



Legislation Text

File #: 22-1446, **Version:** 2

Surveyor's Office and the Planning & Building Department recommending the Board approve the **Final Passage** (Second Reading) of Ordinance **5162**, amending El Dorado Ordinance Code Title 120, Chapter 120.53, Lot Line Adjustments to transfer approval of boundary line adjustments to the County Surveyor's Office. (Cont. 8/16/2022, Item 44)

FUNDING: Applicant Fees.

DISCUSSION / BACKGROUND

On August 16, 2022, the Board heard the Introduction (First Reading) of Ordinance 5162 and Continue the matter to August 23, 2022 for Final Passage (Second Reading).

The lot line adjustment process allows for the movement of an existing property line between adjacent parcels. The Lot Line Adjustment and Merge application is utilized whenever lot line adjustments are proposed between existing adjoining lots, up to a maximum of four lots. In this process, land is taken from one lot and added to an adjoining lot.

The current County of El Dorado ordinance Code subsection 120.53.030, Application Requirements, requires the applicant to submit a request for a lot line adjustment to the Planning & Building Department. Upon receipt, the Planning Department reviews the application to ensure that the adjustment does not create conflict with or violate the County Zoning Ordinance and General Plan, including building setbacks, lot dimensions, density, etc. If applicable, the application materials are also routed to the Department of Transportation and Environmental Management for review. Once the application is deemed complete and correct the Planning Department approves the application. The applicant must then submit a second application form to the County Surveyor's Office for technical review. The Surveyor's Office reviews the documents created by a licensed Land Surveyor to ensure that they are correct and meet the requirements of the Business and Professions Code, Section 8762 for Record of Survey, and the Subdivision Map Act Section 66412 (d), General Provisions, and 66451.10 (b)(1) Merger of Parcels.

The revisions to Title 120 of the County of El Dorado Ordinance Code, Subdivisions, Chapter 120.36 General Provisions and Chapter 120.53, Lot Line Adjustments, would transfer responsibility for implementation of portions of the Subdivision Map Act related to lot line adjustments, as well as the application processing duties and approval authority for lot line adjustments to the County Surveyor's Office. This will result in reduced application forms and requirements, and an expedited approval process for the applicant. One application will be submitted through the Surveyor's Office for review. The Surveyor's Office will review this application to ensure all requirements are met, for conformity with zoning and building ordinances, and for consistency with the Business and Professions Code, Section 8762 for Record of Survey, and the Subdivision Map Act Section 66412 (d), General Provisions, and 66451.10 (b)(1) Merger of Parcels. Surveyor staff will then route the application materials to the Departments of Planning and Building, Transportation, and Environmental Management for a ten-day review and comment period before approving the application. Both the Departments of Transportation and Environmental Management have provided scenarios in which

the application would need to be reviewed by their Departments, and therefore additional review fees would be collected. Following the effective date of this Ordinance, within a six-month time frame, the Planning and Building Department will identify scenarios in which their department would need to review the applications. This will further reduce the cost of the application process for applicants and reduce staff time on the projects. The revisions to the Ordinance Code also change the process for appeal of the Surveyor's decision on lot line adjustments to the County Surveyor rather than to the Director of Planning and Building, or to the Zoning Administrator, with no other changes to the appeal process.

Staff requests approval of the first reading today, and to continue this matter to August 23, 2022 for Final Passage (Second Reading). The Ordinance would go into effect 30 days following final passage.

ALTERNATIVES

The Board could choose to leave the Ordinance as is, and the process for lot line adjustments would remain as it is currently.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Planning and Building & County Counsel

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Due consolidation of the permit processes, approval of the Ordinance will result in less overall staff time spent on lot line adjustment applications, and fewer fees for applicants. This may result in less fee revenue in the Department of Planning and Building. However, the Surveyor's Office may spend more time on these applications as a result of the transfer of duties. Overall, due to the minimal number of lot line adjustment applications received each year, the effect on revenue for either department will be insubstantial. No adjustments to the Fiscal Year 2022-23 budget are necessary. In future years, actual revenue resulting from these applications will be considered in preparation of department budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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