



LAND USE PRE-APPLICATION CONFERENCE

Thursday, July 21, 2016

**City Hall
22500 Salamo Road**

Willamette Conference Room

9:00 am Proposed child care center for children 3 months to 3 years

Applicant: Kyla Byrd

Subject Property Address: 1877 Willamette Falls Drive

Neighborhood Assn: Willamette

Planner: Jennifer Arnold

Project #: PA-16-14





City of

West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
 Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION

CONFERENCE DATE: 7/21/16

TIME: 9:00

PROJECT #: PA-16-14

STAFF CONTACT: Jennifer Arnold

FEE: 1000.00

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): 1877 Willamette Falls Drive

Brief Description of Proposal: Putting in Childcare Center to accommodate kids ages 3 months to 3 years.

Applicant's Name: Kyla Byrd

Mailing Address: 1407 Rosemarie Drive West Linn, OR 97068

Phone No: (503) 318-9086

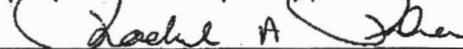
Email Address: kylabyrd@gmail.com
 olvern@gmail.com

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference. Upon appointment only.


 Property owner's signature

7/7/16
 Date

1800 Blankenship Rd #448 West Linn OR 97068
 Property owner's mailing address (if different from above)

Narrative for Byrd House Beginnings Child Care Center
We are planning on opening a childcare center at 1877 Willamette Falls Drive, West Linn, OR 97068. The center will accommodate no more than 50 kids, ages 3 months-3 years. The current set up on the main floor alone will allow for 54 kids, roughly 17 kids per room. Our hours of operation are 7:30am-5:30pm Monday-Friday. We will be hiring roughly 10 employees to accommodate state ratio guidelines.

As far as updates go, we plan to make the necessary changes needed to bring the location up to occupancy codes. In addition, we have several cosmetic changes we will be doing to prepare the property for the opening of a childcare facility. This includes paint, flooring, shelving units, updates to kitchen, and addition of toilet(s) to existing plumbing.

With that said, we are hoping to open the daycare center in October or sooner depending on when all the city and state requirements can be met. We want to add this valuable resource to our community as our city has many young families and the demand for quality childcare is high. Not only will we be providing a great service to our community, but also creating jobs which is important to our community as well.

Sincerely,

Byrd House Beginnings LLC

Kyla Byrd and Nicholas Byrd

