

MEMORANDUM

TO: Mayor and City Council

FROM: Leni Crow, Associate Planner

SUBJECT: FIRST VOTE ON AN ORDINANCE ANNEXING A PORTION
LOT 4 OF DOUBLE H ESTATES INTO THE CITY OF
COTTAGE GROVE (MAP/TL: 20-03-31-00-02200) (A 1-24)

DATE: August 20, 2024

Background

Double H Investment Group, LLC is the owner of the unaddressed 7.12ac parcel located at Map / Tax Lot: 20-03-31-00-02200, which is partially located within the Cottage Grove Urban Growth Boundary. Double H Investment Group, LLC has applied for an expedited annexation of the eastern portion of land in the above referenced parcel that is located within the Urban Growth Boundary (approximately 17,831sqft). The purpose of this annexation is to further develop the property under City of Cottage Grove jurisdiction. The annexed area will be added to Parcel 1 of Partition Plat No. P2019-P2897, annexed in 2023, via property line adjustment or master plan / subdivision application, to allow for larger lots in the future residential subdivision.

The map and legal description of the area being annexed are attached as Exhibit A and B respectively to the ordinance. The expedited process is being used pursuant to Section 18.04.050 of the Cottage Grove Municipal Code.

Notification. Public Notice was sent August 12, 2024 to property owners within 300 feet of the subject property, any affected special district and any local organization that requested notification of proposed annexation. They had fourteen (14) days to provide comments in writing or request a public hearing in writing. The deadline for receipt of requests was the end of the business day on Monday, August 26, 2024. At the time this memo was created no written comments or requests for Public Hearings have been received.

Criteria. Section 18.04.040 A-D provides that the decision to approve an annexation shall be based on the findings of fact with respect to each of the criteria and standards in this section which are also included as Section 4 of the Ordinance. They are:

- A. *The property is within the City's urban growth boundary.* The area to be annexed is located in the City's Urban Growth Boundary. This criterion is met as proposed.
- B. *The property is contiguous to current city limits.* The area to be annexed abuts City limits on the eastern boundary (Map/Tax Lot 20-03-32-00-00504) of the subject property. This criterion is met as proposed.

- C. *Unless the proposed annexation area is surrounded by the city, the majority of property owners and electors within the proposed annexation area have consented in writing to the annexation for a standard procedure with a public hearing; or all property owners and at least fifty percent of electors within the annexation area have consented in writing to the annexation for an expedited procedure without a public hearing as per ORS [222.125](#) or [222.170](#). The proposed annexation area is not surrounded by the City, however, the property owner of the subject parcel that has applied for annexation has consented in writing to the annexation for an expedited procedure without a public hearing as per ORS [222.125](#) or [222.170](#). This criterion is met.*
- D. *Adequate services and infrastructure exist or can be provided at the proposed annexation site as per the applicable comprehensive plan designation. These services and infrastructure include: provision of water, sewage service, storm drainage, and streets. The subject property can be served by City water, sewer, and storm sewer, and is accessed via Halderman Rd (Lane County jurisdiction) and Ibsen Ave, which is categorized as a local road. Ibsen Ave is accessed by collectors W. Harrison Ave and Blue Sky Dr. This criterion is met.*

The annexation is in compliance with Section 18.04.040 A-D.

Recommendation

That City Council hold the first vote on the attached draft Ordinance. The Ordinance was prepared and has been available for at least one week prior to this meeting. This Ordinance could be adopted at one meeting and staff recommends approval.

Cost

None

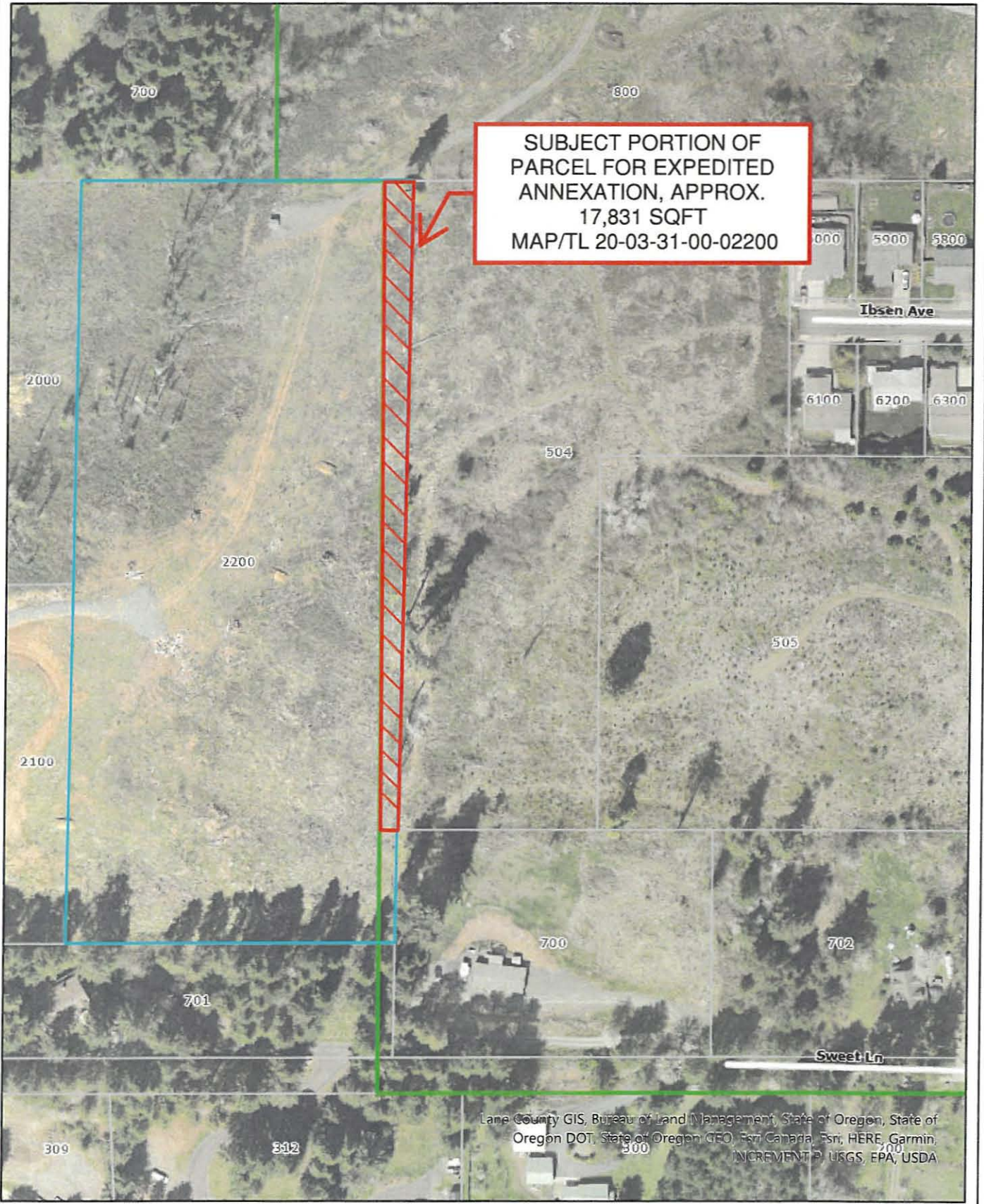


Mike Sauerwein, City Manager



Leni Crow, Associate Planner

EXHIBIT A



SUBJECT PORTION OF
PARCEL FOR EXPEDITED
ANNEXATION, APPROX.
17,831 SQFT
MAP/TL 20-03-31-00-02200

Lane County GIS, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri, Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

The information on this map was derived from digital databases on the Lane County regional geographic information system. Care was taken in the creation of this map, but is provided "as is". Lane County cannot accept any responsibility for errors, omissions or positional accuracy in the digital data or the underlying records. Current plan designation, zoning, etc., for specific parcels should be confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.

N
NOT TO SCALE


 A 1-24 EXPEDITED ANNEXATION
MAP/TL: 20-03-31-00-02200

EXHIBIT B

Property to be annexed to the City of Cottage Grove, Oregon.

A portion of Lot 4, Double H Estates as platted on Document No. 2022-016839, Lane County Oregon Official Records being more particularly described as follows:

Beginning at the northeast corner of said Lot 4 being referenced by a 5/8 inch rebar with cap inscribed "PLS 2552" that bears South 00°43'40" West 0.10 feet from the true corner; run thence South 00°43'40" West along the east line of Lot 4, a distance of 720.36 feet; thence South 89°49'03" West 19.49 feet; thence North 00°06'36" West 720.26 feet to the north line of said Lot 4; thence North 89°46'10" East, along said north line, a distance of 30.02 feet to the point of beginning, containing approximately 17,831 square feet.

Bearings based on Double H Estates recorded on County Survey File No. 45683.

ORDINANCE NO. ____

ORDINANCE ANNEXING A PORTION OF
LOT 4 OF DOUBLE H ESTATES, MAP/TL: 20-03-31-00-02200 (A 1-24)
INTO THE CITY OF COTTAGE GROVE

WHEREAS, Double H Investment Group, LLC is the owner of the unaddressed 7.12 acre parcel located at Map / Tax Lot 20-03-31-00-02200; and

WHEREAS, the portion (approximately 17,831sqft) of the subject property that is to be annexed is within the Cottage Grove Urban Growth Boundary and immediately adjacent to the City of Cottage Grove city limits; and

WHEREAS, Double H Investment Group, LLC has applied for annexation of this portion of Lot 4 of Double H Estates (Map / Tax Lot 20-03-31-00-02200), into the City of Cottage Grove city limits, in order to develop the property under City of Cottage Grove jurisdiction; and

WHEREAS, the annexation is in compliance with the standards and criteria listed in Section 18.04.040 of the Cottage Grove Municipal Code.

THE CITY OF COTTAGE GROVE ORDAINS AS FOLLOWS:

Section 1. Purpose. The purpose of this ordinance is to annex approximately 17,831sqft of the eastern side of the unaddressed parcel located at Map / Tax Lot 20-03-31-00-02200, located in Cottage Grove, OR 97424 into the City of Cottage Grove which is shown on the map in Exhibit A and described in Exhibit B both which are attached to and forming part of this Ordinance.

Section 2. Owner Initiation. The property owner initiated the application to annex this portion of the unaddressed parcel (Map/TL: 20-03-31-00-02200) using the expedited procedure in Section 18.04.050 of the Cottage Grove Municipal Code.

Section 3. Expedited Procedure. This amendment is in compliance with Section 18.04.050 which provided written notification to the property owners in the annexation area, property owners within 300 feet, any special district, and any neighborhood groups of the proposed annexation. The notice was mailed on Monday, August 12th, 2024 and provided for a fourteen-day comment period for the submittal of written comments or written request for a public hearing. The comment period ended at 5:00pm on August 26, 2024, with no comments received.

Section 4. Criteria, Standards & Conditions. Section 18.04.040 A-D of the Cottage Grove Municipal Code provides that the decision to approve an annexation shall be based on the findings of fact with respect to each of the criteria and standards below:

A. *The property is within the City's urban growth boundary.* The area to be annexed is located in the City's Urban Growth Boundary. This criterion is met as proposed.

- B. *The property is contiguous to current city limits. The area to be annexed abuts City limits on the eastern boundary (Map/TL: 20-03-32-00-00504) of the subject property. This criterion is met as proposed.*
- C. *Unless the proposed annexation area is surrounded by the city, the majority of property owners and electors within the proposed annexation area have consented in writing to the annexation for a standard procedure with a public hearing; or all property owners and at least fifty percent of electors within the annexation area have consented in writing to the annexation for an expedited procedure without a public hearing as per ORS 222.125 or 222.170. The proposed annexation area is not surrounded by the City, however, the property owner of the subject parcel that has applied for annexation has consented in writing to the annexation for an expedited procedure without a public hearing as per ORS [222.125](#) or [222.170](#). This criterion is met.*
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Section 5. Annexation.

1. The territory shown on the map in Exhibit A and as described on Exhibit B, both attached hereto and incorporated herein by this reference, is hereby declared annexed to the City of Cottage Grove, without withdrawal from any special district.
2. This Ordinance shall take effect 30 days after final passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 26th
DAY OF AUGUST, 2024.

Candace Solesbee, Mayor

Dated: _____

ATTEST:

Mindy Roberts, City Recorder

Dated: _____

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