



Covered Bridge Capital of the West

*City of Scio*

*P. O. Box 37*

*Scio, OR 97374*

*Phone: 503-394-3342*

*Fax: 503-394-2340*

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**Scio Planning Commission Meeting –  
AMENDED Agenda - Electronic Meeting – Special Time**  
Scio City Hall - 38957 NW 1<sup>st</sup> Avenue, Scio, Oregon

<https://us02web.zoom.us> Meeting ID: 870 0431 3171 Passcode: p7fdnN  
or phone: 1-253-215-8782 Meeting ID: 870 0431 3171 Passcode: 042900

The public may submit public comments on agenda items by email to [cmartin.cityofscio@smt-net.com](mailto:cmartin.cityofscio@smt-net.com) prior to 4:00 p.m. on Wednesday, August 25, 2021.

**AGENDA**

**August 25, 2021 – 5:00 PM**

*Chairman - Beau Buganski*

*Commissioner Richard Androes*

*Commissioner Katrina Clouse*

*Commissioner Ellie Ferguson*

*Commissioner Ron Loewen*

*Commissioner Nicole Zedwick*

*Vacant*

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**CALL TO ORDER \*\*\*\* ROLL CALL**

**APPROVAL OF PLANNING COMMISSION MINUTES:** June 30, 2021 Minutes

**BUSINESS:**

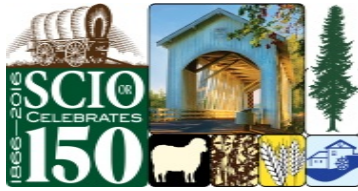
1. *PL2021-05* – Nancy Hallin – Property Line Adjustment  
10S01W18AA, Tax Lots 600, 601, 607 and 698  
Presented by: Cathy Martin, Administrative Assistant
2. *PL2021-06* – Virginia Nelson – Property Line Adjustment  
10S01W07DC, Tax Lots 600 and 701  
Presented by: Cathy Martin, Administrative Assistant
3. Planning Commission Vacancy

**ADJOURNMENT:**

**NEXT SCHEDULED PLANNING COMMISSION MEETING(S)**

- Wednesday, September 29, 2021, 7:00 p.m. Scio City Hall

# Minutes



**SCIO PLANNING COMMISSION ELECTRONIC MEETING MINUTES  
WEDNESDAY, June 30, 2021**

**7:00 PM**

**COMMISSION MEMBERS PRESENT:** Chairman Beau Buganski and Commissioners Richard Androes, Katrina Clouse, Ellie Ferguson, were all present via video Commissioners Ron Loewen and Nicole Zedwick attended in person.

**STAFF PRESENT:** Planning Consultant Dave Kinney and Administrative Assistant Cathy Martin were present in person

**CALL TO ORDER:** Planning Chairman Beau Buganski called the Scio Planning Commission to order at 7:00 p.m.

**ROLL CALL:** Roll call was taken with Commissioner Androes absent. Commissioner Androes joined the meeting in progress at 7:04 pm. There is one vacancy.

**AUDIENCE MEMBERS IN ATTENDANCE:** Melissa Clayton.

**APPROVAL OF MINUTES:** The minutes of the April 28, 2021 meeting were reviewed.

*Commissioner Clouse moved, Commissioner Ferguson seconded, to approve the April 28, 2021 minutes as presented. A verbal and hand vote was taken. Motion passed 5/0.*

**BUSINESS:**

- 1. PL2021-04– Melissa Clayton – Property Line Adjustment  
10S01W07DC, Tax Lots 1603 and 1605  
Presented by Dave Kinney, Planning Consultant –**

Planning Consultant, Dave Kinney, stated that he drafted the letter of decision on the Property Line Adjustment. and his recommendation to the city is to approve the application to adjust the property lines adding 15' to the west property line of Lot 1605. This will allow access to the back yard of the home. His only concern is that was that the aerial map showed the potential building encroachment in the SE corner of Lot 1605 and added a condition of approval, that any building encroachments must be resolved.

Melissa Clayton stated that she agreed with the recommendation of Planning Consultant Dave Kinney. That this was exactly what she needed as she will be selling Lot 1603 and wanted to make sure that there was adequate access to the rear of the existing home. She stated that they will move the wood storage shed if necessary once the survey is completed

Mr. Kinney stated that his recommendation would be for a motion to concur with the approval of the property line adjustment. Commission members expressed that the application was pretty straight forward, that they concurred with the recommendation.

***Commissioner Androes moved, Commissioner Zedwick seconded, to approve the application number PL2021-04 by Melissa Clayton for a Property Line Adjustment as recommended. Motion passed 6/0.***

- 2. Planning Commission Vacancy** – Chairman Buganski asked the commission members to continue to look for someone who might be interested in serving on the Planning Commission.

Next meeting is tentatively scheduled for July 38, 2021. Martin stated that it will only be held if there is an application which would require a public hearing, at this time the city does not have any applications pending. She will advise the planning commission by July 9<sup>th</sup> if a meeting will be held.

Meeting Adjourned at 7:11 p.m.

Cathy Martin, Administrative Assistant

# **Agenda Item 1**



*City of Scio*  
Covered Bridge Capital of the West

**David W. Kinney**  
Planning Consultant for the City of Scio  
791 E. Hollister St., Stayton, OR 97383  
Office: (503) 769-2020 Cell: (503) 551-0899  
Email: [dwkinney@wvi.com](mailto:dwkinney@wvi.com)

July 26, 2021

Nancy Hallin  
PO Box 585  
Scio, OR 97374

**RE: Planning File 2021-05**  
Property Line Adjustment  
Assessor's Map 10S 01W 18AA, Tax Lots 00600, 00607, 00610 & 00698

Dear Ms. Hallin:

The property line adjustment proposal to adjust the boundary for two parcels owned by you at 38771 NE Ash Street in Scio, as shown on Map 1, complies with the City's application requirements. In accordance with Scio Municipal Code, Land Division Ordinance No. 562, a lot line adjustment must be reviewed and approved by the Scio Planning Commission. The Planning Commission will hold a regular meeting on August 25, 2021 at 7:00 p.m. at City Hall to consider your application.

I recommend the Planning Commission approve your proposal because it complies with the Property Line Adjustment criteria in Section 8.540 of the Scio Land Division Code.

## **A. Property Line Adjustment Proposal**

The applicant filed this application requesting the Scio Planning Commission approve a property line adjustment to modify property lines and eliminate two of four parcels the applicant owns at 38771 NE Ash Street in Scio, Oregon. She proposes to create two residential lots. Table 1 summarizes the proposal. Map 1 provides a map showing the existing parcels and Map 2 shows the proposed Parcels 1 & 2.

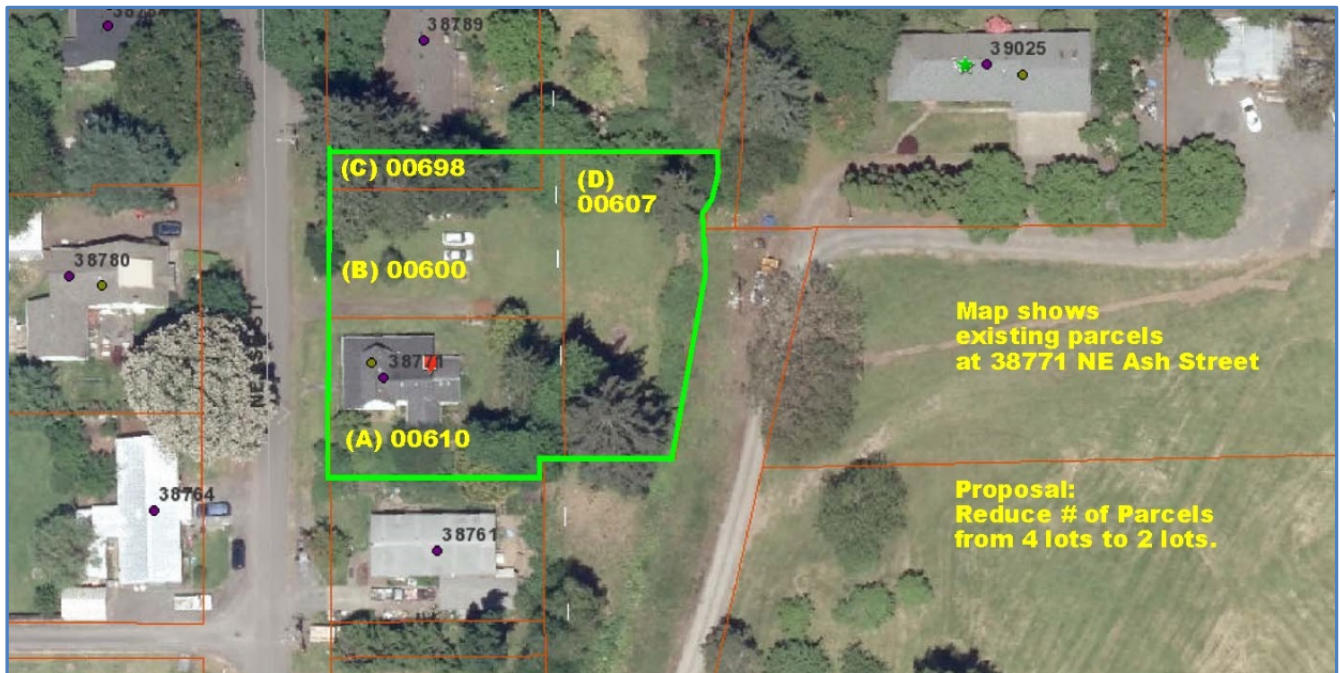
Table 1  
**Nancy Hallin**  
**Proposed Property Line Adjustment**

Parcel	Assessor's Map and Tax Lot	Property Owner	Existing Lot Size (sf)	Area Removed (sf)	Area Added (sf)	Adjusted Lot Size
A	10S 1W 18AA TL 00610 38771 NE Ash St.	Nancy Hallin	8,138.	-	3,702	11,840
B	10S 1W 18AA TL 00600	Nancy Hallin	6,753.	-	6,820	13,573
C	10S 1W 18AA TL 00698	Nancy Hallin	1,645	(1,645)	-	Eliminate Parcel
D	10S 1W 18AA TL 00607	Nancy Hallin	8,880+/-	(8,880)	-	Eliminate Parcel
Totals				(10,525)	10,525	

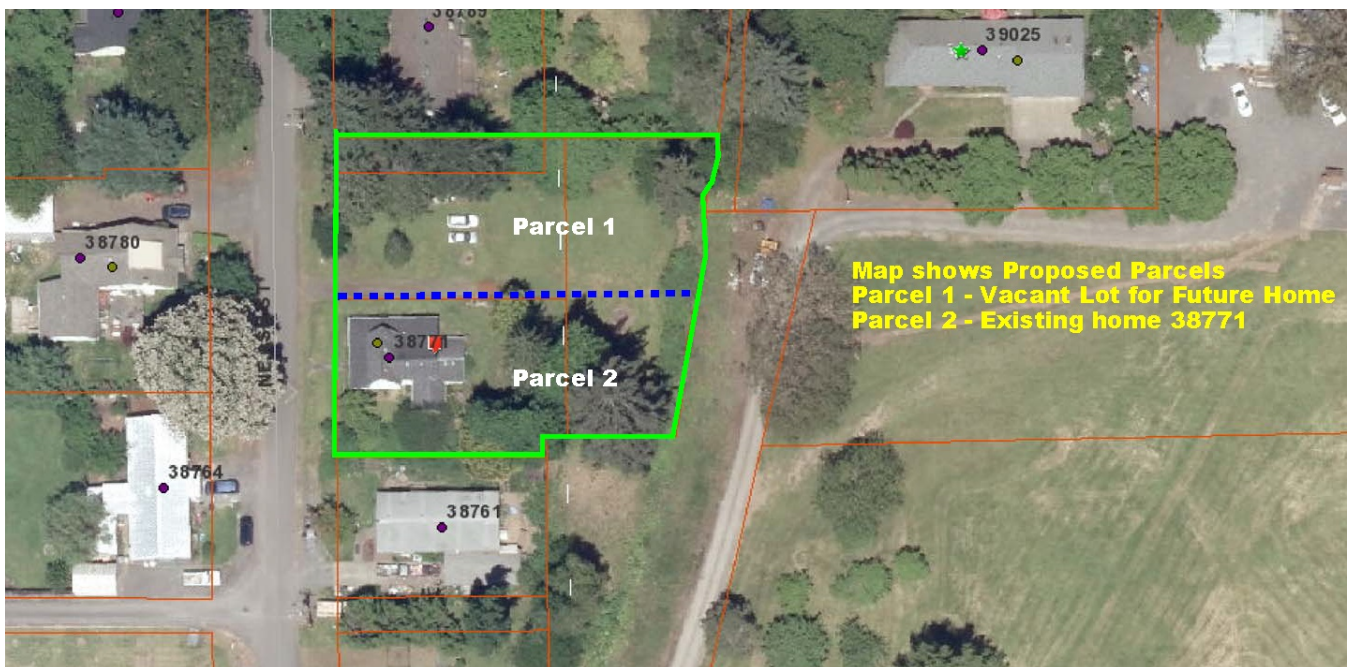
Map 1  
**Property Line Adjustment for Nancy Hallin – Existing Parcels**



38771 NE Ash Street, Scio, Oregon



Map 2  
Property Line Adjustment for Nancy Hallin – Proposed Parcels  
38771 NE Ash Street, Scio, Oregon



## B. Findings and Conclusions:

The applicant has complied with the application requirements and decision criteria for a property line adjustment set forth in Scio Land Division Code Chapter 8.5

*Criteria 1: The lots being modified in size through the property line adjustment shall meet the minimum lot size, width, and street access requirements of the zone in which they are located.*

*Criteria 2. If, prior to application, the lot did not meet lot size or width requirements, the property line adjustment shall not result in greater nonconformity with the applicable standards. However, street access requirements shall be met on the resulting parcels*

### Findings:

Minimum lot size and lot dimension requirements for the two proposed lots are shown in Table 2. Table 2 shows the proposed lots will meet the minimum lot size and dimension requirements.

Table 2  
**Minimum Lot Size and Dimension Requirements**

Proposed Parcel	Assessor's Map and Tax Lot	Zone	Minimum Lot Size (sf)	Proposed Lot Size	Required Lot Width/ Frontage	Proposed Lot Width / Frontage
1	10S 1W 18AA TL 00600 Vacant Lot for Future House	R-1	10,000 sf	13,573 sf	60'	76.5'
2	10S 1W 18AA TL 00610 38771 NE Ash Street	R-1	10,000 sf	11,840 sf	60'	75'

The applicant stated the final location of the lot line between Parcel 1 and Parcel 2 may be adjusted north by up to 5' to provide a larger setback from the house at 38771 NE Ash St. The final location of the lot line may be adjusted up to 5', as long as the lot size of Parcel 2 is 10,000 sq. ft. or larger. The proposed lots comply with Criteria 1 and Criteria 2.

*Criteria 3. The amended lot lines do not encroach on the location of sewage disposal or water supply lines or easements*

### Findings:

Parcel 1 (TL 00600 - NE Ash St.) is a vacant parcel. At time of development new sewer and water utilities will be required.

Parcel 2 (38771 NE Ash St.) is connected to the city water and sewer systems. There are no existing encroachments of sewage disposal or water supply lines. The modified lot line does not encroach on the location of city water lines or the sewer main. The application does not show any existing easements are affected. The proposal complies with Criteria 3.

*Criteria 4: The property line adjustment does not create any additional lots.*

Findings: No new parcels are created. Two non-conforming lots will be eliminated. If the Planning Commission approves the property line adjustment a new partition plat survey must be prepared and recorded to eliminate the prior subdivision lines. The proposal complies with Criteria 4.



*Criteria 5: The property line adjustment does not create building encroachments into any specified setback area. In situations where there is an existing building encroachment, the adjustment shall not result in a greater setback encroachment.*

Findings: Linn County's aerial photography shows the existing house at 38771 NE Ash Street is located within 9+/- feet from the front property line, less than the required 20' front yard setback. The application includes a table showing future setbacks will meet all other setback requirements.

The proposal can comply with Criteria 5.

*Criteria 6: If, in the review of the property line adjustment request, the Zoning/Building Official or Planning Commission determines that the adjustment appears to be a preliminary step toward subsequent partitioning or subdivision of any or all of the affected lots, the applicant(s) shall prepare a preliminary plan showing how the property will be divided*

Findings: The applicant is proposing Parcel 1 for a future home site. Neither of the new parcels will have enough land to allow for any future land division. The proposal complies with Criteria 6.

*Criteria 7: Verification of ownership for each property must be presented to the Zoning Official.*

Findings: The Linn County Assessor's records show the following ownerships:

<u>Assessor's Map</u>	<u>Tax Lot</u>	<u>LC Assessor</u>	
		<u>Account #</u>	<u>Owner</u>
T10S R1W 18AA	00600	29435	Stephen C. & Nancy Hallin, PO Box 585, Scio, OR 97374
T10S R1W 18AA	00607	382800	Stephen C. & Nancy Hallin, PO Box 585, Scio, OR 97374
T10S R1W 18AA	00610	778128	Stephen C. & Nancy Hallin, PO Box 585, Scio, OR 97374
T10S R1W 18AA	00698	724308	Stephen C. & Nancy Hallin, PO Box 585, Scio, OR 97374

The proposal complies with Criteria 7.

*Criteria 8: The property owners of each lot affected by the property line adjustment must sign a statement of agreement with the proposed changes.*

Findings: The applicant/property owner, Nancy Hallin, has signed the application form. The proposal complies with Criteria 8.

## **C. Planning Consultant Conclusions and Recommendation:**

This property line adjustment application was submitted by the Nancy Hallin to adjust the property line between 38771 NE Ash Street in Scio, Oregon.

Based upon the above stated findings and conclusions, the City's Planning Consultant, acting as its Zoning Official, concludes the applicant's proposal for a property line adjustment complies with all applicable requirements and decision criteria of the City of Scio, Oregon and hereby **recommends the application be approved, as shown on Map 3, attached hereto, subject to the following condition of approval.**

## **D. Conditions of Approval:**

**All conditions of approval must be completed by August 31, 2022.** If conditions are not completed by that date, the approval is null and void unless a written extension is granted by the City.

1. A licensed surveyor in the State of Oregon shall prepare and record a property line adjustment survey or replat with the Linn County Surveyor that complies with ORS 92 requirements.
2. Final Plat Maps: A copy of the recorded property line adjustment survey shall be provided to the City of Scio and included in the land use file within 30 days of its recording.

## **E. Scio Planning Commission Action**

The Scio Planning Commission will consider the proposal at its meeting on August 25, 2021. No public hearing is required. The applicant is invited to attend the meeting and present the proposal to the Planning Commission. The City staff will present the staff report to the Commission.

The Planning Commission may either:

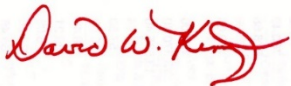
1. Approve the property line adjustment and conditions of approval (as recommended).
2. Approve the property line adjustment and conditions of approval (with modifications).
3. Deny the proposal if the Planning Commission finds it does not meet all criteria.

After the Planning Commission decision, the City's Planning Consultant will issue a Notice of Decision.

## **F. Right of Appeal:**

Any person aggrieved by a decision of the Scio Planning Commission may file an appeal with the City Council within ten (10) days of the date the City issues a written Notice of Decision. If you have any questions regarding the Scio Planning Commission decision, you may contact Administrative Assistant Cathy Martin at City Hall at 503-394-3342.

Sincerely,



David W. Kinney  
Planning Consultant for the City of Scio

Enclosure: Map 3 – Planning File 2021-05, Approved Property Line Adjustment Map

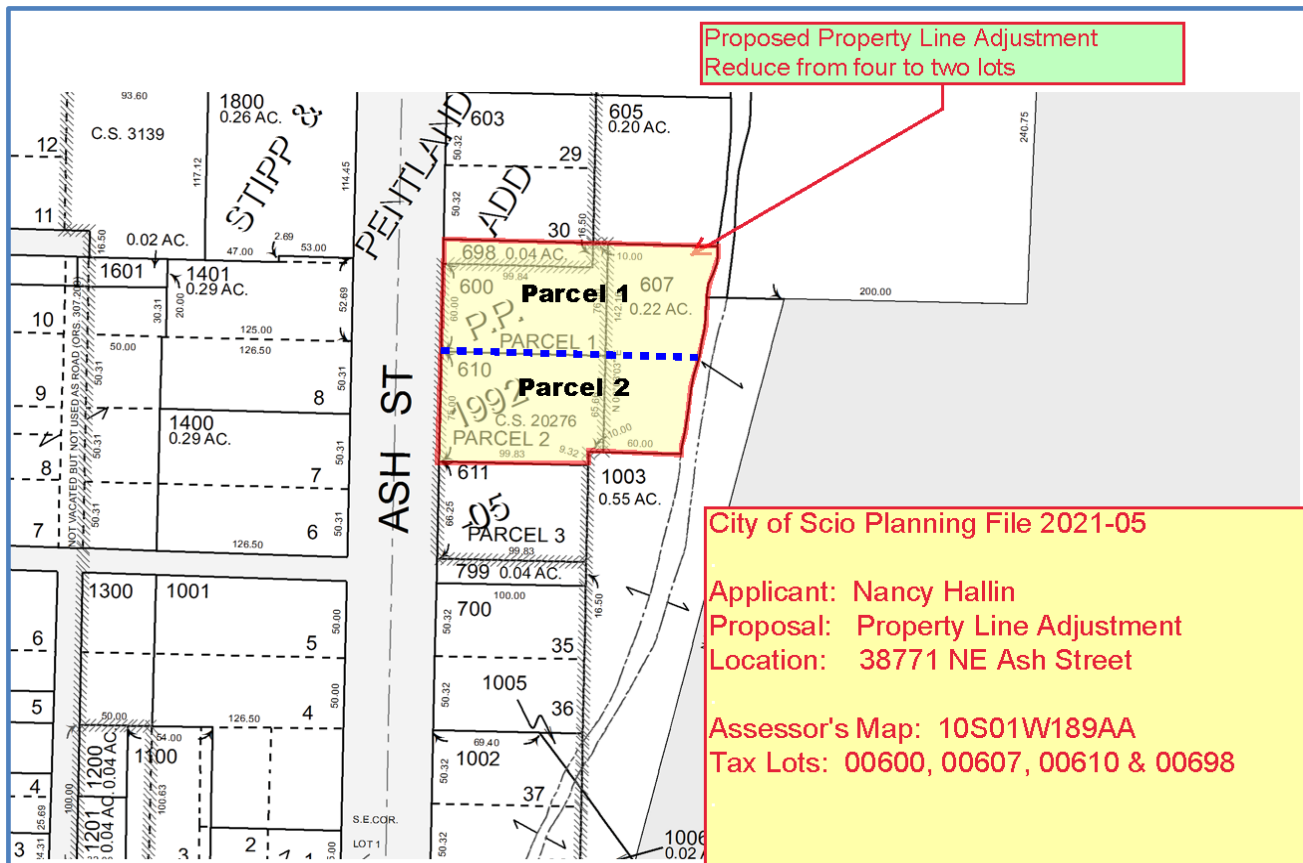


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Email: [dwkinney@wvi.com](mailto:dwkinney@wvi.com)

### Map 3

## Approved Property Line Adjustment for Nancy Hallin 38771 NE Ash Street, Scio, Oregon



# **Agenda Item 2**



*City of Scio*  
Covered Bridge Capital of the West

**David W. Kinney**  
Planning Consultant for the City of Scio  
791 E. Hollister St., Stayton, OR 97383  
Office: (503) 769-2020 Cell: (503) 551-0899  
Email: [dwkinney@wvi.com](mailto:dwkinney@wvi.com)

August 3, 2021

Virginia L. Nelson  
38843 NW Garden Drive  
Scio, OR 97374

**RE: Planning File 2021-06**  
Property Line Adjustment  
Assessor's Map 10S 01W 07DC, Tax Lots 00600 & 00701

Dear Ms. Nelson:

The property line adjustment proposal to adjust the boundary for two parcels owned by you at 38843 and 38861 NW Garden Drive in Scio, as shown on Map 1, complies with the City's application requirements. In accordance with Scio Municipal Code, Land Division Ordinance No. 562, a lot line adjustment must be reviewed and approved by the Scio Planning Commission. The Planning Commission will hold a regular meeting on August 25, 2021 at 7:00 p.m. at City Hall to consider your application.

I recommend the Planning Commission approve your proposal because it complies with the Property Line Adjustment criteria in Section 8.540 of the Scio Land Division Code.

## **A. Property Line Adjustment Proposal**

The applicant filed this application requesting the Scio Planning Commission approve a property line adjustment to modify property lines for the two parcels the applicant owns at 38843 and 38861 NW Garden Drive in Scio, Oregon. The purpose of the property line adjustment is to include the existing shop building between the two homes on the same parcel as the home at 38843 NW Garden Drive. Lot 3 & Lot 4 of the M & M Subdivision will be consolidated into a single parcel. Table 1 summarizes the proposal. Map 1 provides a map showing the existing parcels and Map 2 shows the proposed Parcels A & B.

Table 1  
**Virginia L. Nelson**  
**Proposed Property Line Adjustment**

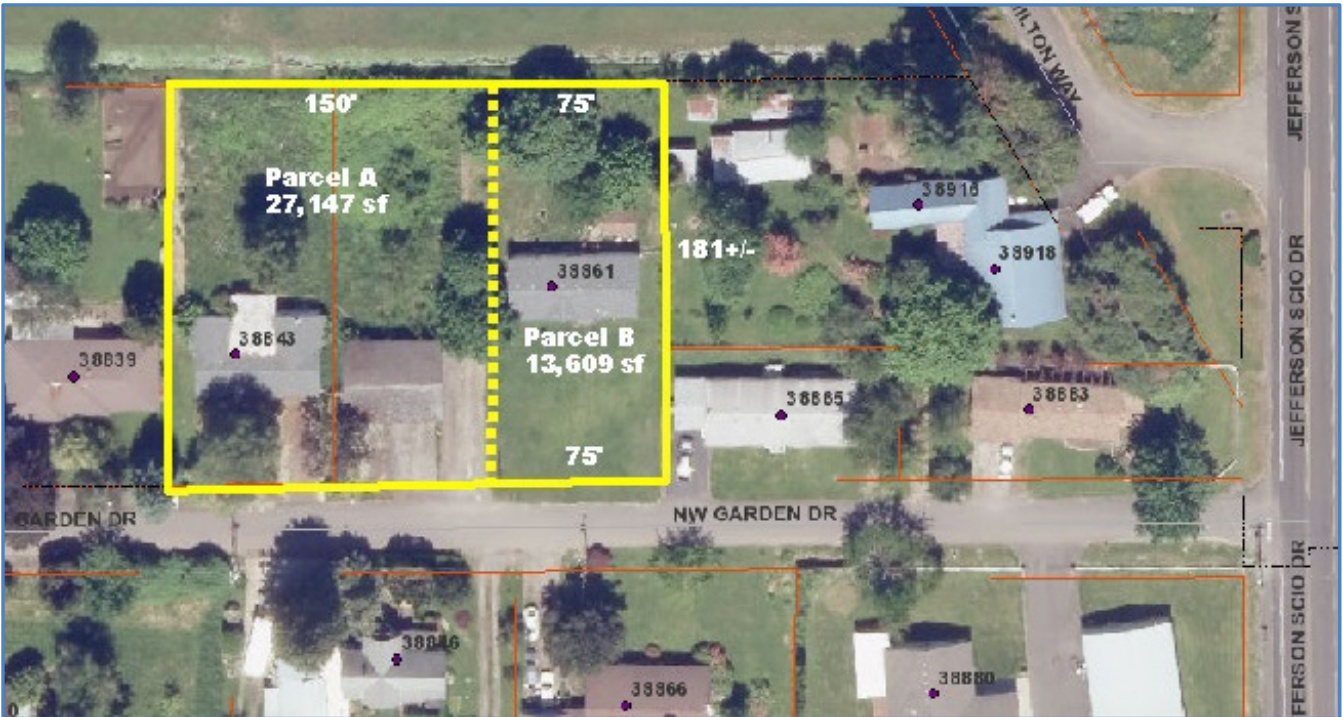
Parcel	Assessor's Map and Tax Lot	Property Owner	Existing Lot Size (sf)	Area Removed (sf)	Area Added (sf)	Adjusted Lot Size
A	10S 1W 07DC TL 00600 38843 NW Garden Dr.	Virginia L. Nelson	13,572+/-		13,575+/-	27,147+/-
B	10S 1W 07DC TL 00701 38861 NW Garden Dr.	Virginia L. Nelson	27,184+/-	(13,575+/-)		13,609+/-
Totals				(13,575+/-)	13,575+/-	



Map 1  
Property Line Adjustment for Virginia L. Nelson – Existing Parcels  
38843 NW Garden Drive, Scio, Oregon



Map 2  
Property Line Adjustment for Virginia L. Nelson – Proposed Parcels  
38843 & 38861 NW Garden Drive, Scio, Oregon





## B. Findings and Conclusions:

The applicant has complied with the application requirements and decision criteria for a property line adjustment set forth in Scio Land Division Code Chapter 8.5

*Criteria 1: The lots being modified in size through the property line adjustment shall meet the minimum lot size, width, and street access requirements of the zone in which they are located.*

*Criteria 2: If, prior to application, the lot did not meet lot size or width requirements, the property line adjustment shall not result in greater nonconformity with the applicable standards. However, street access requirements shall be met on the resulting parcels*

### Findings:

Minimum lot size and lot dimension requirements for the two proposed lots are shown in Table 2. Table 2 shows the proposed lots will meet the minimum lot size and dimension requirements.

Table 2  
**Minimum Lot Size and Dimension Requirements**

Proposed Parcel	Assessor's Map and Tax Lot	Zone	Minimum Lot Size (sf)	Proposed Lot Size	Required Lot Width/ Frontage	Proposed Lot Width / Frontage
A	10S 1W 07DC TL 00600 38843 NW Garden Drive	R-1	10,000 sf	27,247 sf	60'	150'
B	10S 1W 07DC TL 00701 38861 NW Garden Drive	R-1	10,000 sf	13,609 sf	60'	75'

The proposed lots comply with Criteria 1 and Criteria 2.

*Criteria 3: The amended lot lines do not encroach on the location of sewage disposal or water supply lines or easements*

### Findings:

Parcel A (38843 NW Garden Drive) has an existing home. The shop/garage between the two homes will now be located on Parcel A. The house is connected to the City sewer service. The City's public works staff verified the existing water and sewer lines do not encroach over the new property lines.

Parcel B (38861 NW Garden Drive) has an existing home that is connected to the city water and sewer systems. The City's public works staff verified the existing water and sewer lines do not encroach over the new property lines.

The application does not show any existing easements are affected. The proposal complies with Criteria 3.

*Criteria 4: The property line adjustment does not create any additional lots.*

Findings: No new parcels are created. The proposal complies with Criteria 4.

*Criteria 5: The property line adjustment does not create building encroachments into any specified setback area. In*

situations where there is an existing building encroachment, the adjustment shall not result in a greater setback encroachment.

Findings: Linn County's aerial photography shows the existing buildings on the site. The application includes a table showing future setbacks will meet all setback requirements.

The proposal can comply with Criteria 5.

*Criteria 6: If, in the review of the property line adjustment request, the Zoning/Building Official or Planning Commission determines that the adjustment appears to be a preliminary step toward subsequent partitioning or subdivision of any or all of the affected lots, the applicant(s) shall prepare a preliminary plan showing how the property will be divided*

Findings: Parcel A includes Lot 3 & Lot 4 of the M & M Subdivision. The parcels are large enough that it may be divided in the future along the original subdivision line between Lot 3 & Lot 4. The proposal complies with Criteria 6.

*Criteria 7: Verification of ownership for each property must be presented to the Zoning Official.*

Findings: The Linn County Assessor's records show the following ownerships:

<u>Assessor's Map</u>	<u>Tax Lot</u>	<u>LC Assessor</u>	
		<u>Account #</u>	<u>Owner</u>
T10S R1W 07DC	00600	27785	Virginia L. Nelson, 38843 NW Garden Drive, Scio, OR 97374
T10S R1W 07DC	00701	27801	Virginia L. Nelson, 38843 NW Garden Drive, Scio, OR 97374

The proposal complies with Criteria 7.

*Criteria 8: The property owners of each lot affected by the property line adjustment must sign a statement of agreement with the proposed changes.*

Findings: The applicant/property owner, Virginia L. Nelson, has signed the application form. The proposal complies with Criteria 8.

## **C. Planning Consultant Conclusions and Recommendation:**

This property line adjustment application was submitted by the Virginia L. Nelson to adjust the property line between 38843 and 38861 NW Garden Drive in Scio, Oregon.

Based upon the above stated findings and conclusions, the City's Planning Consultant, acting as its Zoning Official, concludes the applicant's proposal for a property line adjustment complies with all applicable requirements and decision criteria of the City of Scio, Oregon and hereby **recommends the application be approved, as shown on Map 3, attached hereto, subject to the following condition of approval.**

## **D. Conditions of Approval:**

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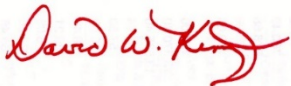
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Sincerely,



David W. Kinney  
Planning Consultant for the City of Scio

Enclosure: Map 3 – Planning File 2021-06, Approved Property Line Adjustment Map

Email: [dwkinney@wvi.com](mailto:dwkinney@wvi.com)

**Approved Property Line Adjustment for Virginia L. Nelson  
38843 NW Garden Drive, Scio, Oregon**

