

Chapter 16.205 ANNEXATIONS

16.205.000 Statement of Purpose.

The City of North Plains finds annexation is the first step to converting future urbanizable lands to urban land within the North Plains Urban Growth Boundary and as such, it is an important part of the process of providing timely and orderly urban development. The City also recognizes that development of lands at urban densities must include the consideration of the provision of adequate levels of required urban services and infrastructure such as police, fire, sanitary sewer, water, roads, storm water disposal. Policies and procedures adopted in this Chapter are intended to carry out the purposes of the North Plains Comprehensive Plan and ensure that annexation of lands to the City is done timely and orderly and consistent with the Charter which requires that, unless otherwise mandated by State law, all annexation proposals must be approved by a majority vote of the City's citizens before the annexation becomes effective.

16.205.005 Conditions for Annexation.

The following conditions must be met prior to or concurrent with City processing of any annexation request:

- A. The subject site must be located within the North Plains Urban Growth Boundary.
- B. The subject site must be contiguous to the existing City limits.

16.205.010 Criteria

The following criteria shall apply to all annexation requests:

- A. The proposed use for the site complies with the North Plains Comprehensive Plan and ~~with the designation(s) thereon~~ Comprehensive Plan Map. If a re-designation of the plan map is requested concurrent with annexation, the uses allowed under the proposed designation must comply with the Comprehensive Plan.
- B. An adequate level of urban services and infrastructure must be available or made available in a specified time period determined by Council. An adequate level of urban services is defined as:
 - 1. Municipal sanitary sewer, storm drainage and water service meeting the requirements enumerated in the Comprehensive Plan for provision of those services.

2. Rights of way with adequate design capacity for the proposed use and projected future uses.
 3. Where construction of improvements necessary for delivery of the urban services identified in subsection (1) above or the rights-of-way identified in subsection (2) above are not thought to be immediately necessary, the applicant shall note the methods that are proposed to be used for providing and/or financing those services/improvements including ~~but not limited to~~ dedication of right-of-way, granting waiver(s) of remonstrance against possible future local improvement districts created or other approaches/devices to pay for improvement costs.
- C. Findings documenting the availability of police, fire, parks, school facilities and all related services shall be made allowing for conclusive findings either for or against the proposed annexation. The adequacy of each of these services shall be considered in relation to each annexation proposal.
 - D. The burden of providing evidence supporting the findings for Section 16.205.070 A-C is upon the applicant.

Improvements for needed infrastructure may be secured by a funding mechanism that will place the primary economic burden on the territory proposed for annexation and not on the City of North Plains generally.

16.205.015 Application Filing, Publication and Posting Deadlines.

Annexation elections can be scheduled on any election date set by law. An application deadline is established to permit public hearings by both the Planning Commission and City Council so as to allow for meeting the election date. Application, publication, and posting deadlines for annexations are as follows:

- A. Applications for annexation shall be filed with the City before the close of business on the 145th day prior to the date on which the election is scheduled.
- B. Notice of public hearing shall be published once each week for two successive weeks prior to the day of hearing before the legislative body, in a newspaper of general circulation in the city, and shall be posted in three public places in the city for a like period.
- C. Notice of Measure Election shall be published in a newspaper of general circulation as required by State Law. In addition, a map depicting the property proposed to be annexed shall be published in the County Voters' Pamphlet along with an unbiased Explanatory Statement.
- D. The City shall cause the property proposed to be annexed to be posted with a minimum of one sign not ~~greater~~smaller than six square feet in size. The sign

shall provide notice of the annexation election, a map of the subject property and other relevant information regarding the proposed annexation.

E. The decision to set the annexation for an election shall be at the discretion of the City Council and shall be approved by resolution.

E.F. All costs associated with placing the matter on the ballot shall be paid by the applicant or owner of the property proposed to be annexed.

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16.205.020 Application Requirements

A. Applications for annexation shall be made on forms provided by the City and include, at a minimum, the following material:

1. Written consent to the annexation signed by the affected property owners.
2. Legal description of the property to be annexed and a boundary survey certified by a registered engineer or surveyor licensed in the State of Oregon.
3. Vicinity map and map of the area to be annexed including adjacent City territory.
4. General land use plan indicating types and intensities of proposed development, transportation corridors, watercourses, significant natural features, and adjoining development.
5. Payment of annexation fees, as the same are set by Council resolution.

B. In addition to the information and fees required under subsection (A) above, an applicant shall also be required to provide the following information:

1. A statement of the overall development concept and methods by which the physical site, surrounding area and community will be affected as well as proposed actions designed to mitigate negative effects from the development, if any.
2. A statement addressing the availability, capacity and status of existing water, sanitary sewer, drainage, transportation, park and school facilities as determined and an analysis as to the anticipated increased demand for said facilities generated by the proposed development.
3. A statement analyzing anticipated additional facilities required to meet the increased demand and proposed phasing of such facilities in accordance with projected demand.

- 4. A statement setting out proposed method(s) and source(s) of financing required to provide the additional facilities identified in the analysis described in subsection (3) above.
- 5. A narrative demonstrating the need for the urban development proposed for the annexation area analyzing the following:
 - a. Availability within the City of undeveloped land designated for proposed urban development.
 - b. Analysis of immediate, short-term (1 to 5 years) demand for proposed urban development.
 - c. Probable phasing of proposed urban development consistent with projected demand for period in which the annexation area is expected to develop.

e:
C. Applicant shall provide public information and a forum for gathering public comments.

a. Provide .pdf electronic versions of application materials which can be posted on standard webpage to be maintained by the City.

i. The applicant shall revise materials if requested by the City in writing.

ii. Website shall provide a comment form which will become part of the public record.

1. The comment form entries will be forwarded electronically and automatically to the City at a designated email address, without review or editing by any person.

2. Comments must be submitted with the name and address of the creator

3. The comment creator should receive an electronic copy of their comment form entry

4. The applicant shall receive unedited copies of the comment form at an email address designated by the applicant.

b. Conduct a minimum of 3 public information meetings:

i. One within 30 days of submitting an application to the City.

ii. One prior to the hearing with the City Council

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iii. One prior to the election on the annexation.

c. Provide a factual information brochure to be distributed to the public.

i. The City shall review, edit and approve the content of the brochure.

1. Brochures must include

a. a map of the area

b. annexation website address

c. An estimated timeline for the annexation review process

d. An outline of the process for submitting comments to the Planning Commission and City Council.

ii. A minimum of 1,000 copies must be presented after approval by the City, which will be mailed with water bills at least once prior to the Planning Commission Hearing.

iii. Additional copies of the brochure shall be provided by the applicant in minimum increments of 100 as needed for distribution at City Hall and North Plains Public Library, until the completion of the City Council hearing.

16.205.025 Acceptance of Application; Staff Evaluation.

- A. The City Planner shall review the application in accordance with Sections 16.205.005-16.205.020 to ensure that the application complies with the conditions and criteria set out therein, is complete and that all appropriate fees have been paid.
- B. After accepting a complete application, the City Planner shall prepare a report evaluating the proposal's compliance with the Review Criteria set out in Section 16.205.030 and provide his/her recommendation thereon to the Planning Commission and schedule a hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with the Application Review section of this chapter.

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16.205.030 Review Criteria.

Annexation shall be reviewed to assure consistency with the purposes of this Chapter, the Comprehensive Plan and other applicable policies and standards adopted by either the City and the State. In addition, a finding shall be made that the City is capable of providing services to the subject property(ies) commensurate with the needs of existing property(ies) and any proposed increases.

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16.205.035 Action By The Planning Commission.

The Planning Commission shall conduct a public hearing consistent with the Application Review section of this chapter to evaluate the proposed annexation and determine the appropriate zoning classification that should apply upon annexation of the territory. The Planning Commission shall conduct its hearing at the next available meeting that complies with the notice requirements of Section 16.205.015.

Following the close of the public hearing, the Planning Commission shall designate the development district(s) that will apply to the area proposed to be annexed and forward that recommendation to the City Council. The Commission's recommendation shall include Findings of Fact and Conclusions of Law specifying how the proposal has or has not complied with the Application Requirements and Review Criteria. The Planning Commission shall specify such consideration as in its findings and conclusions of law.

16.205.040 Annexation Declaration.

The City Council shall by ordinance declare annexation only after determining that all requirements of the Oregon Revised Statutes have been met, all requirements of this ordinance have been met, all applicable fees have been paid, and the annexation request has been approved by a majority of those voting.

16.205.045 Health Hazard Annexation.

The City Council shall annex those areas constituting a health hazard in accordance with Oregon Revised Statutes, taking into consideration the ability of the City to provide necessary services. Annexation of areas constituting a health hazard is not subject to voter approval.

16.205.050 Island Annexation.

The City shall not allow islands or enclaves of unincorporated territory surrounded by or within the city limits.

16.205.055 Coordination.

All annexation requests shall be coordinated with affected public and private agencies, including, but not limited to:

- ~~Washington County~~
- ~~Portland General Electric~~
- ~~Northwest Natural Gas~~
- [Clean Water Services](#)
- [Joint Water Commission](#)
- [City of North Plains, Public Works Department](#)
- ~~Hillsboro School District~~
- ~~Washington County Fire District No. 2~~
- and, where appropriate, state agencies.

Coordination shall be made by referral of annexation request to all appropriate entities sufficiently in advance of proposed final City action to allow for review by those entities and incorporation of their recommendation(s) into the City's records.

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16.205.060 Effective Date of District Designation.

The decision of the City regarding establishment of the district designation shall become effective upon expiration of the appeal period unless an appeal has been filed in accordance with the Application Review section of this chapter.

16.205.065 Action by City Council.

- A. The recommendations of the Planning Commission on an annexation proposal will be set for a public hearing before the City Council pursuant to the Application Review section of this chapter. The Council shall review the Planning Commission's recommendation(s) on all annexation proposals prior to said proposal(s) being referred for a vote of the electors. The Council shall only refer those annexation proposals where the proposal complies with the criteria established Section 16.205.010.
- B. The decision of the City Council regarding referral of the proposed annexation measure for election shall be supported by written Findings of Fact and Conclusions of Law including a Finding that the proposed annexation is in the best interests of the City and its residents considering the timing of and extent to which municipal services and infrastructure can be provided.

