

# Property Line Adjustment Staff Report, Decision, and Conditions of Approval Case File PLA 2023-05

**Date:** June 26, 2023

**Case File:** PLA 2023-05 Adlard

**Property Owners:** James and Denise Adlard

**Situs Address:** 7538 NE Neptune Dr  
7538 NE Neptune Dr

**Location:** 240 feet southeast of the NE Neptune Dr/NW Logan Rd intersection

**Tax Map and Lot:** 06-11-27-DA-02300-00  
06-11-27-DA-02200-00

**Comprehensive  
Plan Designation:** Single-Unit Residential, Roads End (R1RE) District

**Zoning District:** Single-Unit Residential, Roads End (R1RE) Zone

**Site Size:** 06-11-27-DA-02300 = 6,098 square feet prior to adjustment; 11,235 square feet after  
06-11-27-DA-02200 = 5,227 square feet prior to adjustment; 0 square feet after

**Proposal:** Request to combine two parcels into one through a property line adjustment

**Surrounding  
Land Uses  
and Zones:** North: Houses; R1RE  
South: Houses, R1RE  
East: Undeveloped; Lincoln County  
West: Houses; R1RE

**Authority:** Section 16.08.180 of the Lincoln City Municipal Code (LCMC) gives the Planning and Community Development Director the authority to review the application and determine whether or not the proposed adjustment appears to comply with the provisions of Title 16 and other applicable city ordinances, and thereupon provide a notice of decision pursuant to LCMC 17.76.040.

**Procedure:** The application was received on March 3, 2023. The application was deemed complete on May 30, 2023. On May 31, 2023, pursuant to LCMC 17.76.040.E, the Planning and Community Development Department mailed a notice of application to property owners within 250 feet of the subject property.

**Applicable  
Substantive  
Criteria:** LCMC Chapter 16.08 Procedure, Article III Property Line Adjustment  
LCMC Chapter 17.17 Single-Family Residential, Roads End (R1-RE)  
LCMC Section 17.76.040 Type II Procedure



**BACKGROUND**

The subject property (site) comprises two parcels, both of which are addressed as 7538 NE Neptune Dr. The site is identified as Assessor’s Tax Map 06-11-27-DA-02300-00, upon which exists a house, and 06-11-27-DA-02200-00, which contains a garage.

The site does not contain any bluff erosion hazards, aesthetic resource, floodway, flood hazard areas, or natural resource overlays.

The parcels comprising the site are owned by the same individuals. The property owners seek to combine the two parcels into one. The property line adjustment application is the chosen method for land use approval. The site has frontage on NE Neptune Dr, which is the western boundary of the site.

**COMMENTS**

No comments were received.

**ANALYSIS**

*16.08.160 Applicability*

*This procedure may be utilized, as an alternative to partition or replatting procedures, under the following circumstances:*

- A. The size, shape or configuration of two existing units (lots or parcels) of land, each of which is a legal lot or parcel, is to be modified by the relocation of a common boundary between the parcels; and*

**Finding:** Each of the tax lots that comprise the site are legal lots from a previous plat (Foothills Second Addition to Roads End). The property owners seek to eliminate the common boundary line between the two platted lots and consolidate into one platted lot. This criterion is met.

- B. An additional unit of land is not created; and*

**Finding:** The application consists of two legal units of land before the adjustment, and one unit of land after the adjustment. This criterion is met.

- C. Adjustment of the property line shall not cause or increase any nonconformity with any applicable zoning or other requirement of the City of Lincoln City to a greater extent than prior to the adjustment.*

**Finding:** The site is located in the R1RE zone. There are no maximum lot size standards in the R1RE zone, with a minimum lot size standard of 5,000 square feet. All setbacks from the outer property boundaries are existing. The current situation presents a nonconformity in that the existing garage structure does not meet the minimum interior side setback requirement. The garage is also considered an accessory use and accessory uses are not allowed on a lot that doesn’t also contain a primary use. In this case, the house is on one platted lot and the garage is on a separate platted lot. Consolidation of the two platted lots into one platted lot will eliminate any setback non-conformities with the interior lot line, as well as permitted/accessory use non-conformities. No use changes are proposed as part of this application. After the property line adjustment lot consolidation has been recorded through a partition plat map, the house and garage will be on one platted lot. This will bring the development more into conformance with applicable zoning requirements.

*16.08.170 City approval required*

*Any person desiring to carry out a property line adjustment shall submit to the planning and community development director an application, together with such fee as established by city council resolution. The property line adjustment application shall be upon such form as shall be approved by the planning and community development director, and shall include at least the following information:*

**Finding:** A completed application signed by the property owners was submitted, along with the applicable fee. This criterion is met.

- A. A legal description (by lot and block or by metes and bounds) of the units of land as they exist prior to the proposed property line adjustment, and as they would exist after the adjustment.*

**Finding:** The applicant provided legal descriptions of the units of land as they currently exist and as proposed. This is provided in the deed submitted with the application materials. This criterion is met.

- B. A map (a tax map, survey, or equivalent) depicting the configuration of the units of land prior to and after the proposed adjustment. This information may be depicted on the same map.*

**Finding:** The application included a map of the site depicting the current and proposed configuration. This criterion is met.

*Chapter 17.76 Procedures*

*17.76.040 Type II procedure*

- A. General Description. Type II procedures apply to administrative permits and applications. Decisions on administrative applications are made by the director, based on reasonably objective approval criteria that require only limited discretion. Type II procedures require public notice and an opportunity for appeal, but do not require a public hearing or a public meeting.*
- B. When Applicable. Table 17.76.020-1 identifies Type II applications. Applications not listed in Table 17.76.020-1 may be identified as Type II by the director based on the general description in this section.*
- C. Pre-Application Conference. A pre-application conference is not required for Type II procedures.*
- D. Application Requirements. Type II applications shall:*
- 1. Be submitted on application forms provided by the department and shall include all information, exhibits, plans, reports, and signatures requested on the application forms.*
  - 2. Be accompanied by the required fee as adopted by city council resolution.*
  - 3. Be subject to the completeness review procedure set forth in LCMC 17.76.110(D) and (E).*

**Finding:** The required application forms and materials were submitted, along with the required fee. The application was deemed complete in accordance with LCMC 17.76.110.D and E.

- E. Public Notice of Application and Comment Period. Type II applications require public notice of receipt of a complete application with an opportunity for area property owners and other interested parties to provide written comment prior to issuance of the decision.*
- 1. After a Type II application has been accepted as completed under LCMC 17.76.110(E), the department shall mail a written public notice to the following:*
    - a. The applicant and applicant's representative;*
    - b. The owners of record of the subject property;*
    - c. Property owners of record within 250 feet of the perimeter property line of the property or properties subject to the application, using the most recently provided property tax*

*assessment roll of the Lincoln County assessor's office as provided to the city to determine property owners of record; and*

- d. Any neighborhood or community organization or association recognized by the governing body and whose boundaries include the site.*

**Finding:** The Planning and Community Development Department mailed the public notice of a complete application to the parties noted in LCMC 17.76.040.E.1.a through d.

- 2. The written public notice shall include the following:*
  - a. A brief description of the request;*
  - b. The applicable criteria from the ordinance and the comprehensive plan that apply to the application at issue;*
  - c. The street address or other easily understood geographical reference to the subject property;*
  - d. Statement that failure of an issue to be raised in writing prior to the expiration of the public comment period, or failure to provide statements or evidence sufficient to afford the review authority an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA);*
  - e. The name of a department staff member to contact and the telephone number where additional information may be obtained; and*
  - f. Statement that a copy of the application, all documents and evidence submitted by or on behalf of the applicant, and applicable criteria are available for inspection at no cost and will be provided at reasonable cost.*
- 3. The failure of a property owner to receive notice does not invalidate the land use action if the notice was sent.*
- 4. Public notices for receipt of complete Type II applications shall include a written comment period of 14 days from the date the notice was mailed for the submission of written comments before the decision is issued.*

**Finding:** The written public notice contained all the information required in LCMC 17.76.040.E.2 through 4.

*F. Review Authority. The review authority for Type II applications shall be the director.*

**Finding:** The Director reviewed the submitted Type II application.

*G. Decision.*

- 1. Based on the criteria and facts contained within the record, the director shall approve, approve with conditions, or deny the request. The decision shall address all relevant approval criteria and consider written comments submitted before the close of the comment period.*

**Finding:** The relevant approval criteria are addressed in detail throughout this staff report.

- 2. The decision is considered final for purposes of appeal on the date the notice of the decision is mailed. Within seven days after the director has issued the decision, a notice of the decision shall be sent by mail to the following:*
  - a. The applicant and applicant's representative;*
  - b. The owners of record of the subject property;*
  - c. Any person, group, agency, association, or organization who submitted written comments during the comment period; and*
  - d. Any person, group, agency, association, or organization who submitted a written request to receive notice of the decision.*

**Finding:** Within seven days after the Director has issued the decision, the notice of that decision shall be mailed by the Planning and Community Development Department, pursuant to LCMC 17.76.040.G.2.

3. *The notice of the decision shall include the following:*

**Finding:** The Planning and Community Development Department will issue the notice of decision that shall contain all the information noted in LCMC 17.76.040.G.3.a through g.

**DECISION**

Based upon an analysis of the submitted application and accompanying materials against applicable criteria, the Director concludes that all criteria have been or will be met and thus **APPROVES WITH CONDITIONS** the property line adjustment request, subject to the following conditions:

1. The owners of the properties involved in the property line adjustment lot consolidation shall prepare and record a conveyance or conveyances in accordance with ORS 92.190(4), attaching a copy of the notice of city approval.
2. The owners shall obtain a survey and partition plat map lot consolidation of the lot consolidation, monuments shall be placed, and the partition plat map showing the lot consolidation shall be filed with the county surveyor, as required by ORS 92.060(7).
3. Copies of the recorded conveyance and the recorded partition plat map showing the lot consolidation shall be emailed to Planning and Community Development at [planning@lincolncity.org](mailto:planning@lincolncity.org) or [askinner@lincolncity.org](mailto:askinner@lincolncity.org).

Prepared by: Weston Fritz, Associate Planner

Approved by:



Digitally signed by  
Anne Marie Skinner  
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Anne Marie Skinner  
Director, Planning and Community Development

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