

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Summary Notes
July 21, 2016

SUBJECT: Conditional use to allow a child care center for children 3 months to 3 years

FILE: PA-16-14

ATTENDEES: Applicant: Kyla Byrd

Public: Tony Yraguen, Kathy Rozes, Samuel Grosz, and Gail Holmes

Staff: Jennifer Arnold, Associate Planner

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.

Site Information

Site Address: 1877 Willamette Falls Drive

Area: 4,200 sq. ft.

Comp. Plan: General Commercial

Zoning: GC

Overlays: Willamette Falls Drive Commercial District

Applicable Code: Chapter 19 (General Commercial)

Chapter 58 (Willamette Falls Drive Commercial Design District)

Chapter 60 (Conditional Uses)

Project Details:

The applicant is proposing a conditional use to allow a children's day care center on the site. The property is zoned General Commercial and is within the Willamette Falls Drive Commercial District Overlay Zone. A children's day care center in the Willamette commercial district require approval of a conditional use.

Site Analysis

The property currently has a vacant commercial structure located on Willamette Falls Drive. The site is flat and is not located within a mapped Goal 5 (Significant Riparian resource protection) resource area. The building occupies the entire site. A conditional use permit is required. Prepare an application form

and narrative that respond to the applicable criteria of the Community Development Code (CDC) Chapters 19, 58, and 60. The CDC is online at <http://www.codepublishing.com/OR/WestLinn/CDC.html>.

The application form must be signed by the property owner. N/A is not an acceptable response to the approval criteria. The 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 Manager and must identify the specific grounds for that waiver. A deposit of \$4,500 and fee of \$200 is required for the conditional use at the time of application.

PLEASE NOTE that a deposit (not a fee) is an initial deposit, 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. Other fees, including building, engineering, and SDCs may be required.

A neighborhood meeting is required per **CDC 99.038**. Follow the requirements of that section explicitly. Once the application and deposit are submitted, the City has 30 days to determine if the application is complete. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, hearings will be scheduled. The request for a conditional use requires a hearing and decision from the Planning Commission. 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 **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***