



**Planning & Community
Development Department**
250 Madison Street, Suite 3
Port Townsend, WA 98368
360-379-5095

Re:

Lot Line Adjustment and Lot Reorientation

File No. LUP24-065

Application of:
Lisa Enarson

**FINDINGS,
CONCLUSIONS AND
FINAL DECISION**

NOTICE OF DECISION FOR A TYPE II LOT LINE ADJUSTMENT

Date: May 9, 2025

Application: The applicants seek approval of a Type II Lot Line Adjustment (LLA) and Lot Reorientation, pursuant to PTMC 18.08, in order to modify the boundary lines between lots within their existing and adjacent Jefferson County Assessor's parcels which together consist of 4 lots, tax parcel numbers 957-902-502, 957-902-503 and 957-902-504. When approved and finalized, the lot line adjustment results in two (4) reconfigured parcels, Parcels A, B, C and D, as discussed below.

Location: The subject properties are located north of 29th Street between Hancock Street and Sherman Street within the City of Port Townsend.

Staff Contact: Jenny Murphy, jmurphy@cityofpt.us

Decision: The application is **APPROVED**.

After respectful consideration of the above referenced application, the Port Townsend Director of Planning and Community Development (PCD) hereby adopts the following Findings, Conclusions and Decision:

Procedural

1. PTMC 18.08 requires approval from the Director of Planning and Community Development to revise a legal description to include portions of existing platted lots, parcels or tracts of land. The ten (10) criteria for approval of lot line adjustment are specified in PTMC 18.08.040. An analysis of these approval criteria is provided below in the Conclusions section of this decision.

2. Using the provided legal description information (Exhibit C), staff transferred existing and proposed legal descriptions into a draft *Statement of Intent* suitable for recording with the Jefferson County Auditor (*Exhibit H – Statement of Intent*).

The submitted site plan (Exhibit D) and draft Statement of Intent (Exhibit H) were reviewed by Jefferson County Chief Deputy Assessor Sherrie Shold and GIS Analyst/Cartographer Michael Perin who provided comments on June 13th, June 30th and July 1, 2025. The County Assessor found items that needed to be corrected. The City required these corrections and revisions in an email dated June 16th and July 1st, 2025.

Noticing

The Notice of Application was published on March 26, 2025. City staff received one comment. The comment requested notice of future changes regarding the site, and was concerned about the number of lots that would be abutting their property after the requested lot line adjustment. Staff responded that any actions that require future noticing by Port Townsend Municipal Code will be sent to all property owners within 300 feet of the project site (Exhibit J). The lot reorientation mirrors lot reorientation that was previously achieved for the commentor and does not revise or amend any conditions of the Hastings 3rd Edition subdivision. The proposed reorientation increases conformity for zoning.

Findings and Conclusions

1. Consistent with the applicable approval criteria of PTMC 18.08.040, the proposed lot line adjustment does not:
 - a. Create any additional building site, lot, tract, parcel or division;
 - b. Result in a site, lot, tract, parcel, or division which alters the allowed densities in a manner materially inconsistent with the minimum requirements of the city's zoning and land use codes or that is otherwise inconsistent with state and local health codes;
 - c. Diminish or impair drainage, water supply, existing sanitary sewage disposal, and access or easement for vehicles or pedestrians, utilities, and fire protection for any lot, tract, parcel, site, or division;
 - d. Diminish or impair any public or private utility easement or deprive any parcel of access or utilities;
 - e. Create unreasonably restrictive or hazardous access to the property;
 - f. Increase the non-conforming aspects of an existing non-conforming lot);
 - g. Replat or vacate a plat or short subdivision, or revise or amend the conditions of approval of any full or short subdivision;
 - h. Amend the conditions of approval for previously platted property;
 - i. Seek to adjust boundary lines for the purpose of avoiding frontage improvements;
or
 - j. Result in lot shapes that have awkward configurations or appendages.

Approval and recording of the Lot Line Adjustment as presented will not create any new nonconforming condition with respect to the bulk and dimensional standards of the underlying R-II zone.

Decision

Based on the foregoing Findings and Conclusions, application for Lot Line Adjustment LUP24-065 is hereby **APPROVED** subject to compliance **with the following CONDITIONS:**

1. An official representative of each applicant as the property owner shall sign the Statement of Intent in front of a Notary and provide the original signed document to the City. Staff will obtain the PCD Director's signature on the Statement of Intent document.
2. The applicants or applicants' representative shall submit a revised lot line adjustment survey document for review by City staff and the Jefferson County Auditor's office. When approved by both the City and County staff, the applicant shall submit three paper copies or two paper copies and a mylar of the revised survey to the City. Staff shall obtain the PCD Director's signature and forward the copies to the Jefferson County Courthouse.
3. Please be advised that all property taxes due, owing and for the full year on the subject properties must be paid prior to recording.
4. The applicants or their representative must **provide to the City** items listed below:
 - The applicants or their representative must **provide to the City** items listed below:
 - A \$49.50 check payable to the City of Port Townsend for one half-hour of City staff time to complete the recording of the Statement of Intent document);
 - A completed Jefferson County Treasurer's Office Real Estate Excise Tax form (REET) which may be found on the Jefferson County Treasurer's website.
 - A \$10.00 check payable to the Jefferson County Treasurer's office (or whatever REET fee amount as the fee may increase – please check with the Treasurer's office);
 - A check payable to the Jefferson County Auditor's office for the recording fees for the Statement of Intent and the survey.

It is the responsibility of the applicant to confirm the recording fee amounts with the Jefferson County Auditor's office.

Once these items have been submitted to the City, City staff will review the documents, deliver them to the Jefferson County Courthouse, and return to the Courthouse when the Auditor's office is ready to record the documents.

5. The approved Lot Line Adjustment (LLA) shall not become effective until the *Statement of Intent* and *Survey* documents have been recorded with the Jefferson County Auditor.

Any other conditions of approval as set forth in this decision must also be fulfilled before the Lot Line Adjustment becomes effective.

6. Following recording of the Lot Line Adjustment final document, the applicant is responsible for separately recording any conveyance documents that reflect lands being transferred.
7. Any future development on all subject parcels shall be in full conformance with the City Engineering Design Standards and Port Townsend Municipal Code in effect at the time an application is submitted.

Expiration: The applicant shall submit all final documents (listed in Conditions 2 and 4 above) for review and approval by the Director within 90 days of this LLA decision. Once the Director has approved the final documents, they must be recorded within 90 days; otherwise, the LLA decision shall automatically become null and void. City staff will make the appointment with the Jefferson County Auditor to take care of the recording after the applicant has provided all of the items in Conditions 2 through 4.

Emma Bolin

Digitally signed by Emma Bolin
DN: C=US, E=ebolin@cityofpt.us,
CN=Emma Bolin
Date: 2025.07.07 14:26:25-07'00'

Emma Bolin, AICP
Director of Planning and Community Development

July 7, 2025

Date

Exhibits

Exhibit A – *Lot Line Adjustment (LLA) Application;*
Exhibit B – *Deeds (433639, 463692, 496390)*
Exhibit C – *Submitted Legal Descriptions;*
Exhibit D – *Preliminary Survey;*
Exhibit E – *Receipt;*
Exhibit F – *City Generated Zoning Map and City Generated Aerial Map (F-1);*
Exhibit G – *Hastings Third Addition Plat*
Exhibit H – *Statement of Intent;*
Exhibit I – *Jefferson County Assessor's Office Emailed Comments;*
Exhibit J – *Noticing Documents*

Appeals

Pursuant to PTMC 20.01.040, Table 2, appeals of a final decision of the PCD Director on Type II applications shall be made to the Planning and Community Development Department within 14 calendar days of the date the decision or action became final, as defined in PTMC [20.01.280\(B\)](#), unless another time period is established by state law or local ordinance. All appeals must conform to the procedures set forth in Chapter 36.70C RCW.