

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**April 7, 2016**

SUBJECT: Application for Annexation at 3800 Ridge Lane.  
FILE: PA-16-05  
ATTENDEES: Applicants: Janet Morgan, Chris Morgan, Christopher Koback  
Staff: Peter Spir, Daren Wyss (Planning), Khoi Le (Engineering) Public: Gail Holmes

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*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.*

**SITE INFORMATION:**

Site Address: 3200 Ridge Lane (21E25CB tax lot 3800)  
Site Area: 3.38 acres  
Neighborhood: Parker Crest NA (Hidden Springs/Rosemont Summit within 500 feet)  
Comp. Plan: Low Density Residential  
Zoning: Current Clackamas County zone: FU-10  
Applicable code: CDC Chapter 105: Zone and Plan Change  
CDC Chapter 81: Boundary Changes

**PROJECT DETAILS:**

The property is in Clackamas County. The owner wants to annex to the City and rezone from County FU-10 to a City zoning designation. There is no development proposal at this time. The City of West Linn Comprehensive Plan designation for this area is "Low Density Residential" which is compatible with R-7 to R-40 zoning. With the passage of Senate Bill (SB) 1573, West Linn's voter approved annexation process is under review. Annexations must also go through Metro. Please see: <http://www.oregonmetro.gov/tools-partners/data-resource-center/annexation-and-boundary-change-information>. Annexation to the Tri-City Service District and withdrawal from the Clackamas County Enhanced Law Enforcement District is also required.

**PROCESS:**

For annexation, Boundary Changes (Community Development Code (CDC) Chapter 81 and Zone Change (CDC Chapter 105) applies. The CDC is online at <http://westlinnoregon.gov/cdc>. Metro Code Chapter 3.09 "Local Government Boundary Changes" applies: [http://www.oregonmetro.gov/sites/default/files/309\\_eff\\_071112\\_final.pdf](http://www.oregonmetro.gov/sites/default/files/309_eff_071112_final.pdf).

(The applicability of West Linn Municipal Code section 2.915 “Annexations” is also under post SB 1573 review.) Oregon Department of Revenue mapping standards (map and legal description) must be met. Additional information on the annexation procedure is available from the City of West Linn Planning Department. Despite the multiple jurisdictions involved, West Linn Planning staff will coordinate the annexation process.

No removal of trees prior to annexation.

Submit a completed application form to the Planning Department. The fee for annexation is \$15,000 plus \$1,000 per acre. (The zone change fees are included in the annexation fee.) Additional fees are required for Metro and the Tri-City Service District and are the responsibility of the applicant. The annexation process takes from 9-12 months.

No neighborhood meeting is required per CDC 99.038 since the zone change does not require a comprehensive plan amendment.

The City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a public hearing with the Planning Commission. Appeals of the Planning Commission’s decision are heard by City Council.

**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 *or provide any assurance of potential outcomes*. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. *A new pre-application conference would have to be scheduled after 18 months and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal. Typical land use applications can take 6-10 months from beginning to end.*