

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT <i>Tom Soppe</i>	PROJECT NO(S). <i>MISC-12-12</i>	
NON-REFUNDABLE FEE(S) <i>0</i>	REFUNDABLE DEPOSIT(S) <i>0</i>	TOTAL <i>0</i>

Type of Review (Please check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Historic Review | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal and Review (AP)* | <input type="checkbox"/> Legislative Plan or Change | <input checked="" type="checkbox"/> Temporary Uses * <i>(one year)</i> |
| <input type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Lot Line Adjustment (LLA)*/** | <input type="checkbox"/> Time Extension * |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Minor Partition (MIP)(Preliminary Plat or Plan) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Easement Vacation | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Tualatin River Greenway |
| <input type="checkbox"/> Extraterritorial Ext. of Utilities | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Water Resource Area Protection/Wetland(WAP) |
| <input type="checkbox"/> Final Plat or Plan (FP) | <input type="checkbox"/> Pre-Application Conference (PA)*/** | <input type="checkbox"/> Willamette River Greenway |
| <input type="checkbox"/> Flood Management Area | <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Hillside Protection & Erosion Control | | |

Home Occupation, Pre-Application, Sidewalk Use, Sign Review Permit, and Temporary Sign Permit applications require different or additional application forms, available on the City website or at City Hall.

Site Location/Address: <i>22220 Salamo Road</i> <i>West Linn, OR 97068</i>	Assessor's Map No.: <i>21E 26D</i>
	Tax Lot(s): <i>0900</i>
	Total Land Area: <i>6.2 Acres</i>

Brief Description of Proposal: *After-school, no school and early release day youth center for the general public. Space for church related activities; particularly for youth on Sunday. and*

Applicant Name: <i>Willamette Christian Church</i> <small>(please print)</small> Address: <i>3153 Brandywine Dr</i> City State Zip: <i>West Linn, OR 97068</i>	Phone: <i>503-656-2328</i> Email: <i>rhonda@willamettechurch.com</i>
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Owner Name (required): <small>(please print)</small> Address: City State Zip:	Phone: Email:
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Consultant Name: <small>(please print)</small> Address: City State Zip:	Phone: Email:
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- All application fees are non-refundable (excluding deposit). **Any overruns to deposit will result in additional billing.**
- The owner/applicant or their representative should be present at all public hearings.
- A denial or approval may be reversed on appeal. No permit will be in effect until the appeal period has expired.
- Three (3) complete hard-copy sets (single sided) of application materials must be submitted with this application.**
One (1) complete set of digital application materials must also be submitted on CD in PDF format.
If large sets of plans are required in application please submit only two sets.

* No CD required / ** Only one copy needed

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Community Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

<i>[Signature]</i>	<i>DALE R GIBSON</i>	<i>6/29/12</i>		
Applicant's signature	<i>Business manager</i>	Date	Owner's signature (required)	Date

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RECEIVED
 7/2

DEVELOPMENT REVIEW APPLICATION

For Office Use Only

STATUS	PROJECT No(s)
NON-REFUNDABLE FEES	REFUNDABLE DEPOSIT

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Site Location/Address:

22220 Salamo Road
 West Linn, OR 97068

Assessor's Map No.: 21E 26D

Tax Lot(s): 1900

Total Land Area: 6.2 acres

Brief Description of Proposal: After-school, no school and early release day youth center for the general public. Space for church related activities; particularly for youth on Sunday, and

Applicant Name: Willamette Christian Church
(please print)

Phone: 503-656-2328

Address: 3153 Brandywine Dr

Email: rhonda@willamettechurch.com

City State Zip: West Linn, OR 97068

Owner Name (required): ROIC Cascade Summit, LLC
(please print)

Phone: 858-677-0900

Address: 8905 Towne Centre Drive, Suite 108

Email: rschoebel@roireit.net

City State Zip: San Diego, CA 92122

Consultant Name:
(please print)

Phone:

Address:

Email:

City State Zip:

- All application fees are non-refundable (excluding deposit). Any overruns to deposit will result in additional billing.
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[Signature]
 Applicant's signature

[Signature]
 Date

[Signature]
 Owner's signature (required)

6/29/12
 Date

Richard K. Schoebel
 Chief Operating Officer



June 29, 2012

Tom,

I recently learned that a Temporary Use Permit or a Conditional Use Permit is usually required to be completed before the Building Permits are issued. I would like to ask that you accept this submission for a Temporary Use Permit and allow the issuance of the Building Permit for the proposed space before this permitting process is complete. This will allow us to begin construction, continue the Temporary Use Approval process and be ready to open when school starts in September.

The project will not be deemed complete until the Temporary Use Permit is approved.

Thank you for your help in making this community youth space a reality.

Rhonda Johnson
Willamette Christian Church
Operations Manager
rhonda@willamettechurch.com
503-656-2328 (office)



Date: June 29, 2012

To: Tom Soppe
Associate Planner

From: Rhonda Johnson
Willamette Christian Church
Operations Manager

Subject: Temporary Use Permit to allow use of Cascade Summit Shopping Center space for a community center for youth

Here is the information I believe you require for the Temporary Use Permit. Please let me know if you need any other information.

Background

Willamette Christian Church was looking for some temporary space to host its Sunday Middle School program while we define building growth plans. At this same time, we met with representatives from the City of West Linn, ROIC leasing company, businesses of The Cascade Summit shopping center, West Linn/Wilsonville School District and the community to discuss providing a space for middle school aged youth to hang out. The intent was to provide a safe and welcoming space where the youth would want to spend time. We also wanted to redirect the kids out of the parking lots with the cars and away from the store fronts where people are trying to enter the current businesses.

Results of Meetings

All parties were excited to have a space in West Linn created for the youth. As you will see from the attached documentation, ROIC is in full support of the space to be used for this purpose. The City representatives have also expressed their support as is shown by the agreement from Chris Jordan to waive the required planning application fees. City council members, the West Linn/Wilsonville School District, Cascade Summit and surrounding businesses and community members have also expressed their support.

Temporary Use Request

Our desire is to confirm that there is continuing support from the community, businesses, and City of West Linn as this center moves forward. Also, as Willamette Christian Church continues to evaluate growth plans our intent is to create space for youth on the current church property. For these reasons we are applying for a Temporary Use Permit at this time. If we find continued support for the center and the timing of church growth deems it necessary, we have every expectation that we will apply for permanent approval through the Conditional Use process.



Building Requirements

Upgrades to the space are required to comply with building code requirements for the proposed use. We plan to add two ADA compliant restrooms, men's and women's. We also recognize the noise teenagers can make and plan to soundproof the wall between this space and the neighboring space. We want to partner with the businesses and community to make this a space that works for the youth but also for The Cascade Summit area and businesses.

Parking Requirements

There is no need for additional parking since the middle school youth do not drive. If they do get a ride from their parents they probably don't want them coming in with them; so the parents won't be parking. We anticipate most youth will walk to the center from either home or school.

Normal Hours of Operation

Community:

Normal school days from after school until 6:00pm

No-school days and early release days potentially from 11:00am to 6:00pm

Willamette Christian Church Programs:

Possible midweek use from 6:00pm-10:00pm

Sunday possible use between the hours of 9:00am – 9:00pm

Number of Youth

For Community Programs we expect anywhere between 20 – 50 youth

For Willamette Christian Church youth programs we expect up to 100 youth

Food

Snacks will be available, possibly via vending machines or donations/purchased from local merchants. We will not be preparing food on site.

Attachments:

Space usage pages from ROIC lease agreement

Letter describing usage for **The Summit**

City of West Linn fee waiver letter

Fixed Minimum Rent Increases:

The fixed minimum rent shall be increased as follows:

Lease Years	Monthly Rent	Annual Rent	Per Sq. Ft./Year
<u>1</u>	<u>\$6,343.75</u>	<u>\$76,125.00</u>	<u>\$25.00</u>
<u>2</u>	<u>\$6,534.06</u>	<u>\$78,408.75</u>	<u>\$25.75</u>
<u>3</u>	<u>\$6,730.08</u>	<u>\$80,761.01</u>	<u>\$26.52</u>

CAM, Taxes and Insurance Commencement Date:

Ninety (90) days after Tenant opens for business to the public, but in no event more than 150 days after Lease Commencement date.

Percentage Rent Rate:

None.

Breakpoint For Percentage Rent:

N/A

Permitted Uses:

The primary use of the Premises is for church related services, studies, activities and gatherings, particularly related to middle school age children and youth. A secondary proposed use of the Premises is for after-school, no school and early release day youth center activities for the general public. Tenant may sell items to the visitors of the Premises as long as the retail sale of any item does not become the primary use of the Premises. In no event shall Tenant operate for the primary purpose of an entertainment or recreational facility, which includes without limitation a theatre, gym, fitness center or gaming establishment.

Number of Days for Completion of Tenant's Work:

Security Deposit:

\$7,972.83

Advanced Rental:

Tenant shall pay upon execution of this Lease a sum of Seven Thousand Nine Hundred Seventy-Two and 83/100 Dollars (\$7,972.83) which represents its first month's Rent, Common Area Maintenance, Insurance, and Property Taxes.

Guarantor:

None

Hours of Operation:

Broker's Name, Company and Address:

None.

Broker's Commission:

N/A

Tenant Improvement Allowance:

Landlord shall provide Tenant a construction allowance for leasehold improvements (excluding furniture, fixtures and other personal property) which shall not exceed Five



5. Copies of all change orders as required and a list of any material change orders contemplated or under negotiations as of the date of such request for disbursement.
6. Copies of all licenses, permits and approvals.
7. Tenant has delivered to Landlord "as built" plans for Tenant's Work.

3. Amount of Disbursements. Provided Landlord receives from Tenant and approves the above-referenced items, Landlord shall release **within forty-five (45) days** the requested funds to Tenant, but only to the extent that the cumulative amount of the current disbursement and all previous disbursements do not exceed the full amount of the Advance.

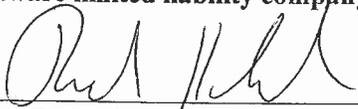
4. Repayment of Advance. In the event of any default by Tenant with respect to any of its obligations under the Lease **during the initial Lease Term** and if Tenant fails to cure such default within the cure period provided for in the Lease, Tenant shall have the obligations to repay the entire amount of the Advance within five (5) days of Landlord's written demand therefore. Landlord may make such demand by delivering notice of such demand to Tenant any time after the occurrence of any such default by Tenant under the Lease and Tenant's failure to cure such default within the cure period provided in the Lease. In the event Tenant fails to immediately pay the entire amount, Landlord may exercise all of its rights under the lease.

5. Waiver. Tenant expressly acknowledges and agrees that failure by Landlord to demand partial or full payment in the event of a default by Tenant under the Lease shall not constitute a waiver of Landlord's rights thereafter to demand full or partial repayment upon the subsequent occurrence of a default by Tenant under the Lease.

6. Entire Agreement. The Lease, this Addendum and any other Addenda attached to the Lease contain the entire agreement of the Parties regarding the lease of the Premises and all other prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein. No modification, waiver, amendment, discharge or change of the Lease or this Addendum shall be valid unless in writing and executed by the parties hereto.

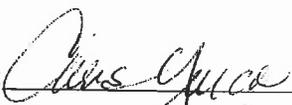
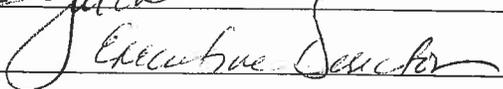
LANDLORD:

**ROIC Cascade Summit, LLC,
a Delaware limited liability company,**

By: 
Richard K Schoebel
Its: Chief Operating Officer

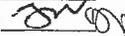
TENANT:

**Willamette Christian Church of West Linn,
an Oregon nonprofit corporation,**

By: 
Its: 

(end of document)



Landlord's Initials RS
Tenant's Initials 



June 28, 2012

To: City of West Linn

Re: Questions regarding The Summit, at 22220 Salamo Rd.

Willamette Christian Church is seeking to construct a youth hangout space in the Cascade Summit Shopping Center where Healthy Pet was previously located. Our top priority is to serve our church's youth by providing a great space for weekend services. Our desire, though, is to lead the collective efforts in this community to open a weekday center in this space to provide a safe, fun gathering place for youth, which we hope will mitigate some of the problems that occur in the shopping center attributable to the lack of a suitable youth space. The space will be open to community middle and high schoolers after school from 4-6pm, and potentially also on no-school or early release days.

The purpose of the center is to give West Linn youth a space to hang out with friends where they feel welcome, and where there is a sense of safety and security, but not one of overwhelming supervision. It will be a warm, hospitable place where activities are not forced, and where youth meet caring individuals who want to be "with" them – not program "for" them.

The youth we are most trying to reach by opening this center are those who hang out in the Cascade Summit Shopping Center after school. Many are there because there will be nobody at home when they arrive, while others are dropping by the center to grab a snack and talk to their friends before walking home. Regardless of their reason for being there, they are hanging out in a parking lot because there is not a more appropriate venue for them. Our hope is that between 20 and 50 of these kids will spend their time at The Summit each day rather than standing in a parking lot.

The space will be run by a paid part-time center director, but otherwise staffed by volunteers from throughout the community who care about providing a safe, fun and enriching place for West Linn youth. While there will be some activities available, the focus will be on providing a comfortable environment to hang out with friends. To establish that comfortable environment, food will be required. Our current plan is to have snack options available via vending machines. We will also serve occasional treats donated by or purchased from shopping center merchants – maybe breadsticks from Mean Street Pizza one week, then chips and salsa from San Blas, followed by frozen yogurt from Mountain Toppers. In addition, Safeway is part of the Advisory Board for The Summit, and will be included in any decisions made.

WHO THE CENTER WILL SERVE

- West Linn middle schoolers
- Middle school parents (those who encourage their students to attend the center when they would otherwise be home alone after school)
- West Linn high schoolers who are also welcome as guests at the youth center, or have the opportunity to volunteer in return for community service hours

- Patrons of the Cascade Summit Shopping Center who face the crowds of youth who hang out there after school and occasionally engage in risky behavior such as skateboarding off sidewalks in front of cars
- The citizens of West Linn who avoid shopping at the Cascade Summit Shopping Center at the end of the school day because of the crowds of youth
- The merchants of the Cascade Summit Shopping Center, who should experience a decrease in misdemeanor mischief attributed to large groups of students hanging out there without supervision, and possibly an increase in revenue as shoppers who avoid the center after school return as the crowds of students move to the youth center.

Please feel free to contact me at 503.522.1162 with any additional questions regarding the use of this space.

Sincerely,



Sherri Oswald
Outreach Director



Memorandum

Date: June 28, 2012
To: Chris Jordan, City Manager
From: Chris Kerr, Economic Development Director
Subject: Request for fee waiver related to Summit Teen Center Use

The Willamette Christian Church is submitting a temporary use application in order to operate their proposed Summit Teen Center in the Cascade Shopping Center. The City Manager has the authority to waive fees if it can be demonstrated that there is a public benefit or if it is a continuation of a past practice. City Staff has been actively engaged in this community center since it was initially conceived and the City Council has indicated a desire to have Staff provide support to this community project. This application is quite similar to another recently approved temporary use for a community center that had its planning fees waived twice (Robinwood Station).

In light of this, I am requesting that you authorize waiving the required application fees (including the initial \$1,090 deposit) to process this planning application. If you agree, please initial this Memorandum and I will include it into the Planning file.

A handwritten signature in black ink, appearing to read "d.k. Kerr", is written over the text.