

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
October 16, 2008

SUBJECT: Annexation of "Erickson" Property, approximately 21 acres with frontage on both Rosemont Road and Hidden Springs Road

ATTENDEES: Applicant: West Linn Wilsonville School District (Tim Woodley), Applicant's Representative: Keith Liden, PB Placemaking, Staff: Gordon Howard, and Khoi Le

The following is a summary of the meeting discussion, provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements or any other planning-related items. Please note disclaimer statement below.

The applicant wants to annex 21 acres of property into West Linn. The property is located on the south side of Hidden Springs Road between Rosemont Road and Santa Anita Drive, and on the east side of Rosemont Road between Hidden Springs Road and Bay Meadows Drive. Suncrest Drive terminates into the property from the north, and Bay Meadows Drive terminates into the property from the south. The property is vacant – two existing residences which bound this site on three sides, one on Hidden Springs and one on Rosemont, are under separate ownership and are not part of this proposed annexation.

Staff explained the annexation process. The applicant submits an annexation application, which goes through a two-phase process involving two hearings before the City Council

To begin the process, the applicant must provide the following information:

- A city development review application
- Submittal requirements of Municipal Code Section 2.935, which include:
 - Written Consent signed by the owners of all land to be annexed
 - A legal description of the property to be annexed
 - A map of the area to be annexed
 - A \$2,000 deposit fee.
 - Confirmation signatures from Clackamas County on the forms provided regarding registered voters, legal description, and property ownership
- A narrative that addresses the approval criteria of Municipal Code Section 2.920.

- A narrative that addresses the approval criteria of Metro Code 3.09.050(d).
- The submittal requirements contained within Metro Code 3.09.040.

Staff is responsible for meeting all noticing requirements.

The City Council considers the approval criteria of Chapter 81 of the Community Development Code when reviewing a Step One Annexation. These criteria in turn reference the City Municipal Code and Metro's Code. Since the site within the existing urban growth boundary and is surrounded on all sides except along Rosemont Road by land within the existing city, staff does not see any significant land use issue related to this annexation. At this hearing the City Council will also determine the appropriate zoning for the site, which could range from R-7 (one dwelling per 7,000 square feet) to R-40 (one dwelling per 40,000 square feet), because the site is designated Low Density Residential on the West Linn Comprehensive Plan map. While past Council actions would indicate that an R-10 (one dwelling per 10,000 square feet) would be appropriate, staff suggested the applicant look at lesser density zoning districts as an alternative, most notably the R-20 zoning district (one dwelling per 20,000 square feet), the purpose statement for which seems to fit some site conditions, particularly the wetland in the southeastern portion of the site. A public school is a conditional use in all West Linn residential zoning districts.

Staff also provided the applicant with a copy of the City Council policy discouraging clearing of native vegetation, trees, and natural features from a site prior to an annexation application. The applicant was aware of this policy and stated that they will abide by it.

If the City Council approves the annexation under the Step One process, the Council will then schedule a Step Two public hearing. At the Step Two hearing the Council considers an analysis of the annexation prepared by staff. At the conclusion of that hearing, the Council will determine whether to put the matter to the voters, the zoning that would be applied to the property if the annexation is approved by voters, and the timing of such an election. The current Council policy is to require all proposed annexations to be considered at one election per year.

Development Issues

Development issues will be discussed further in a future conditional use permit and design review application for a public school. Of immediate note is a large wetland in the southwestern portion of the property and the public roads fronting and terminating into the property.

Scheduling:

If the application is turned in immediately and is made complete by late November, the Step One annexation hearing could be heard in early January. The Step Two hearing could then be in February of 2009. Assuming the Council approves the application at that time for a ballot, and all of the necessary ballot titles and requirements of elections can also be met, the election could take place in May 2009. However, the City Council retains discretion as to whether and when to put this matter before West Linn's voters.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed.

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