

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
January 15, 2015

SUBJECT: Conditional use to allow religious activities

FILE: PA-15-01

ATTENDEES: Applicant: Mark Childs
Staff: Sara Javoronok, 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: 1889 Willamette Falls Drive
Area: 5,000 sq. ft.
Comprehensive Plan Designation: Commercial
Zoning Classification: GC
Overlays: Willamette Falls Drive Commercial District

Project Details

The applicant is proposing a conditional use to allow religious activities (church) on the site. The property is zoned General Commercial and is within the Willamette Falls Drive Commercial District Overlay Zone. Religious institutions in the Willamette commercial district require approval of a conditional use.

Site Analysis

The property is currently occupied by the administrative offices for the church and services are held at Trillium Creek Primary School.

The site is flat. It is not located within a mapped Goal 5 resource area. The building occupies the entire site and its overhangs extend into the right-of-way.

A conditional use is required. Prepare an application form and narrative that respond to the applicable criteria of the Community Development Code (CDC) Chapter 60. The CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner. The Comprehensive Plan is online at <http://westlinnoregon.gov/planning/comprehensive-plan-and-neighborhood-plans>.

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 or not. 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.***