

# Property Line Adjustment Staff Report, Decision, and Conditions of Approval Case File PLA 2024-10 McKenzie/ Schmidt

**Date:** 10/28/24

**Case File:** 2024-10 McKenzie/ Schmidt

**Property Owners:** Craig and Melody McKenzie Trustee and Kurt Schmidt

**Situs Address:** 6332 SW Galley Ave  
6322 SW Galley Ave

**Location:** Intersection of SW Galley and SW 64<sup>th</sup>

**Tax Map and Lot:** 07-11-34-DB-01900-00  
07-11-34-DB-01903-00  
07-11-34-DB-01904-00

**Comprehensive Plan Designation:** Residential Urban Low Density

**Zoning District:** Single-Unit Residential (R-1-5) Zone

**Site Size:** 07-11-34-DB-01900-00 = Approx. 4,000 SF prior to adjustment; Approx. 4,461 SF after  
07-11-34-DB-01903-00 and 07-11-34-DB-01904 = Approx. 6,300 SF prior to adjustment; Approx. 5,839 SF after

**Proposal:** Request to adjust common boundary lines between two lots and eliminate an existing property line between two lots

**Surrounding Land Uses and Zones:** North: Houses; R-1-5  
South: Houses; R-1-5  
East: Houses; R-1-5  
West: Houses; R-1-5

**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 September 18, 2024. The application was deemed complete on October 1, 2024. On October 2, 2024, 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 17.16 Single-Unit Residential (R-1-5)  
LCMC Section 17.76.040 Type II Procedure



## **BACKGROUND**

The subject property (site) comprises three lots. Two of the lots, 07-11-34-DB-01904-00 and 07-11-34-DB-01903-00 are owned by one owner and are addressed as 6322 SW Galley Ave. Lot 07-11-34-DB-01900-00, directly to the south, is addressed as 6332 SW Galley Ave and is owned by a separate owner. The owner of lots 1904 and 1903 seeks to eliminate the lot line running through the existing dwelling at 6322 SW Galley Ave. The property adjustment also seeks to adjust the common boundary line between 6322 and 6332 SW Galley Ave.

The site does not contain any bluff erosion hazards, aesthetic resources, floodway, or natural resource overlays, but is in the flood hazard area.

The site is surrounded by single-unit dwellings and R-1-5 zoning.

## **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/parcels. The property owner at 6322 SW Galley Ave seeks to eliminate the common boundary line between 07-11-34-DB-01904-00 and 07-11-34-DB-01903-00 and combine as one parcel. Both property owners at 6332 SW Galley Ave and 6322 SW Galley Ave seek to adjust the common boundary line between them. This criterion is met.

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

**Finding:** The application consists of three legal units of land before the adjustment, and two units 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 R-1-5 zone. There are no maximum lot size standards in the R-1-5 zone, with a minimum lot size standard of 5,000 square feet. There are minimum setback requirements of 5 feet for structures. The current situation presents a nonconformity in that the lot line between 6332 and 6322 runs through the existing dwelling at 6332 SW Galley. The proposed adjustment will move this property line so the new property line will be setback at least 5 ft from each dwelling. The resulting lot at 6332 will be 4,461 square feet, which is below the minimum lot size of 5,000 square feet, but more than the original 4,000 square feet. The property owner at 6322 SW Galley Ave proposes consolidating lots 07-11-34-DB-01904-00 and 07-11-34-DB-01903-00. The resulting lot at 6322 SW Galley Ave will be 5,839 square feet, which is above the minimum lot size for the zone. This reduces the non-conformity of both sites. This will bring the development more into conformance with setbacks and other general LCMC code 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 that was signed by the property owner 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 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 owner of the properties involved in the property line adjustment 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 owner shall obtain a survey of the adjusted property line, monuments shall be placed, and the survey shall be filed with the county surveyor, as required by ORS 92.060(7).
3. Copies of the recorded conveyances and the recorded record of survey map shall be emailed to Planning and Community Development at [planning@lincolncity.org](mailto:planning@lincolncity.org).
4. The property line between 07-11-34-DB-01904-00 and 07-11-34-DB-01903-00 must be removed at the same time the property line between 07-11-34-DB-01903-00 and 07-11-34-DB-01900-00 is adjusted.

Prepared by: Weston Fritz, Associate Planner

Approved by:

*Richard Townsend*

October 29, 2024

Richard Townsend

Date

Director, Planning and Community Development