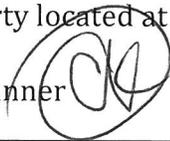


**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**November 5, 2009**

SUBJECT: Annexation of property located at 3332 and 3151 Parker Road.

ATTENDEES: Chris Kerr, Senior Planner



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***The following is a summary of the meeting notes prepared by Staff with regard to this application. Additional information may be provided to address any "follow-up" items identified after 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.***

This proposal is to annex a 6.7 acre property into the City of West Linn. The property is located on both the north and south sides of Parker Road, next to Tanner Creek Park. The property is owned by the West Linn/Wilsonville School District, and the owner has consented to this application. The site is vacant and currently includes a ball field that is occasionally used for excess parking by the adjacent Park. It is a single tax lot of record. If annexed into the City, the property will be located in the Parker Crest Neighborhood Association.

The City's application requirements are detailed below. Procedurally, the application is reviewed by Staff, will require two hearings before the City Council and is then placed on the next available ballot for a vote of the residents of the City.

To begin the process, the application must include 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 (unless submitted by the City).
  - Confirmation signatures from Clackamas County on the forms provided regarding registered voters, legal description, and property ownership
- A narrative that addresses the applicable criteria of Municipal Code Section 2.920.
- A narrative that addresses the applicable criteria within the Metro Code.

The City Council will consider the approval criteria of Chapter 81 of the Community Development Code at their Step One hearing. 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 by already existing within the City' boundaries, therefore staff does not foresee any significant land use issues related to this annexation. At the Step One hearing the City Council will also determine the appropriate zoning for the site, which could range from R-2.1 or R-3 because the property is designated "Medium High Density Residential" on the West Linn Comprehensive Plan map.

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 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.

Staff will confirm that no native vegetation, trees, or natural features will be adversely impacted prior to the annexation application, pursuant to a specific policy of the City Council. This Policy was forwarded to the property owner.

#### Development Issues

Development issues will be discussed further concurrently with future development review permits, but of note is a small portion of the property that includes a designated wetland and small stream. The CDC provides for transition areas on the subject property for any off-site resources. Additionally, development of the 'triangular' portion of the property to the north of Parker Road would likely be problematic, due to its configuration and access issues.

#### Scheduling:

If an application is submitted this month, the Step One annexation hearing could potentially be heard in early December or January. The Step Two hearing could then be in Jan/Feb. of 2010. 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 potentially take place in May 2010. However, the Council retains discretion as to whether and when to put this matter before the 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.