

## **CHAPTER 2.6 ANNEXATIONS**

### **Section 2.6.10 - BACKGROUND**

The process of land annexation allows for the orderly expansion of the City and adequate provision for public facilities and services. The City Charter requires voter approval of an annexation unless an annexation is mandated by State law. For example, health hazard annexations are mandated by State law and do not require voter approval.

### **Section 2.6.20 - PURPOSES**

Procedures and review criteria for proposed annexations are established for the following purposes:

- a. Maximize citizen involvement in the annexation review process;
- b. Establish a methodology to evaluate need, serviceability, and the economic, environmental, and related social effects of proposed annexations;
- c. Provide adequate public information and sufficient time for public review before an annexation election;
- d. Ensure adequate time for City staff review; and
- e. Allow for simultaneous review of multiple annexation proposals.

### **Section 2.6.30 - PROCEDURES**

An application filed for annexation shall be reviewed in accordance with the following procedures.

#### **2.6.30.01 - Determination of Annexation Type**

The Director shall determine whether an application is for a Minor or Major Annexation as follows:

- a. **Minor Annexation** - Intended to address situations where properties are proposed for annexation and, by virtue of their size and development potential, have negligible impacts on surrounding properties and neighborhoods, and on the community as a whole. These annexations are typically proposed to gain access to public services (e.g., sanitary sewer and water facilities) before actual health hazards are declared; to incorporate infill sites into the City; and/or to allow a limited level of urban development to occur on existing parcels. Minor Annexation provisions are not intended to provide for "piecemeal" annexations whereby a property owner within the County partitions a small piece of land specifically to be classified as a Minor

Annexation, and then continues to partition small sites and propose multiple Minor Annexations.

An annexation shall be considered Minor if all of the following conditions exist:

1. No more than one parcel is involved;
2. For residential annexations, the parcel is capable of providing not more than 10 dwelling units (at maximum allowed density per gross acre). For commercial and industrial annexations, the parcel is no greater than 1 acre; and
3. City services are contiguous to the parcel.

When addressing the “public need” criterion of section 2.6.30.06.a and the “advantages versus disadvantages” criterion of section 2.6.30.06.b, a Minor Annexation proposal need not provide the same level of detail as a Major Annexation proposal (see sections 2.6.30.06 and 2.6.30.07 for specifics). All other submittal requirements and review criteria, however, are applicable.

- b. Major Annexation** - An annexation shall be considered Major if it does not meet all three conditions for a Minor Annexation as outlined above.

### **2.6.30.02 - Application Filing Deadlines**

Annexation elections are scheduled for May and November of each year. Application filing deadlines for Minor and Major Annexations must be filed with the Community Development Department before 5:00 p.m. on the last working day in September for a ballot election in May, and on the last working day in March for a ballot election in November.

### **2.6.30.03 - Application Requirements**

When the Director deems any requirement below unnecessary for the proper evaluation of a proposed application, it may be waived.

**Prior to formal submittal of an application, the applicant is encouraged to participate in an informal pre-application conference with Community Development Department staff to discuss the proposal, the applicant’s requirements, and the applicant’s materials developed in response to the applicable Code requirements.**

Applications for annexation shall be made on forms provided by the Director and shall be accompanied by the following:

- a.** Signed consent of the owner(s) or the owners’ legal representatives of the subject property(ies) to dispense with an election of the area to be annexed

as provided by State law. Because health hazard annexations do not involve an election, signed consent to the annexation by the property owner(s) or the owners' legal representatives shall suffice;

- b. Fifteen copies of the narrative, on 8.5- by 11-in. sheets, and 15 copies of graphics at an 8.5- by 11-in. size. The Director may request additional copies of the narrative and/or graphics for routing purposes, if needed. Related names/numbers must be legible on the graphics. The Director may also require some or all graphics at an 11- by 17-in. size if, for legibility purposes, such a size would be helpful;
- c. Six sets of full-scaled black line or blueprint drawings of the graphic(s), with sheet size not to exceed 24- by 36-in. Where necessary, an overall plan with additional detail sheets may be submitted;
- d. An electronic version of these documents (both text and graphics, as applicable) if an applicant has produced part or all of an application in an electronic format. The applicant shall coordinate with the City regarding compatible electronic formats, to the greatest extent practicable;
- e. Boundary survey of the property to be annexed, certified by a registered surveyor; and a legal description of the property to be annexed that includes the road or street right-of-way adjacent to the property. Copies of the legal description shall be provided in both written and electronic format; and
- f. If the annexation proposal includes areas planned for open space, general community use, or public or semi-public ownerships, the annexation request shall be accompanied by a Comprehensive Plan Map amendment request (as outlined in section 2.6.30.06.d and in accordance with Chapter 2.1 - Comprehensive Plan Amendment Procedures).
- g. **Graphic Requirements**

Graphics shall include the following information where applicable:

1. Legible vicinity map of the area to be annexed that shows adjacent City and County territory at least 300 ft. beyond the boundaries of the annexation site for Minor Annexations, and at least 1,200 ft. beyond the boundaries of the site for Major Annexations. The map shall include features such as existing streets and parcel boundaries, existing structures, major drainageways, riparian areas, and any other information that, in the Director's opinion, would assist in providing a context for the proposed annexation. The map shall be 8.5- by 11-in. in size for Minor Annexations, and both 8.5- by 11-in. and 24- by 36-in. in size for Major Annexations. The Director may also require maps for Major Annexations to be an 11- by 17-in. size, and/or may require an area greater than 1,200 ft. beyond the site if such maps would be helpful;

2. Zoning map (typically 1 in. = 400 ft., but up to 1 in. = 800 ft., depending on the size of the site) with a key that identifies each zone on the site and within 1,000 ft. of the site as per City format;
3. Comprehensive Plan Map (typically 1 in. = 800 ft.) with a key that identifies each land use designation on the site and within 1,000 ft. of the site as per City format;
4. Existing land use map (typically a topographic map that extends at least 1,000 ft. beyond the site). The map shall include building footprints and distinguish between single-family, multi-family, commercial, and industrial uses, as well as other significant features such as roads, drainageways, riparian areas, parks, and schools;
5. One set of assessor's maps of the area to be annexed, with the annexation area outlined in red;
6. General land use plan that illustrates the following, at a minimum, in sufficient detail to apply the review criteria (section 2.6.30.06):
  - (a) Proposed land use zones and densities;
  - (b) Transportation corridors and functional classifications of streets within and surrounding the annexation area;
  - (c) Site utilities within and surrounding the annexation area;
  - (d) Watercourses, floodplains, riparian areas, and wetland determinations;
  - (e) Significant vegetation (refer to Chapter 4.2 - Landscaping, Buffering, Screening, Natural Resource Protection, and Lighting for guidance on how to inventory significant natural features);
  - (f) Topographic contours at 2-ft. intervals for slopes with a grade under 20 percent and at 5-ft. intervals for slopes with a grade at or greater than 20 percent; and
  - (g) Information on land areas within at least 300 ft. of the subject property, indicating the relationship of the annexation area to adjacent land uses. The Director may require an applicant's general land use plan to include information on lands in excess of 300 ft. from an annexation site (e.g., as in cases where an adjacent property is large and a view of the whole parcel would be helpful). The general land use plan shall identify land uses, lot lines, existing buildings, driveways, transportation connections, utilities, and significant natural features.

Illustrative cross-sections of streets shall also be provided. An aerial photo may be used as the base for the general land use plan. Ortho photos are available at City Hall.

7. Significant natural features map(s) and a preservation plan that together identify significant natural features of the site and proposed methods of preservation, including but not limited to:
  - (a) Watercourses, floodplains, wetlands, and riparian areas. The map shall indicate boundaries, acreages, and names, where applicable. Where watercourses are involved, the map shall also show the top of existing banks and channel depth, and indicate the boundaries of any riparian areas and required drainageway dedications. Calculations used to determine the width of the drainageway dedications shall be provided, as well as cross-sections (at 50-ft. intervals) to support the calculations. The cross-sections shall show a width encompassing the watercourse and at least 20 ft. on either side of the top of banks (refer to Chapter 4.5 - Flood Control and Drainageway Provisions for additional guidance).
  - (b) Significant natural vegetation (refer to Chapter 4.2 - Landscaping, Buffering, Screening, Natural Resource Protection, and Lighting for guidance). The map shall indicate species, canopies, and diameters at breast height for trees. In cases where a site contains large groves of significant vegetation that result in a single large canopy, the map may indicate the outer perimeter of the canopy of each grove, and state the species and ranges of tree diameters at breast height for each species within the grove.
  - (c) Plants, plant communities, and fish and wildlife habitat found on the site that are listed as threatened or endangered with the National Marine Fisheries Service or the U.S. Fish and Wildlife Service, as well as significant native vegetation as defined in the Oregon National Heritage Plan (1998), which may include certain woodlands, grasslands, wetlands, riparian vegetation, and plant species.
  - (d) Archaeological sites recorded by the State Historic Preservation Office (SHPO).
8. The applicant may provide a more detailed plan and may consolidate the annexation proposal with other applications such as a tentative subdivision plat. However, a Detailed Development Plan is not required at the annexation phase. If the applicant chooses to consolidate land use applications, all of the submittal requirements as stated in other chapters of this Code shall be met.

## **h. Narrative Requirements**

A written statement shall include the following information:

1. Statement of availability, capacity, and status of existing water, sewer, storm drainage, transportation, park, and school facilities; and franchise utilities. The franchise utility companies shall provide a written statement confirming the ability to serve the site. The applicant shall obtain information from the affected service and utility providers using GIS base maps where available;
2. Statement of increased demand for the facilities that will be generated by the proposed annexation. The applicant shall refer to the criteria of the City's facility master plans (available via the City Engineer) to determine the methodology used to estimate public facility demands. Information related to an actual development proposal may be included for informational purposes. At minimum, the demand calculations associated with the full range of development potential (min. to max.) under proposed land uses designations shall be addressed in the analysis;
3. Statement of additional facilities required to meet the increased demand and phasing of such facilities in accordance with projected demand. The applicant shall review adopted public facility plans, master plans, and capital improvement programs, and state whether additional facilities are planned or scheduled for the annexation area. Information related to an actual development proposal may be included for informational purposes. At minimum, the demand calculations associated with the full range of development potential (min. to max.) under the proposed land uses designations shall be addressed in the analysis;
4. Traffic impact study, if required by the City Engineer. The City Engineer shall define the scope of the traffic impact study based on established procedures. Information related to an actual development proposal may be included for informational purposes. At minimum, the traffic calculations associated with the full range of development potential (min. to max.) under the proposed land uses designations shall be addressed in the analysis;
5. Statement outlining the method and source of financing required to provide additional facilities;
6. A discussion demonstrating public need for the annexation. To provide consistency in reviewing annexations, the applicant shall use the information sources and methodology described in section 2.6.30.07; and

7. Comprehensive narrative of potential positive and negative effects of the proposed annexation related to the following:
  - (a) Issues of need, serviceability, economics, environmental, and related social effects of the proposed annexation on the community as a whole;
  - (b) Issues of need, serviceability, economics, environmental, and related social effects of the proposed annexation on the comprehensive neighborhood of which the annexation will become a part; and
  - (c) Proposed actions to mitigate negative effects.

The information provided by the applicant shall be used to assist in weighing the advantages and disadvantages of the proposed annexation. The information shall address all aspects of the review criteria (section 2.6.30.06), and the advantages and disadvantages shall be discussed in terms of those listed in the review criteria and further detailed in section 2.6.30.07.

#### **2.6.30.04 - Acceptance of Application**

- a. The Director shall review the application in accordance with Chapter 2.0 - Public Hearings.
- b. After accepting a complete application, the Director shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Chapter 2.0 - Public Hearings.
- c. Any revisions to an accepted application that result in the need for an additional public notice to be mailed shall be regarded as a new application. Such new application shall require additional filing fees and rescheduling of the required public hearing.

#### **2.6.30.05 - Staff Evaluation**

The Director shall prepare a report that evaluates whether the annexation proposal includes adequate information for the hearing authority to determine the proposal's compliance with the review criteria in section 2.6.30.06. The report will include a recommendation to the Planning Commission and City Council stating whether the annexation includes adequate information for the electorate to make an informed decision.

The Planning Commission and City Council shall determine whether the annexation proposal complies with the review criteria and whether the annexation request should be referred to the electorate.

### **2.6.30.06 - Review Criteria**

Requests for annexations shall be reviewed to ensure consistency with the purposes of this chapter, applicable policies of the Comprehensive Plan (particularly Article 14), and other applicable policies and standards adopted by the City Council and State of Oregon.

Annexations can only be referred to the voters when the proposed annexation site is within the City's Urban Growth Boundary (UGB), and where the following findings are made (criteria highlighted in bold type):

#### **a. The applicant has demonstrated a public need for the annexation**

1. Factors to be considered in evaluating public need for Minor Annexations shall include, but are not limited to:
  - (a) Reason for the annexation;
  - (b) Health issues;
  - (c) Adequate demonstration that the annexation provides for the logical urbanization of land;
  - (d) Whether the site can be served with public facilities; and
  - (e) Discussion of the applicable livability indicators and benchmarks as specified in section 2.6.30.07.c.

Minor Annexation proposals need not include the calculations relative to a 5-year supply of serviceable land that are required below for Major Annexations.

2. Factors to be considered in evaluating public need for Major Annexations shall include, but are not limited to:
  - (a) The five-year supply of serviceable land of the annexation's land use category (single-family, multi-family, commercial, or industrial). Annexations of land designated as Public Institutional, Open Space-Conservation, or Open Space-Agriculture on the Comprehensive Plan Map are exempt from this criteria;
  - (b) Availability of sufficient land of this type (single-family, multi-family, commercial, or industrial) to ensure choices in the market place. Annexations of land designated as Public Institutional, Open Space-Conservation, or Open Space-Agriculture on the Comprehensive Plan Map are exempt from this criteria; and

- (c) Compliance with adopted community-wide livability indicators and benchmarks relative to Major Annexations, as identified in section 2.6.30.07.c.

The City shall provide annually updated Citywide data for the applicant to use in calculating supply and demand for the major land use categories (single-family residential, multi-family residential, commercial and industrial). Residential land supply and demand data shall be calculated using housing units. Commercial and industrial land supply and demand data shall be calculated using acres.

The required data sources and methodologies for use in determining land supply and demand for Major Annexations, and the requirements for addressing community-wide benchmarks, are outlined below in section 2.6.30.07.

- b. **The annexation provides more advantages to the community than disadvantages.** To provide guidance to applicants, examples of topics to address for the “advantages versus disadvantages” discussion are highlighted in section 2.6.30.07.

- 1. Minor Annexation proposals shall include a general discussion regarding:
  - (a) Advantages and disadvantages of the annexation (e.g., a health hazard situation or existence of significant natural features); and
  - (b) Applicable livability indicators and benchmarks identified in section 2.6.30.07.c.
- 2. Major Annexation proposals shall include a discussion of advantages and disadvantages in terms of the methodologies outlined in section 2.6.30.07. Applicants are required to document the methodologies and criteria used. The Director will review the applicants’ arguments, but will not conduct independent research to verify or justify them.

- c. **The site is capable of being served by urban services and facilities required with development. The developer is required to provide urban services and facilities to and through the site.** At minimum, both Minor and Major Annexations shall include consideration of the following:

- 1. Sanitary sewer facilities consistent with the City’s Sanitary Sewer Master Plan and Chapter 4.0 - Improvements Required with Development;
- 2. Water facilities consistent with the City’s Water Master Plan, Chapter 4.0, and fire flow and hydrant placement;

3. Storm drainage facilities and drainageway corridors consistent with the City's Stormwater Master Plan and chapters 4.0 and 4.5;
  4. Transportation facilities consistent with the City's Transportation Plan and Chapter 4.0; and
  5. Park facilities consistent with the City's Parks Master Plan.
- d. If the annexation proposal includes areas planned for open space, general community use, or public or semi-public ownerships, the annexation request shall be accompanied by a Comprehensive Plan Map amendment as outlined below:**
1. Areas planned for open spaces or future general community use, including planned parks, preserves, and general drainageway corridors, shall be redesignated on the Comprehensive Plan Map as Open Space-Conservation.
  2. Existing, proposed, or planned areas of public or semi-public ownership, such as Oregon State University facilities or lands, school sites, City reservoirs, and portions of the Corvallis Municipal Airport, shall be redesignated on the Comprehensive Plan Map as Public Institutional.

Such required Comprehensive Plan Map amendments shall be filed by the applicant concurrent with the annexation request, in accordance with Chapter 2.1 - Comprehensive Plan Amendment Procedures.

- e. The application shall demonstrate compatibility in the following areas, as applicable:**
1. Basic site design (e.g., the organization of uses on a site and the uses' relationships to neighboring properties);
  2. Visual elements (scale, structural design and form, materials, etc.);
  3. Noise attenuation;
  4. Odors and emissions;
  5. Lighting;
  6. Signage;
  7. Landscaping for buffering and screening;
  8. Transportation facilities;

9. Traffic and offsite parking impacts;
10. Utility infrastructure;
11. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);
12. Consistency with the applicable development standards, including the applicable pedestrian oriented design standards;
13. Preservation and/or protection of significant natural features and wildlife habitat, consistent with the Comprehensive Plan; and
14. To the maximum extent practicable, grading (cuts and fills) shall be minimized, streets shall be designed along contours, and structures shall be designed to fit the topography of the site.

**2.6.30.07 - Methodologies for Some of the Review Criteria in Section 2.6.30.06**

All of the provisions within this section are required for Major Annexation proposals except for proposals or portions of proposals that include land with Comprehensive Plan designations of Public Institutional, Open Space-Conservation, or Open Space-Agriculture. Lands with these map designations are exempt from the provisions within “a” and “b” below. Minor Annexation proposals are subject only to the provisions within “c” below.

**a. Determining 5-Year Supply of Serviceable Land**

“Serviceable land” is land within the City limits capable of being served by public facilities.

When calculating a 5-year supply of serviceable land, applicants shall refer to and follow Council Policy #???, called “?????????????”, as amended from time to time. This Policy outlines the accepted methodology and will result in more uniform application submittals. **Note: These question marks will be removed and filled in with the appropriate language following the Council’s development and adoption of this Council Policy.**

**b. Providing information on land availability to ensure choices in the market place**

Comprehensive Plan Policy 14.3.6 states that “factors to be considered in evaluating public need for annexation may include...the availability of sufficient land of this type to ensure choices in the market place.” Minor Annexation applications are not required to include information on market choice. However, Major Annexation applications shall provide this information. Appropriate and encouraged market choice topics include, but are not limited to:

1. Information regarding a housing/jobs balance;
2. Housing rental rates and prices;
3. Vacancy rates; and
4. A comparison of housing costs related to incomes, land prices, and land availability.

The City does not independently review and verify documentation of this nature. Therefore, an applicant's market choice arguments shall be developed by a recognized professional in the field. Additionally, the applicant shall identify the methodologies used and the sources of information.

The Director will summarize the applicant's arguments and methodologies in the staff report provided to the hearing authority, and identify them as the applicant's arguments. The hearing authority shall determine the validity of the arguments based on the information provided by the applicant and on public comments during the public hearing process. The hearing authority shall also determine to what extent these arguments affect the criteria in section 2.6.30.06.b.

- c. **Providing information on community-wide livability indicators and determining compliance with adopted community-wide benchmarks.**  
The City has just begun the process of identifying livability indicators to ultimately assist in the development of community-wide benchmarks. Additionally, many of the community-wide livability indicators are not applicable to annexation proposals.

Table 2.6-1 provides interim direction to applicants in addressing livability indicator and benchmark criteria. As the community further develops these livability indicators and benchmarks, this section of the Code shall be updated accordingly.

**Table 2.6 - 1  
Community-Wide Livability Indicators and Benchmarks for Annexation Proposals**

The livability indicators and benchmarks in the following table are intended to be balanced and identified as advantages and disadvantages relative to an annexation proposal. Compliance with all benchmarks is not required. However, when balanced and viewed in aggregate, the decision-makers need to find that the advantages to the community outweigh the disadvantages.

The number of applicable livability indicators and benchmarks varies, depending on the Comprehensive Plan Map designation(s) of the property involved in the annexation request, as well as whether the annexation is categorized as a Minor Annexation or a Major Annexation.

**For those livability indicators and benchmarks that require distance measurements from an amenity to a proposed annexation site, measurements shall be taken from the average point within the annexation site.**

<p><b>Note: The following livability indicators and benchmarks have been placed into the categories of the City's 2020 Vision Statement. As this categorization is a first attempt based upon the actual wording in the Vision Statement, there may need to be some "re-categorization," based upon input from citizens and the Council during the public hearing process for this Code Update.</b></p>					
LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
<p><b>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Where People Live"</b></p>					
<p><b>Annexation Density</b></p>	<p>Average density of proposed annexation relative to the average density of land within the City that is developed and of the same type (single-family or multi-family).</p>	<p>Meet or exceed the average density of land within the City, developed, and of the same type as the proposed annexation (single-family or multi-family). Note: Information regarding existing density within the City may be obtained from the City's annual Land Development Information Report.</p>	Residential <sup>1</sup>		Applies
			Commercial/Industrial <sup>2</sup>		
			Open Space <sup>3</sup>		
			Public Inst.		

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex <sup>h</sup>	Major Annex <sup>h</sup>
<b>Rural Development Potential</b>	Type of County development that could occur if property not annexed (depends on County land use policies in effect at time of proposed annexation).	Development on land within the Urban Growth Boundary is done in a fashion that does not preclude urban-level development on the subject site and/or on adjacent properties within the UGB.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies
<b>Adjacency to City</b>	Percentage of the perimeter of the annexation site that is enclosed within the City limits.	It is considered an advantage if $\geq 50$ percent of the perimeter of an annexation site is enclosed within the City limits.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies
<b>Development Plans</b>	Concurrent processing of Detailed Development Plan and/or Tentative Subdivision Plat with annexation request.	It is not considered a disadvantage and may be considered an advantage if an annexation request is processed concurrently with a Detailed Development Plan and/or Tentative Subdivision Plat, even though such land use decisions may be changed after annexation.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
Distance to Bicycle and Pedestrian Access	Distance to bike lanes Distance to sidewalk. Distance to multi-use path.	0.5-mile to bike lane. 0.25-mile to sidewalk. 0.5-mile to multi-use path.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies
Connectivity & Extension of Bicycle and Pedestrian Facilities	It is considered an advantage if improvements proposed as part of the annexation request would connect to and extend existing bicycle and pedestrian facilities.	Connection to existing pedestrian facilities and extension of them by at least 350 ft.; or connection to existing pedestrian facilities and filling a "gap" between existing pedestrian facilities of at least 100 ft.. Connection to existing bicycle facilities and extension of them by at least 350 ft.; or connection to existing bicycle facilities and filling a "gap" between existing bicycle facilities of at least 100 ft.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies
Planned Public Transportation Improvements	Type and extent of public transportation improvements (street, bicycle, pedestrian) that are listed in City master plans and would occur with urban-level development of annexation site.	It is considered an advantage if installed public transportation improvements (street, bicycle, pedestrian) are listed in City master plans and would enable other sites within the Urban Growth Boundary to ultimately develop.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
Distance to Shopping	Distance from neighborhood shopping opportunities (both existing and planned).	Annexation site is within 0.5-mile of neighborhood shopping opportunities (existing or planned). More advantage associated with shorter distances from existing (as opposed to planned) shopping opportunities and/or location within 0.5-mile from existing shopping opportunities.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies
Affordable Housing	It is considered an advantage if more than 50 percent of the proposed residential housing units are classified as "affordable housing" using the definition in Chapter 1.6 of the Code.	To be developed as part of a future Code Update phase.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies
<i>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Economic Vitality"</i>					
Employment/ Housing	Balance of jobs and housing.	To be developed following completion of regional studies.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
Economic Diversification	It is considered an advantage if the annexation request supports diversity in type, scale, and location of professional, industrial, and commercial activities to maintain a low unemployment rate and to promote diversification of the local economy.	To be developed as part of a future Code Update phase.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies
<i>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Protecting our Environment"</i>					
Natural Features	Acres and percentage of annexation site with significant natural features. (It is considered an advantage if significant natural features are protected through annexation. For example, incorporation of heavily treed hillside might be better protected within the City.)	To be developed as part of a future Code Update. Will address new Comprehensive Plan policies regarding significant natural features.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies	Applies
Distance to Transit	Distance from an existing transit line and/or bus stop.	Annexation site is within 0.5-mile of an existing transit line and/or bus stop.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies	Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
<b>Distance to Major Street</b>	Distance to nearest collector and/or arterial street(s) that would serve the proposed annexation site and is fully improved to City standards or improved to City standards with regard to bicycle and pedestrian facilities.	Distance to nearest collector and/or arterial street(s) that would serve the proposed annexation site is $\leq$ 0.25-mile and is either fully improved to City standards or is improved to City standards with regard to bicycle and pedestrian facilities.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies Applies Applies
<b>Intersection Load</b>	Levels of service for intersections of arterial and/or collector streets (as determined by the City's Traffic Engineer) within a 1-mile radius of the site.	Levels of service for intersections of arterial and/or collector streets affected by the proposal (as determined by the City's Traffic Engineer), generally within a 1-mile radius of the site, will be a level of service "D" or better following urban level development of the annexation site.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies Applies Applies
<b>Truck Traffic Routes</b>	Determination of truck traffic route(s).	Truck traffic associated with urban level development of the proposed annexation will not result in primary travel routes on local (or local connector) streets through residential neighborhoods.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.		Applies Applies Applies Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
<i>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Education and Human Services."</i>					
<b>Local School Capacity/Travel Distance</b>	Student enrollment, capacity, and average class size of public schools to serve the annexation site.  Distance to public elementary school.	Public schools that would serve the annexation site are not overcrowded. Corvallis School District goals for average class sizes may vary among grades.*  0.5-mile to public elementary school  *Note: School District policies (re: boundaries-closest schools or additional schools), factor into potential redefinition of school boundaries.	Residential <sup>1</sup>  Commercial/Industrial <sup>2</sup>  Open Space <sup>3</sup>  Public Inst.	Applies	Applies
<b>Police Response Time</b>	Number of police officers per 1,000 persons residing within City limits.	At least 1.2 officers per 1,000 persons residing within City limits.	Residential <sup>1</sup>  Commercial/Industrial <sup>2</sup>  Open Space <sup>3</sup>  Public Inst.	Applies	Applies
<b>Distance from Fire Station</b>	Distance from an existing fire station.	All buildable portions of the annexation site are within 1.5 miles of a fire station with an engine company.	Residential <sup>1</sup>  Commercial/Industrial <sup>2</sup>  Open Space <sup>3</sup>  Public Inst.	Applies	Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
<b>Public Improvements</b>	Type and extent of public improvements developed to City standards and urban-level development (e.g., clustered housing, etc.) existing on the proposed annexation site.	Annexation of partially developed land within the Urban Growth Boundary (UGB) that already contains some public improvements developed to City standards, and urban-level development on part of the site, is considered more advantageous to the City than annexation of undeveloped land.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies
<b>Distance to Sewer and Water</b>	Distance to adequately sized public sanitary sewer and water lines needed to serve the site.	Sanitary sewer and water facilities are proximate to the annexation site.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies
<b>Planned Public Utilities</b>	Types and extent of public utility improvements (sanitary sewer, water, storm drainage) that are listed in City master plans and would occur with urban-level development of the annexation site.	It is considered an advantage if the installation of public utilities (sanitary sewer, water, storm drainage) listed in City master plans would enable other sites within the UGB to ultimately develop.	Residential <sup>1</sup> Commercial/ Industrial <sup>2</sup> Open Space <sup>3</sup> Public Inst.	Applies Applies Applies Applies	Applies Applies Applies Applies

LIVABILITY INDICATORS	DESCRIPTION OF LIVABILITY INDICATORS	BENCHMARKS	LAND USE DESIGNATION	Minor Annex'n	Major Annex'n
<b><i>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Cultural Enrichment and Recreation"</i></b>					
<b>Distance to Parks</b>	Distance from an existing public park.	Annexation site is within 0.5-mile of an existing public park.	Residential <sup>1</sup>	Applies	Applies
			Commercial/Industrial <sup>2</sup>		
			Open Space <sup>3</sup>		
			Public Inst.		Applies
<b><i>Livability indicators and benchmarks relating to the Corvallis Vision 2020 Statement category of "Central City"</i></b>					
<b>Distance to Downtown</b>	Distance of the annexation from the Central Business Zone intersection of SW Third Street and SW Monroe Avenue.	It is considered an advantage if an annexation site is within 3.8 miles from the intersection of SW Third Street and SW Monroe Avenue, within the boundaries of the Central Business Zone.	Residential <sup>1</sup>	Applies	Applies
			Commercial/Industrial <sup>2</sup>	Applies	Applies
			Open Space <sup>3</sup>		
			Public Inst.	Applies	Applies

1. Includes lands with a Comprehensive Plan Map designation of Low, Medium, Medium High, or High Density Residential, Mixed Use Residential, or Intensive Development Sector (IDS listed in both "residential" and "commercial/industrial")
2. Includes lands with a Comprehensive Plan Map designation of Mixed Use Commercial, Professional Office, Central Business Zone, Limited Industrial, Limited Industrial-Office, Mixed Use Employment, General Industrial, Intensive Industrial, Mixed Use Transitional, Research Technology, or Intensive Development Sector (IDS listed in both "residential" and "commercial/industrial")
3. Includes lands with a Comprehensive Plan Map designation of Open Space-Conservation and Open Space-Agriculture

#### **2.6.30.08 - Action by the Planning Commission**

The Planning Commission shall conduct a public hearing in accordance with Chapter 2.0 - Public Hearings to evaluate the proposed annexation and to determine its appropriate zoning designation upon annexation.

Following the close of the public hearing, the Planning Commission shall establish the appropriate zone(s) upon annexation and forward its recommendation concerning the annexation to the City Council.

#### **2.6.30.09 - Notice of Disposition**

The Director shall provide the applicant with a notice of disposition in accordance with Chapter 2.0 - Public Hearings, that includes a written statement of the Planning Commission's decision regarding the zoning designation, a reference to findings leading to it, and the appeal period deadline. The notice of disposition shall also include the Planning Commission's recommendation to the City Council regarding the annexation. The notice of disposition shall also be mailed to persons who presented oral or written testimony at the public hearing.

#### **2.6.30.10 - Appeals**

The decision of the Planning Commission may be appealed in accordance with Chapter 2.19 - Appeals.

#### **2.6.30.11 - Effective Date of Zoning Designation**

Unless an appeal has been filed, the decision of the Planning Commission regarding establishment of the zoning designation shall become effective 12 days after the notice of disposition is signed.

If the annexation is not forwarded to the voters by the City Council, or the electorate does not approve the annexation, then the newly established zoning designation shall become null and void.

#### **2.6.30.12 - Action by the City Council**

Upon receipt of the Planning Commission's recommendation, the proposed annexation shall be set for a public hearing before the City Council in accordance with Chapter 2.0 - Public Hearings. The Council shall review all proposals in time to comply with County or State deadlines for submitting measures to the voters in May or November. The Council shall set an annexation for election only when it finds that the annexation is consistent with the review criteria in section 2.6.30.06.

*Note: The City Council's decision to submit an annexation to the electorate is the last discretionary decision in the process. Certifying the election after votes are counted is not a discretionary decision.*

### **2.6.30.13 - Public Information**

Public information for each annexation scheduled for an election shall be reviewed by the Council and published in a newspaper of general circulation in the City at least 10 days before the election, and coordinated with the date that the ballots are mailed. The information shall include a summary of the key components and positive and negative effects of the annexation that the Council used in deciding to place the annexation request on the ballot. The information shall also state that staff reports are available from the Planning Division.

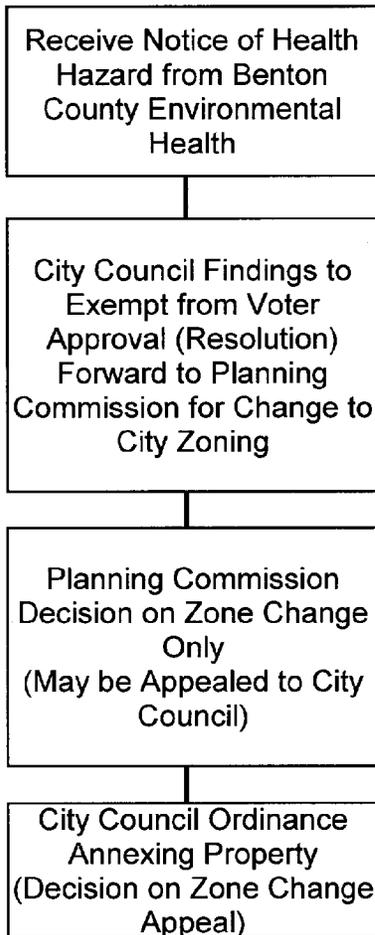
### **Section 2.6.40 - EXCEPTIONS**

The City Council may authorize an exception to the requirements of this chapter involving filing fees and deadlines, and application requirements. An exception to these provisions shall require a favorable vote of the Council. Unless required by State law, the City Council shall not provide an exception to the requirement of voter approval.

# Table 2.6 - 2 Annexations

Flow of Decisions

## Health Hazard Annexations



## Annexation Requested by Owner

