

## **PRE-APPLICATION CONFERENCE NOTES**

**Project Name:** 16370 Royal Lane Annexation

**Pre-Application Conference Date:** January 14, 2021

**Applicant Name:** Frank Walker

**Owner Name:** Julie K. Walker

**Site Address:** 16370 Royal Lane

**Staff:** Shelley Denison, Mike Walker, Kelly O’Neill Jr., Thomas Fisher

### **FIRE DISTRICT REVIEW**

If annexation is approved, future development shall meet the requirements of the Sandy Fire District for fire apparatus access and fire protection water supplies.

Contact Gary Boyles, District No. 72 Fire Marshal, with questions: 503-668-8093,  
fmboyles.sandyfire@gmail.com

### **PLANNING DEPARTMENT REVIEW**

**Sandy Development Code:** 17.12 Procedures for Decision Making; 17.18 Processing Applications; 17.22 Notices; 17.44 General Commercial (C-2); 17.60 Flood & Slope Hazard Overlay District; 17.78 Annexation

***Caveat:** This analysis includes a review of those code sections staff believes are relevant to the proposal based on preliminary information. This review is not intended to be a comprehensive analysis nor shall this review nullify code requirements that are determined necessary during land use review.*

### **Planning Comments**

- This qualifies as a Type A Annexation: Annexation in conformance with conceptual zoning designation of C-2 with FSH overlay.
- Properties shall not be considered for annexation for a minimum of ten (10) years if any tree removal listed in 17.78.25(A) has occurred.
- An application to annex property into the city shall meet the following criteria:
  - 1. The application demonstrates how the property will be served by adequate public facilities and services, including sanitary sewer, domestic water (there is a water line at the west boundary of the site, and a sewer line 1000 feet north of site), transportation, internet and parks. Public facilities and services must be provided in a manner consistent with the City’s adopted public facility plans, comprehensive plan, transportation system plan, parks and trails master plan, and any applicable area plan or master plan. The application must demonstrate how the public facilities and services will be provided to the property in an orderly, efficient, and timely manner. NOTE: If annexation is requested prior to the extension of Bell Street and 362nd Drive then the public, the Planning Commission, and ultimately the City Council might find that the annexation is not timely as streets are not installed to adequately provide access to the subject site.
  - 2. The application demonstrates how impacts to existing City public facilities and services (sewer, water, stormwater, and transportation) from development of the property will be mitigated, if necessary. Mitigation may include construction of on-site or off-site improvements or improvements to existing infrastructure to City standards and specifications. The application must demonstrate adequate funding for the mitigation. If the financing requires City funds, the funding must be approved by the City Council prior to annexation. The City may rely on the standards and criteria of SMC Chapter 17.84 (Improvements Required with Development) and

other relevant standards and criteria in the comprehensive plan or development code to analyze an applicant’s proposed mitigation of impacts. In order to ensure adequate public facilities and services will exist to serve property annexed to the City, an applicant may be required to enter into an agreement with the City that governs the extent and timing of infrastructure improvements.

- 3. The application demonstrates that the annexation and proposed zoning is consistent with the Transportation Planning Rule (TPR) or explains that the TPR analysis is not required. NOTE: Since this property was already in the UGB prior to the UGB expansion in 2017, TPR analysis is not required.
- 4. The annexation is in the best interest of the City. Generally, the annexation is in the best interest of the city if it meets one or more of the following criteria:
  - a. A needed solution for existing problems, resulting from insufficient sanitation, water service, or other urban service related problems; or
  - b. Land for development to meet urban needs and that meets a logical growth pattern of the city and encourages orderly growth; or
  - c. Needed routes for utility and transportation networks.

**Projected Application Type and Fees (fees subject to change):**

Type	Fee
Type IV Annexation (Type A)	\$2,194

**Projected Processing Steps:**

- Submittal Requirements, 2 hard copies and 1 digital copy (Section 17.90.100) submitted with the application. During completeness check staff will determine if additional hard copies are necessary. Submit the following:
  - Land use application
  - Applicable fees
  - Project narrative detailing compliance with applicable code criteria **including what C-2 zoning would allow and support in relation to utilities.**
    - **Also include 2011 TSP analysis.**
  - Written consent form to the annexation signed by the owners of all land to be annexed.
  - A legal description certified by a registered surveyor or engineer.
  - A list of property owners within one thousand (1,000) feet of the subject property and two sets of mailing labels. A title company can provide the list of property owners.
  - Vicinity map showing the area to be annexed including adjacent city territory.
  - Site Plan drawn to scale indicating:
    - The location of existing structures (if any);
    - The location of streets, sewer, water, electric and other utilities, on or adjacent to the property to be annexed;
    - Approximate or surveyed location of areas subject to regulation under Chapter 17.60, Flood and Slope Hazard (FSH) Overlay District, including, but not limited to, wetland boundaries, streams, top of bank, buffers, areas of 25 percent or greater slope, restricted development areas, and the FSH analysis area. If the applicant wants to avoid an additional zone map modification request at time of development, then these areas will need to be surveyed at the time of annexation application submittal.
  - Narrative Statement explaining the proposal and addressing:

- 1. Availability, capacity and status of existing water, sewer, drainage, transportation, fire, and park facilities;
  - 2. Additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand;
  - 3. Ability to adhere to adopted City plans including, but not limited to, the Transportation System Plan, Parks and Trails Master Plan, Comprehensive Plan, and Specific Area Plans; this analysis may be deferred if the applicant enters into an annexation agreement as provided in Section 17.78.50(B); and,
  - 4. Method and source of financing required to provide additional facilities, if any.
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- Staff review for completeness (30 days max.). If determined incomplete then the applicant submits additional information as required, staff then reviews for completeness again. If the application is deemed complete, then the application is typically processed within 120 days; however, since this is an annexation with a comprehensive plan amendment the 120 rule is not applicable.
  - Approval. If the annexation is approved by the City Council, then the annexation is effective 30 days after the second reading of the ordinance and confirmation of the annexation by the Oregon Department of Revenue. If approved, the ordinance is the land use decision.
  - Denial. If the annexation is denied, then you can file an appeal to LUBA per their requirements. An appeal cannot be filed until the final order is issued.