



**PLANNING COMMISSION MEETING
TUESDAY, APRIL 28, 2026 — 6:30 PM
501 DELTA AVENUE
MARYSVILLE, WA 98270**

AGENDA

The Planning Commission meeting is a hybrid meeting which you are welcome to attend in person or via Teams. Anyone wishing to provide verbal public comment is encouraged to pre-register by contacting the Staff Contact for the agenda item outlined above the day prior to the meeting. Those providing verbal public comment will need to provide their name, address, e-mail and phone number for the public record.

To listen to the meeting without providing public comment:

Join Zoom Meeting

<https://us06web.zoom.us/j/86246307568>

Or

Dial toll-free US: 888 475 4499

Meeting ID: 862 4630 7568

Call to Order

Roll Call

Approval Of Minutes

Audience Participation (for topics not on the agenda)

Public Hearing

New Business

Proposed Code Amendment for MMC 22G.110, Boundary Line Adjustments
Planning Staff will present the DRAFT Amendment on April 28, 2026, at the Planning Commission Workshop and respectfully request the Planning Commission set a public hearing date for May 12, 2026, for the proposed amendment.

Director's Comments

Adjournment

Next Meeting

Special Accommodations: The City of Marysville strives to provide accessible meetings for people with disabilities. Please contact the City Clerk's office at (360) 363-8000 or 1-800-833-6384 (Voice Relay), 1-800-833-6388 (TDD Relay) two business days prior to the meeting date if any special accommodations are needed for this meeting.



Agenda Bill

AGENDA ITEM NO. 1.

DATE: April 28, 2026

SUBMITTED BY: Emily Morgan, Senior Planner

PRESENTED BY: Emily Morgan, Senior Planner

ITEM TYPE: Presentation

AGENDA SECTION: New Business

SUBJECT:
Proposed Code Amendment for MMC 22G.110, Boundary Line Adjustments

SUGGESTED ACTION:
Planning Staff will present the DRAFT Amendment on April 28, 2026, at the Planning Commission Workshop and respectfully request the Planning Commission set a public hearing date for May 12, 2026, for the proposed amendment.

SUMMARY:
Community Development is looking to update and simplify MMC Chapter 22G.110, Boundary Line Adjustments. Currently, the Boundary Line Adjustment (BLA) code is quite lengthy and includes repetitive language. The intent of this code amendment is to simplify the BLA code and process, ultimately making it easier to understand and implement.

The intent of a BLA is to provide a quick process to remedy encroachment issues or allow property owners to sell portions of their property to a neighbor. Boundary line adjustments cannot create lots.

ATTACHMENTS:
Workshop Memo, Draft - BLA Code Amendment



MEMORANDUM

DATE: April 23, 2026
TO: Planning Commission
FROM: Emily Morgan, Senior Planner
RE: Boundary Line Adjustment Code Amendment
ATTACHED: **DRAFT Amendments to MMC 22G.110, Boundary Line Adjustments**

Code Amendment Introduction

Community Development is looking to update and simplify MMC Chapter 22G.110, Boundary Line Adjustments. Currently, the Boundary Line Adjustment (BLA) code is quite lengthy and includes repetitive language. The intent of this code amendment is to simplify the BLA code and process, ultimately making it easier to understand and implement.

The intent of BLAs is to provide a quick process to remedy encroachment issues or allow property owners to sell portions of their property to a neighbor. Boundary line adjustments are to be minor in nature and not a method for circumventing the subdivision code.

Summary of Proposed Amendments

As currently codified, MMC Chapter 22G.110, Boundary Line Adjustments, is broken down into (4) Articles and (16) sections, many of which have materials that are otherwise outlined in other code sections, creating unnecessary repetitiveness that is inconsistent.

The proposed amendments to the BLA code will reduce the total number of code sections from (16) to (5).

Below is a summary of the proposed changes:

<p>22G.110.010 Purpose and Administration.</p> <ul style="list-style-type: none"> • Consolidates sections <i>22G.110.010 Title for citation, 22G.110.020 Jurisdiction, 22G.110.030 Purpose, and 22G.110.040 Administration</i> into new <i>22G.100.010</i>. • Clarifies the intent of the BLA process and allows the Director to make case-by-case deviations for added flexibility.
<p>22G.110.020 Application Requirements.</p> <ul style="list-style-type: none"> • Replaces <i>22G.110.050 Application submittal</i>. • Provides clear expectations and requirements for BLA applications.
<p>22G.110.030 Review and Decision Criteria.</p> <ul style="list-style-type: none"> • Consolidates sections <i>22G.110.060 Review process and 22G.110.070 Boundary line adjustments with existing structures</i> into new <i>22G.110.030</i>. • Removed unnecessary jargon and simplifies what is not allowed through the BLA process.

- This will also match closer to the purpose and intent of a BLA per 22G.110.010.

22G.110.040 Final Approval and Recording.

- Consolidates 22G.110.080 Approval, 22G.110.090 Information for recording, 22G.110.100 Survey required, and 22G.110.110 Recording into new 22G.110.040.
- Clarifies the process for applying for final BLA review and approval, including the timeline for completion.
- Clearly identifies what is required on the final BLA survey.
- Updated to match other “Acknowledgments and certificates” code sections.
- Cleaned up and simplified final submittal requirements.

22G.110.050 Appeals.

- Eliminates the need for 22G.110.120 Boundary line adjustments – Appeals to hearing examiner and 22G.110.130 Time period stay – Effect of appeal, being as existing language in code provides guidance for the process of filing an appeal under MMC 22G.010.550.

Staff Recommendation

Planning Staff will present the DRAFT Amendment on **April 28, 2026**, at the Planning Commission Workshop and respectfully request the Planning Commission set a public hearing date on **May 12, 2026**, for the proposed amendment.

UPDATED DRAFT – Chapter 22G.110 BOUNDARY LINE ADJUSTMENTS

22G.110.010 Purpose and Administration.

- (1) The purpose of this chapter is to establish criteria for the review and approval of boundary line adjustments.
- (2) A boundary line adjustment may be used for:
 - (a) Resolving boundary line issues, such as encroachments.
 - (b) Consolidating two or more lots.
 - (c) Other minor adjustments that meet the requirements and purpose of this chapter.
- (3) The community development director shall have the duty and responsibility of administering and interpreting the provisions of this chapter.
- (4) Case-by-case deviations to the review and decision criteria of MMC 22G.110.030 may be allowed as determined and approved by the director.

22G.110.020 Application Requirements.

- (1) Application Fees. The applicant shall pay the required fees as established by the city's fee ordinance when submitting the boundary line adjustment application. Note: recording fees are the applicant's responsibility and must be paid by the applicant to the Snohomish County Auditor at the time of recording.
- (2) Application Documents. A boundary line adjustment application shall consist of the following documents: application form; legal descriptions of existing and adjusted lot, tract, or parcel; affidavit of ownership; vicinity map; plat certificate including proof of legal lot status; and proposed boundary line adjustment/survey map.
- (3) Boundary lines may not be adjusted between lots that have been created for tax purposes only. The applicant shall provide evidence of legal lot status, if applicable.

22G.110.030 Review and Decision Criteria.

- (1) A proposed boundary line adjustment that does not meet all of the criteria of this section must be processed under the appropriate land division requirements of MMC 22G.090 Subdivisions and Short Subdivisions or MMC 22G.100 Binding Site Plan.
- (2) In order to approve a boundary line adjustment, the director must find that the boundary line adjustment will not result in:
 - (a) The creation of any additional lot, tract or parcel;
 - (b) Making the lots, tracts, parcels or building sites more nonconforming;
 - (c) A lot that contains insufficient area and dimensions to meet the minimum lot size for the applicable zone, or an inadequate building site due to critical areas or buffers;

- (d) Directional changes in the orientation of the lot(s), tract(s), parcel(s), or building sites, such as the changing of front yards into side or rear yards or vice versa;
 - (e) A lot that results in non-conforming site conditions and/or development requirements, including, but not limited to, building setbacks, parking, height allowances, site landscaping, or access requirements;
 - (f) A lot without adequate frontage on a public street or vehicular access, including access for emergency response vehicles;
 - (g) The city being unable to provide adequate utilities, including drainage, water supply, or sanitary sewage disposal; or
 - (h) A lot having more than one zoning or land use designation.
- (3) When boundary line adjustments are submitted proposing the adjustment of lines with existing structures in commercial or industrial zones, the existing structures shall be required to comply with all zoning code requirements including, but not limited to, such things as setback, parking, height, landscaping and access requirements as a condition of boundary line adjustment approval. The applicant shall be required to submit a site plan showing that all of these requirements can be met prior to approval.

22G.110.040 Final Approval and Recording.

- (1) To finalize a boundary line adjustment, the applicant must submit and complete all required documents within one year following the date of preliminary approval. Failure to submit and complete the required documents within the one-year period will result in a lapse of the approval, requiring the submittal of a new application for consideration of the department. No time extension will be granted; the final required documents must be recorded within the above-stated time frame. The final review documents must include the following:
- (a) Original Boundary Line Adjustment/Survey Map. After the city has given the applicant approval, the applicant shall submit the original survey map, prepared by or under the supervision of a registered land surveyor, having a trimmed size of 18 inches by 24 inches. The original map shall be accompanied by original signatures. Information required on the map shall include:
 - (i) The date, scale and north arrow;
 - (ii) The Assessor's Parcel Number of all affected parcels depicted on page one of the map;
 - (iii) Vicinity map;
 - (iv) Legal descriptions of existing and adjusted lot, tract, or parcel;
 - (v) Boundary lines (both present and revised), right-of-way for streets, easements, and property lines of lots, tracts, parcels or sites, with accurate bearings, dimensions or angles and arcs, and central angles of all curves;
 - A. Names and right-of-way widths of all streets;
 - B. Location, dimensions and purpose of any easements;

C. Location and description of monuments and lot, tract, parcel or building site corners set and found

- (vi) Number of each lot, tract, parcel or building site and each block;
 - (vii) Description of private covenants and special restrictions;
 - (viii) If required to define flood elevations or other features relative to the lot, then datum elevations and primary control points approved by the city. Descriptions and ties to all control points will be shown with dimensions, angles and bearings;
 - (ix) Designation by dashed lines of the lot(s), tracts, parcels or building sites existing prior to the boundary line adjustment, and designation by solid lines of the proposed lots, tracts, parcels or building sites after adjustment;
 - (x) Special setback lines when different from city's zoning code;
 - (xi) A dedicatory statement acknowledging any public or private dedications, donations or grants;
 - (xii) Location of existing structures, utilities, setbacks, encroachments and area of all lots, tracts, parcels or building sites after adjustment; and
 - (xiii) The file number of the boundary line adjustment.
- (b) Acknowledgments and certificates. Acknowledgments and certificates required by this title shall be in language substantially similar to the following:
- (i) Declaration and acknowledgments.

A. I am the owner, or owners, of the property subject to the boundary line adjustment, and acknowledge that I am solely responsible for securing and executing all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the boundary line adjustment; and that the legal documents necessary to transfer title to the property in question have been prepared and executed so that, upon the recording of the boundary line adjustment, the title to the properties will accurately reflect the new configuration resulting from the boundary line adjustment as approved by the city.

Owner(s) Signature

B. STATE OF WASHINGTON):

ss.

COUNTY OF SNOHOMISH)

This is to certify that on this ____ day of ____, 20__, before me, the undersigned, a notary public, personally appeared _____, to me known to be the person(s) who executed the foregoing dedication and acknowledgment to me that signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal the day and year first above-written.

NOTARY PUBLIC in and for the State of Washington, residing at

(Seal)

(ii) Approval.

- A. Examined, found to be in conformity with applicable zoning and other land use controls, and approved this _____ day of _____, 20__.

Community Development Director

(iii) Certificates.

- A. Surveyor’s Certificate in accordance with [RCW 58.09.080](#).
- B. I hereby certify that all state and county taxes heretofore levied against the property described herein, according to the books and records of my office, have been fully paid and discharged, including _____ taxes.

Treasurer, Snohomish County

- C. Filed for record at the request of _____ this _____ day of _____, 20__ , at _____ minutes past _____ m, and recorded in Vol. _____ of Plats, page _____, records of Snohomish County, Washington.

Auditor, Snohomish County

(c) If changes to title have occurred since the initial boundary line adjustment application submittal, an updated plat certificate, updated not more than 30 days prior to filing the final recording documents for the boundary line adjustment, which includes all lots within the adjustment, shall be required, or as requested by the director.

- (2) If the boundary line adjustment meets the provisions of this chapter, the director shall sign the final recording document and order the boundary line adjustment to be filed concurrently with the conveyance documents and deeds.
- (3) Recording with Auditor. When the boundary line adjustment proposed for recording has complied with all of the requirements of this title and state law, then the applicant shall record the original boundary line adjustment/survey map and the original affidavit of ownership with the county auditor in accordance with Chapter 58.09 RCW. The applicant will also furnish the city with a digital copy of the recorded boundary line adjustment/survey map. After this has been done and the boundary line adjustment has been properly recorded, the boundary line adjustment will become valid. It shall be a violation of this title for anyone to record a boundary line adjustment which does not bear the verification of approval as defined by this title.

22G.110.050 Appeals.

- (1) Boundary line adjustments may be appealed to the hearing examiner as set forth in MMC 22G.010.550. Standing to appeal the boundary line adjustment is limited to:

- (a) The applicant or owner of the property on which the boundary line adjustment is proposed; or
- (b) Any aggrieved person who will suffer a direct and substantial impact from the proposed boundary line adjustment.