

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
March 21, 2013

SUBJECT: Conditional Use Permit and Class I Design Review for space for after school teen center and church activity center, at 22220 Salamo Road.

ATTENDEES: Applicants: Dale Gibson, Chris Yarco (Willamette Christian Church)
Staff: Tom Soppe (Planning Department), Khoi Le (Engineering Division)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

The site is a space in the Cascade Summit Shopping Center, formerly used for retail. The space is already being used as an after school teen drop-in center and a church activity center by the applicant under a Temporary Use approval. To allow these to be permanent uses here a Conditional Use approval must be acquired as community centers and religious institutions are both conditional uses in the GC zone. Design Review approval is always required with Conditional Use approval per Community Development Code (CDC) Section 60.070(B). Since there are no exterior changes or additions planned, Class I Design Review is appropriate rather than Class II.

Conditional Use criteria, in Section 60.070, mainly involve whether the use is appropriate for the community and whether the site is appropriate for the proposed use. Since there are no exterior changes or additions proposed, Class I Design Review criteria will only be focused on utility provision and the potential for noise. The former is covered by 55.090(B) which is a required criterion for any Class I Design Review. Per 55.090(A)(3) staff can require responses to additional criteria from 55.100 that are not otherwise required for a Class I Design Review, if they are specifically appropriate to the project. 55.100(D) covers noise issues and is thereby required by staff to be responded to under the provisions of 55.090(A)(3). Only 55.100(D)(3) and (4) deal with non-residential projects such as this so only they are required.



Process

Conditional Use and Class I Design Review approvals are required. This will be a Planning Commission decision due to the required Conditional Use approval.

A neighborhood meeting is required for this application, since it involves a Conditional Use request. The site is in the Savanna Oaks neighborhood but within 500 feet of the Parker Crest neighborhood. A neighborhood meeting is required with Savanna Oaks (Parker Crest must still at least be contacted) and is encouraged with Parker Crest. Contact Ed Schwarz, President of the Savanna Oaks Neighborhood Association, at (503) 723-5015 or SavannaOaksNA@westlinnoregon.gov, and Bill Relyea, President of the Parker Crest Neighborhood Association, at 503-636-1292 or ParkerCrestNA@westlinnoregon.gov. Follow the provisions of 99.038 precisely, including regarding what needs to be submitted with the application regarding the meeting and meeting notice. The applicant is required to provide the neighborhood association with conceptual plans and other material at least 10 days prior to the meeting.

Follow 60.060 and 55.070 strictly and completely regarding submittal requirements (including plans, maps, etc.) that should accompany the narrative and the application form. Submittal requirements may be waived but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Director and must identify the specific grounds for that waiver. The waiver may or may not be granted by the Planning Director.

The criteria of 60.070, 55.090(B), and 55.100(D)(3-4) shall be responded to individually in a narrative. The criteria from Section 55.100 listed in 55.090(A)(1-2) do not apply to this project. N/A is not an acceptable response to the approval criteria. Prepare the application and submit to the Planning Department with deposit fees and signed application form.

Prepare the application and submit to the Planning Department with a signed application form and deposit fees. The deposit for Conditional Use Permit is \$4,500, plus a \$200 fee for eventual final inspection. The fee for Class I Design Review is \$2,100. Therefore the initial payment at time of submittal will be \$6,800.

PLEASE NOTE that the deposits are initial deposits, and staff time is charged against the deposit account. It is common for there to be more staff time spent on development applications than deposits cover, and therefore additional billing may be likely to occur.

Once the submittal is deemed complete, the staff will schedule a hearing with the Planning Commission. Staff will send out public notice of the Planning Commission hearing at least 20 days before it occurs. The Planning Commission's decision may be appealed to City Council by the applicant or anyone with standing.

The CDC is online at <http://westlinnoregon.gov/planning/community-development-code-cdc>.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Thus, there is no “shelf life” for pre-apps.