primary concern rather than equal width loss to adjoining lots.

A-2. Vacation of the lot line between two parcels owned by the same person: Parcel ID # 19206310, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 10 BLK 4; and Parcel ID # 19206309, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 9 BLK 4.

A-3. Vacation of the lot line between two parcels owned by the same person: Parcel ID # 19206403, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 3 BLK 24; and Parcel ID # 19206404, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 2 BLK 24.

A-4. Survey Willow Street in its current configuration and plat it as a 20 foot right of way. Correct the as-builts between: Parcel ID # 19206406, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 1 BLK 24; and Parcel ID # 19206520, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0830009 SELDOVIA TOWNSITE BLK 27 REPLAT USS 1771 LOT 6-A; and Parcel ID # 19206519, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0830009 SELDOVIA TOWNSITE BLK 27 REPLAT USS 1771 LOT 5-A.

I called the City Manager's office on 8/23/2017 and was told the City Manager and City Clerk would be out until 8/28/2017, the due date of the proposals, hence clarification could not be discussed. The confusion comes from the request that as-builts be corrected for Lot 5-A and Lot 6-A. Logically they would not need to be updated unless those lots were changed. If they are changed, it would mean that they would be included in the replat action. This proposal assumes those two lots are included in the Willow Street replatting along with the other Willow Street lots cited. It is assumed the right-of-way will be designed to fit the existing road as primary concern rather than equal width loss to adjoining lots.

B. Cost – The proposal is inclusive of everything required from the survey field work, any office work required, any travel/lodging/food, submittal fees, recording fees, title reports and Kenai Peninsula Borough fees, reports, requirements. The costs are broken down into the following four sub-areas with a final total cost:

B-1. The bid for surveying the following lots and platting Cedar Street to continue as a 20 foot Right of Way through below said parcels to adjoin the intersection of Kachemak Street and Lake Street.

Fees; \$200 Borough Fee,
\$250 Certificate to Plat Fee
\$ 20 Recording Fee (no conformed copies to purchase, they can be downloaded or printed off internet after recording)

\$250 Food and Lodging (one night, two persons)
\$200 Monumentation costs for rebar, alum-caps, stakes
\$500 Roundtrip air 2 persons, extra gear, two trips.
\$5940 27 hours two person crew field survey.
\$1280 8 hours Prof. Land Surveyor Office
\$ 750 10 hours drafting
\$ 720 4 hours attend KPB Plat Committee Meeting

B-1 subtotal = \$10110

B-2. The cost of the vacation of the lot line between two parcels owned by the same person Parcel ID # 19206310 and Parcel ID # 19206309, converged into one lot.

Fees; \$If performed separately as a separate replat action my fees together with borough fees would be \$2900.

It would be pointless to do it as a separate action, duplicating fees and effort. The vacation action would save on materials and be negligible on additional processing costs if done with item B-1 and therefore **no charge if done with item B-1.**

B-3 The cost of the vacation of the lot line between two parcels owed by the same person Parcel ID # 19206403 and Parcel ID # 19206404 converged into one lot. Fees; \$If performed separately as a separate replat action my fees together with borough fees would be \$2900.

It would be pointless to do it as a separate action, duplicating fees and effort. The vacation action would save on materials and be negligible on additional processing costs if done with item B-1 and therefore **no charge if done with item B-1.**

B-4 Survey Willow Street in its current configuration and plat it as a 20 foot right of way. Correct the as-builts.

Fees; If done as a separate action my fees together with borough fees would be \$8900.

It would be pointless to do it as a separate plat action if it could be done at the same time as item B-1. *If done in conjunction with item B-1 the additional fees would be \$300 to update the asbuilt for Lot 1 and survey Willow Street and replat it on the Lot 1 side. To add Lots 5-A and 6-A into the plat action and provide updated asbuilts for them also would take an additional \$640 above the mentioned \$300 for a B-4 total of \$940.*

Caveats:

It would take about 5 to 6 months to complete, from the notice to proceed, unless there are Mortgage companies to deal with. If there are mortgage companies to deal with there could be time delays and additional survey costs to comply with Mortgage Company requirements i.e. appraisals and as-builts are sometimes required. Also Mortgage Companies are different and have different requirements and costs to process actions such as this. These costs can't be determined until a Certificate to Plat is obtained so that Mortgage Companies can be contacted to find out their processing requirements.

Also all taxes have to be paid in full for the entire year the plat is approved by the Borough. So if delays make the plat get approved after December 31, then all of 2018 real property taxes will need to be paid to the Borough prior to their approval.

The Kenai Peninsula Borough (KPB) is the platting authority. The KPB subdivision code must be adhered to or exceptions must be given. If there are encroachments associated with these lots, KPB can require easements be granted or the encroachments be removed. These are costs that I cannot foresee at this time, but could be mandated by KPB in order to complete the plat.

I have not included any fees to attend Seldovia City meetings. Perhaps I could attend via Telephone or Skype, to save the city money. If my presence is required I will charge time and materials which I believe would be \$130 roundtrip air, perhaps a night stay at a lodge, \$160 per hour for two or three hours.

We are fully insured, and have been surveying the lower Kenai Peninsula since 1976. I have performed many surveys in Seldovia, including complete city watershed mapping in conjunction with CE2 Engineers and AeroMap, City Utility mapping with CE2 Engineers, and the recent subdivision for the Water Treatment Plant.

Sincerely,



Gary Nelson, P.L.S.
Dba Ability Surveys

