

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 15, 2018

SUBJECT: Application for annexation including zone assignment and subsequent partition and Class I variance to lot dimensions (for TL 1400) for property at 1480 Rosemont Rd.

FILE: PA-18-35

ATTENDEES: Applicants: Will Huffman, Ralph and Shirley Hanson
Other Attendees: Brandon Sauer, Kelli Grover, Blake Davis, Amy Murphy, Stephanie Knapick, Scott Calloway, Mark Hanson
Staff: Jennifer Arnold (Planning) Erich Lais (Engineering)

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: 1480 Rosemont Road (21E25CA tax lot 1300 and tax lot 1400)
Site Area: 0.93 acres/40,432 square feet
Neighborhood: Parker Crest (also within 500 feet of Rosemont Summit N.A.)
Comp. Plan: Low density residential (West Linn)
Zoning: Current zoning in Clackamas County
Applicable code: Community Development Code (CDC) Chapter 81: Boundary Changes
CDC Chapter 105: Amendments to the Code and Map
Municipal Code Chapter 2.915: Annexations
Metro Code Chapter 3.09 Local Boundary Changes (Expedited Decision)
See also Tri-City Service District
http://www.clackamas.us/wes/documents/tri_city_annexation_packet.pdf
CDC Chapter 85: Land Division (Partition); Chapter 48: Access, Egress and Circulation; Chapter 96: Street Improvement Construction

PROJECT DETAILS: The property is an unincorporated "island" located approximately a mile from the city limits and UGB. The applicant proposes to annex the property to the City with an R-10 zoning designation. The R-10 designation is compatible with the existing "Low Density Residential" comprehensive plan designation. Completed annexation applications go through a two-step process with City Council ("Council"). In Step 1, ("Land Use Decision") Council reviews the land use aspect of the petition based on the approval criteria of CDC Chapter 81 and 105. Step 2 involves a second public hearing where the Council considers policy issues.

The 2 lot partition proposal was discussed. The lot layout and street alignment was consistent with CDC standards. The partition application can only take place after annexation is final. Sewer and storm water utilities and facilities will require attention.

Engineering/TVFR Comments: Contact Erich Lais at elais@westlinnoregon.gov for Engineering comments and Jason Arn at jason.arn@tvfr.com for TVFR comments.

Public Concerns: Members of the public present at the pre-application conference expressed concerns of traffic on Ridge Lane once it becomes a through street. Speeding cars were mentioned to already be an issue in the neighboring subdivision which is an additional concern once Ridge Lane is improved. A comment was made by a member of the public that the proposed partition of the lower lot (tax lot 1400) would not fit the established development pattern of the area. There was expressed concern over water runoff from the newly constructed section of Ridge Lane onto the property to the South.

PROCESS: (Annexation) Submit completed application form and provide responses to approval criteria of CDC 81.040 and 81.050; and 81.055; West Linn Municipal Code 2.915 to 2.930; and Metro Code 3.09.040 and 3.09.045 (Expedited Decisions). The application should also declare the intent to withdraw from the Clackamas County Enhanced Law Enforcement District and annex to the Tri-City Service District.

Annexation to the Tri-City Service District requires responding to the submittal requirements as explained in the Water Environment Services publication. Approval by the Clackamas County Board of Commissioners is required. Contact Erik Carr, Development Review Specialist, Clackamas County - (503-742-4571) ECarr@co.clackamas.or.us.

The City of West Linn's fee for an annexation is \$15,000 plus \$1,000 for every acre up to \$20,000. This does not include any applicable election costs, County/Tri-City fees (\$895 per WES handout), Metro fee (\$250 per Metro website), Department of Revenue fees, etc. which are the responsibility of the applicant. The annexation process takes about 6-8 months.

For the zone assignment, respond to CDC 105.050 requirements. Because this a zone assignment and not a change of city zones, the requirements of Oregon Administrative Rule (OAR) 660-012-0060 including a Traffic Impact Analysis (TIA) per 105.050(D) (3) do not apply. A neighborhood meeting, per CDC 99.038, is not required for annexation; (but would be for a subdivision). Once the annexation submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a public hearing with the City Council. (The 120-day rule does not apply to legislative action.)

For the partition, the submittal requirements and approval criteria of CDC Chapter 85 apply. The subdivision has a deposit fee of \$2,800 deposit plus \$500 inspection fee. Once ready to have the final plat approved a fee of \$1,500 is required. A class I variance is required to lot dimensions to the lot area requirement (up to 5%) due to dedication of land for street improvements along Ridge Lane. The fee for a Class I variance is \$825.

Once the partition application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. Once the submittal is deemed complete, the City has 120 days to exhaust all local review. The review includes providing notice per CDC Chapter 99 and scheduling a decision by the Planning Manager. Appeals of the Planning Manager's decision are heard by City Council and subsequently by the Land Use Board of Appeals.

After 18 months with no application approved or in process, a new pre-application conference is required.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. **These notes are not minutes.** 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. **Any changes to site conditions or CDC standards between the date of this pre-app and the date of submittal of an application may require a different design or submittal.**