

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**April 3, 2024**

**SUBJECT:** Proposed Annexation of 493,658 square foot lot (11.33 acres) within the Urban Growth Boundary (Tax Lot #21E26C00901).

**FILE:** PA-25-10

**APPLICANTS PRESENT:** Hayden Wooten; Jennifer Arnold; Marc

**STAFF PRESENT:** Aaron Gudelj, Associate Planner; Jameson Lumpkin, Project Engineer

**PUBLIC PRESENT:** Kathie Halicki (President Willamette NA); Roberta Schwarz (President Savanna Oaks NA); Ed Schwarz (Treasurer Savanna Oaks NA)

*These pre-application summary notes have been prepared for the applicant to identify applicable code sections and critical issues for the proposed application and summarize the application process and fees\*. Pre-Application summary notes are based on preliminary information and may not include all considerations. Contact the assigned planner for additional information regarding the process, approval criteria, submittal requirements, questions, and clarifications. Pre-Application Conference summary notes are valid for eighteen months from the meeting date. Once a complete application is submitted, the final decision can take 6-10 months.*

**SITE INFORMATION:**

Site Address: Killarney Drive/Wisteria Road  
Tax Lot No.: 21E26C00901  
Site Area: 493,658 SF +/-  
Neighborhood: Willamette Neighborhood Association  
Comp. Plan: Low-Density Residential  
Zoning: FU10 (Clackamas County)  
Zoning Overlays: N/A

**PROJECT DESCRIPTION:**

The applicant proposes to annex an 11-acre property within the Urban Growth Boundary into West Linn. No development is proposed as part of the current proposal.

**APPLICABLE CODE SECTIONS:**

Approval standards and criteria in effect when an application is *received* will be applied to the proposed development. The following Community Development Code (CDC) Chapters apply to this proposal:

- West Linn [Municipal Code Section 2.915 – 2.940](#)
- West Linn [Community Development Code Chapter 81 – Boundary Changes](#)
- West Linn [Community Development Code Chapter 105 – Amendments to the Code and Map](#)
- West Linn [Chapter 99: Procedures for Decision Making: Quasi-Judicial](#)
- Metro [Chapter 3.09](#)

**KEY ISSUES & CONSIDERATIONS**

Staff has identified the following development issues, design considerations, or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of additional issues or considerations:

- No major concerns besides the required standard procedures for an Annexation application.

**RESPONSE TO APPLICANT QUESTIONS:**

N/A

**PUBLIC COMMENT:**

No public comment was received.

**ENGINEERING:**

The Engineering department comments are attached. For further details, contact Clark Ide at 503-722-3437 or [CIde@westlinnoregon.gov](mailto:CIde@westlinnoregon.gov).

**BUILDING:**

For building code and ADA questions, contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto:abloomfield@westlinnoregon.gov) or 503-742-6053.

**TUALATIN VALLEY FIRE & RESCUE:**

A Service Provider Permit must be provided with this application - <https://www.tvfr.com/399/Service-Provider-Permit>. Contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions.

**TREES:**

For information on the tree requirements for this proposal, contact the Mike Perkins, City Arborist at [mperkins@westlinnoregon.gov](mailto:mperkins@westlinnoregon.gov) or 503-742-4726.

**PROCESS:**

An Annexation is a City Council Decision.

**[Municipal Code 2.920](#)**

Step 1: Land Use Decision. “When an annexation application has been properly initiated pursuant to ORS [222.111](#), [222.125](#), [222.170](#), or [222.840](#), Step 1 shall include review of the land use aspect of the petition pursuant to Community Development Code Chapter 81. If the application receives Council approval through the Step 1 process, the Council shall proceed to Step 2. A determination that the application meets the land use requirements does not obligate the City to approve the annexation application.”

**[Municipal Code 2.930](#)**

Step 2: Policy Decision

- 1) Step 2 of the annexation process is a policy decision and shall follow the steps in the subsections below.
- 2) If the annexation is approved in the Step 1 process, the Planning Director shall prepare a report which includes the following information:
  - (a) General information on the property or properties, including but not limited to location, size, access to infrastructure, recommended zone, protected resource areas and infrastructure status;
  - (b) Impact on the school district, including but not limited to impacted schools, taxes, and anticipated number of additional students;
  - (c) Cost to City of infrastructure that is not funded by SDCs; and
  - (d) Tax implications for the City.

**HOW TO SUBMIT AN APPLICATION:**

Submit a complete application in a single PDF document through the [Submit a Land Use Application](#) web portal. A complete application should include:

1. A [development application](#);
2. Application materials identified in the [Development Review Checklist](#);
3. Provide completed - Clackamas County Signed - Annexation Petition (attachment 1)
4. Provide completed – Clackamas County Signed – Certification of Property Ownership form (attachment 2)
5. Provide responses to approval criteria in the following West Linn Code Sections (See Attachment 3):

- a. West Linn Municipal Code Section 2.915 – 2.930
- b. West Linn Community Development Code Chapter 81
- c. West Linn Community Development Code Chapter 105
- d. Metro Chapter 3.09

**COMPLIANCE NARRATIVE:**

Written responses supported by substantial evidence must address all applicable approval standards and criteria. Written materials must explain how and why the proposed application will meet each applicable approval criteria. “Not Applicable” is not an acceptable response to the approval criteria.

Submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in writing, that the Planning Manager waive the requirement. The applicant must identify the specific grounds for the waiver. The Planning Manager will respond with a written determination about the waiver request before applying.

**APPLICATION FEES & DEPOSITS:**

The Planning Division Fee Schedule can be found on our website: <https://westlinnoregon.gov/finance/current-fee-schedule>

- Application fee for an Annexation = \$8,000 base fee + \$1,000 per acre above 1.0 acre

Applications with deposits will be billed monthly for time and materials. Please provide the name and address of the party responsible for the final invoice in your application.

**Timelines:**

Once the application and payment are received, the City has 30 days to determine if the application is complete. If the application is incomplete, the applicant has 180 days to complete it or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the completeness determination to make a final decision on the application. Typical land use applications can take 6-10 months from beginning to end.

**\* DISCLAIMER:** *These pre-application notes have been prepared per [CDC Section 99.030.B.7](#). The information provided is an overview of the proposal considerations and requirements. Staff responses are based on limited material presented at the pre-application conference. New issues and requirements can emerge as the application is developed. Failure to provide information does not constitute a waiver of the applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied. These notes do not constitute an endorsement of the proposed application or assure project approval.*

Attachment 1: Annexation Petition form

Attachment 2: Certification of Property Ownership form (Clackamas County Signed)

Attachment 3: Annexation Narrative Template (attached to email)

Attachment 4: Tri-City Annexation Application weblink

<https://dochub.clackamas.us/documents/drupal/41abe357-8c04-4bc9-9e16-7f098bac5396>



CITY OF  
**West  
Linn**

## Pre-app Comments

**Project Number: PA-25-10  
Proposed Annexation of 11-  
acrea lot**

### Engineering Contact:

Jameson Lumpkin  
jlumpkin@westlinnoregon.gov  
Telephone: (503) 722-4739

**Project Description:** Proposed 11-acre annexation

**Pre-application meeting date:** April 3, 2025

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the annexation. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

### TRANSPORTATION

#### Minimum Requirements:

- Killarney Drive
  - Killarney Drive is classified as a Neighborhood Route
  - Killarney Drive has approx. 26 feet of ROW along the frontage of the proposed lot.
- Wisteria Road
  - Wisteria Road is classified as a Local roadway.
  - Approx 60 feet of ROW
  - Wisteria Road connection is in the West Linn Transportation System Plan. This connection would be addressed during the development of this lot.

### SANITARY SEWER

#### Minimum Required Improvement:

- Sanitary Sewer capacity/requirements would be addressed during the development of this lot.

### DOMESTIC WATER

#### Minimum Required Improvement:

- Domestic Water capacity/requirements would be addressed during the development of this lot.

### SURFACE WATER (STORM SEWER)

#### Minimum Required Improvement:

- Surface Water capacity/requirements would be addressed during the development of this lot.

**Attachment 1: Annexation Petition Form**



**Attachment 2: Certification of Property Ownership Form**

**CITY OF WEST LINN**

**CERTIFICATION OF PROPERTY OWNERSHIP**

I hereby certify that the attached petition for annexation of the territory described herein to the City of West Linn contains the names of the owners\* of a majority of the land area of the territory to be annexed, as shown on the last available complete assessment roll.

NAME\_\_\_\_\_

TITLE\_\_\_\_\_

DEPARTMENT\_\_\_\_\_

CLACKAMAS COUNTY ASSESSOR'S OFFICE

DATE\_\_\_\_\_

\* "Owner" means the owner of the title to real property or the contract purchaser of real property.

\* \* \* \* \*

**CERTIFICATION OF REGISTERED VOTERS**

I hereby certify that the attached petition for annexation of territory described herein to the City of West Linn contains the names of at least a majority of the electors registered in the territory to be annexed.

NAME\_\_\_\_\_

TITLE\_\_\_\_\_

DEPARTMENT\_\_\_\_\_

CLACKAMAS COUNTY ASSESSOR'S OFFICE

DATE\_\_\_\_\_

CITY OF WEST LINN

CERTIFICATION OF LEGAL DESCRIPTION AND MAP

I hereby certify that the description of the property included within the attached petition (located on Assessor's Map\_\_\_\_\_ ) has been checked by me and it is a true and exact description of the property under consideration, and the description corresponds to the attached map indicating the property under consideration.

NAME\_\_\_\_\_

TITLE\_\_\_\_\_

DEPARTMENT\_\_\_\_\_

CLACKAMAS COUNTY ASSESSOR'S OFFICE

DATE\_\_\_\_\_



**Attachment 3: Annexation Narrative Template**

**Attached to email sent on 4.16.2025.**

**Please contact Aaron Gudelj (503) 742.6057 [agudelj@westlinnoregon.gov](mailto:agudelj@westlinnoregon.gov) if there are any questions.**

**Attachment 4:** Tri-City Annexation Application weblink

<https://dochub.clackamas.us/documents/drupal/41abe357-8c04-4bc9-9e16-7f098bac5396>