

MEMORANDUM

TO: Pullman Board of Adjustment

FROM: Pete Dickinson, Planning Director  
Heidi Sowell, Assistant City Planner

FOR: Meeting of February 28, 2005

SUBJECT: Conditional Use Permit Application No. C-05-1  
Bishop Place Alzheimer's Facility

DATE: February 23, 2005

**Staff Report No. 05-7**

BACKGROUND DATA

Applicant: Lifestyles, LLC of Vancouver, Washington.

Property Location: Adjacent to the existing Bishop Place Assisted Living Center located at 815 SE Klemgard Avenue (See Attachment A, Location and Zoning Map).

Applicant's Request: Construction of a 22,000-square-foot Alzheimer's care facility with 40 beds, and an associated on-site 38-stall parking area. (See Attachment B, Application C-05-1; and Attachment C, Proposed Site Plan).

Property Zoning: R2 Low Density Multi-Family Residential District.

Applicable Zoning Regulations: An Alzheimer's facility is classified in the zoning code as a convalescent home. Section 17.70.030 states that a convalescent home is allowed in the R2 district by means of a conditional use permit.

Property Features: **Current Land Use:** Vacant.  
**Lot Area:** 7.54 acres.

**Utilities:** city water, sanitary sewer, and storm drain lines exist in the vicinity of the subject property.

**Topography:** the site slightly rises from the south to northwest.

**Vegetation:** small grasses and shrubs.

Adjacent Zoning and district; single-Land Use:

**North:** R1 Single Family Residential zoning

family dwellings and an elementary school;

**South:** C3 General Commercial zoning district; Zeppoz, Jiffy Lube and an office building;

**East:** R2 and R3/PRD Medium Density Multi-Family Residential Planned Residential Development Overlay zoning district; Bishop Place Assisted Living Facility, duplexes, multi-family dwellings;

**West:** R2 zoning district; multi-family dwellings.

Access:

SE Klemgard Avenue, designated as a local access street in the Pullman Comprehensive Plan Arterial Street Plan Map.

Environmental Review:

Environmental checklist submitted 1/7/05 (See Attachment D); Determination of Nonsignificance issued 1/24/05 (See Attachment E).

**Comments from Affected existing and Agencies : accommodate these**

**Department of Public Works: Stated that proposed infrastructure should be able to facilities.**

Protective Inspections Division: No response  
Department of Public Services: Commented that the sidewalk access from the Alzheimer's facility to the existing Bishop complex is a positive addition.

Fire Department: Commented that on-street parking should not be permitted in the proposed development because of fire lane concerns and inquired regarding a possible connection from SE Klemgard Avenue to Bishop Boulevard.

Police Department: Recommended that secure fencing be provided near the proposed Alzheimer's facility to allow for internal and

external security when patients are outdoors; recommended that address signage be adequately large for each building to minimize unnecessary delays by emergency services due to address confusion in an emergency event; raised concerns regarding the lack of clarity as to where the public street ends and the private access begins; and recommended that all parking lots, main entrances and exits be adequately lighted for security.

Pullman School District: No response.

Hearing Notification: Notice of Public Hearing mailed 2/15/05; Notice posted 2/17/05; Notice published 2/17/05.

**PERTINENT PLANNING PROVISIONS**

There are a number of provisions contained within the Comprehensive Plan and zoning code that relate to this conditional use permit application. These provisions, which are available for review at the city’s web site ([www.ci.pullman.wa.us](http://www.ci.pullman.wa.us)), are referenced below.

Comprehensive Plan Goals LU4, H2, T4, CF1 and CF5 and their respective policies.

Zoning Code Chapters 17.01, 17.35, 17.70, 17.75, and 17.125.

**ZONING CODE DEVELOPMENT STANDARDS**

The following table compares applicable zoning code development standards to the characteristics of the subject proposal.

<b>DEVELOPMENT STANDARDS</b>	<b>ZONING CODE REQUIREMENTS</b>	<b>SUBJECT PROPOSAL</b>
<b>Lot Size</b>	0.14 acres minimum	7.54 acres
Lot Width	60 feet	Approximately 390 feet wide
Building Coverage	35 percent maximum	*Approximately 16% coverage
Building Height	35 feet maximum	35 feet
Setbacks	Front: 15 feet minimum Rear: 10 feet minimum West Side: 5 feet minimum East Side: 5 feet minimum	Front: app. 220 feet Rear: app. 35 feet West Side: app. 480 feet East Side: app. 155 feet
Off-Street Parking	14 stalls (one stall per	38 stalls

	three beds minimum)	
--	---------------------	--

\* The building coverage refers to all three proposed buildings at the site (Alzheimer's facility, day care center, and apartments) involved in conditional use permit review.

#### CONDITIONAL USE PERMIT REVIEW CRITERIA

In accordance with Zoning Code Section 17.125.020, a conditional use permit may be approved when all of the following findings can be made:

- (1) that the proposed use is consistent with the Comprehensive Plan;
- (2) that the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located;
- (3) that the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit;
- (4) that the use, as approved or conditionally approved, will
  - (a) be located on a site that is adequate in size and shape;
  - (b) be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
  - (c) not have a significant adverse environmental impact on the adjacent area or the community in general;
  - (d) be compatible with surrounding land uses;
  - (e) be provided with adequate parking; and,
  - (f) be served by adequate public utilities and facilities.

#### STAFF ANALYSIS AND RECOMMENDATION

From planning staff's perspective, the applicable criteria of the zoning code would be met if this conditional use permit were granted. The subject parcel appears to meet the development standards for the R2 zoning district as specified in Section 17.75.080 of the Pullman Zoning Code, including lot size, lot shape, building coverage, and setbacks. Given that a Determination of Nonsignificance was issued for the proposed project, it is not expected to create a significant adverse

environmental impact. Also, City water, sanitary sewer, and storm drain lines in the area can adequately serve the subject property.

The proposed Alzheimer's facility appears to be compatible with the surrounding area. The facility is characterized as a low intensity land use and the proposed location is between the existing Bishop Place assisted living facility and a commercial district. Staff anticipates the proposal will have little impact on the adjacent properties.

The applicant is proposing a 38-stall off-street parking area for this project. According to the zoning code, one parking stall is required per three beds in a convalescent home. Thus, only 14 parking stalls would be required for the facility under consideration.

Based on the Institute of Transportation Engineers' publication, Trip Generation, the average daily traffic at the proposed Alzheimer's facility would be 104 vehicular trips. Average daily traffic projected for all three proposed buildings at the site (Alzheimer's facility, day care center, and apartments) would be about 695 vehicular trips. Staff anticipates that SE Klemgard Avenue, designated as a local access street, could absorb the additional traffic that would be generated by this proposal.

An Alzheimer's facility is not currently located within the Pullman city limits, and this is a service that would be of benefit to the City. Given the above information, planning staff finds that the proposed use is consistent with the applicable Comprehensive Plan objectives and zoning code purposes. Therefore, planning staff recommends that the applicant's request be approved without conditions.

#### FINDINGS OF FACT AND CONCLUSIONS

The applicant has prepared findings of fact for the Board to review (See Attachment F). Planning staff has also prepared findings of fact and conclusions for consideration at the public hearing. Staff's findings and conclusions are incorporated in draft Resolution No. BA-2005-1 (See Attachment G).

Prior to making a decision to approve or deny a conditional use permit application, the Board must adopt findings of fact and conclusions which specify the basis for its decision. The Board may abstract findings and conclusions from the applicant, staff, public, or Board of Adjustment members.

#### ACTION REQUESTED

- A. Establish rules of procedure and ask Appearance of Fairness questions.
- B. Accept staff report.

- C. Take testimony on the request for a conditional use permit.
- D. Adopt, by motion, Findings of Fact.
- E. Adopt, by motion, Conclusions.
- F. Move to approve or deny the granting of the conditional use permit. If the motion is to approve, the same motion should include any conditions the Board wishes to apply.

#### ATTACHMENTS

- "A" Location and Zoning Map
- "B" Conditional Use Permit Application C-05-1
- "C" Site Plan
- "D" Environmental Checklist
- "E" Determination of Nonsignificance
- "F" Applicant's Findings of Fact
- "G" Draft Resolution No. BA-2005-1

#### MEMORANDUM

TO: Pullman Board of Adjustment

FROM: Pete Dickinson, Planning Director  
**Heidi Sowell, Assistant City Planner**

FOR: Meeting of February 28, 2005

SUBJECT: Conditional Use Permit Application No. C-05-2  
Bishop Place Child Care Center

DATE: February 23, 2005

#### **Staff Report No. 05-8**

#### BACKGROUND DATA

Applicant: Lifestyles, LLC of Vancouver, Washington.

Property Location: Adjacent to the existing Bishop Place Assisted Living Center located at 815 SE Klemgard

Avenue (See Attachment A, Location and Zoning Map).

**Applicant's Request:** Construction of a 9,000-square-foot child care center with a capacity of approximately 100 children, an estimated 17 employees and an associated on-site 32-stall parking area. (See Attachment B, Application C-05-2; and Attachment C, Proposed Site Plan).

**Property Zoning:** R2 Low Density Multi-Family Residential District.

**Applicable Zoning** Since the facility is licensed by the state and provides care for thirteen (13) or more children for periods of less than 24 hours per day, proposed land use is classified in the zoning code as a "child day care center." Section 17.70.030 states that child day care centers are designated as conditional uses in the R2 zoning district.

**Property Features:**  
**Current Land Use:** Vacant.  
**Lot Area:** 7.54 acres.  
**Utilities:** city water, sanitary sewer, and storm drain lines exist in the vicinity of the subject property.  
**Topography:** the site slightly rises from the south to northwest.  
**Vegetation:** small grasses and shrubs.

**Adjacent Zoning and district; single-Land Use:**  
**North:** R1 Single Family Residential zoning family dwellings and an elementary school;  
**South:** C3 General Commercial zoning district; Zeppoz, Jiffy Lube and an office building;  
**East:** R2 and R3/PRD Medium Density Multi-Family Residential Planned Residential Development Overlay zoning district; Bishop Place Assisted Living Facility, duplexes, multi-family dwellings;  
**West:** R2 zoning district; multi-family dwellings.

**Access:** SE Klemgard Avenue, designated as a local access street in the Pullman Comprehensive Plan Arterial Street Plan Map.

Environmental Review: Environmental checklist submitted 1/7/05 (See Attachment D); Determination of Nonsignificance issued 1/24/05 (See Attachment E).

Comments of Affected Agencies : Department of Public Works: Stated that existing and **proposed infrastructure should be able to**

**accommodate these**

**facilities.**

Protective Inspections Division: No response

Department of Public Services: Commented that the sidewalk access from the child care center provides a beneficial link to the elementary school for additional playground use.

Fire Department: Commented that on-street parking should not be permitted in the proposed development because of fire lane concerns and inquired regarding a possible connection from SE Klemgard Avenue to Bishop Boulevard.

Police Department: Stated that the secure fencing provided on the site plan near the proposed child day care center is beneficial for internal and external security when children are outdoors; recommended that address signage be adequately large for each building to minimize unnecessary delays by emergency services due to address confusion in an emergency event; raised concerns regarding the lack of clarity as to where the public street ends and the private access begins; and recommended that all parking lots, main entrances and exits be adequately lighted for security.

Pullman School District: No response.

Hearing Notification: Notice of Public Hearing mailed 2/15/05; Notice posted 2/17/05; Notice published 2/17/05.

## PERTINENT PLANNING PROVISIONS

There are a number of provisions contained within the Comprehensive Plan and zoning code that relate to this conditional use permit application. These provisions, which are available for review at the city's web site ([www.ci.pullman.wa.us](http://www.ci.pullman.wa.us)), are referenced below.

Comprehensive Plan Goals LU4, T1, T4, CF1 and CF5 and their respective policies.

Zoning Code Chapters 17.01, 17.70, 17.75, and 17.125.

### ZONING CODE DEVELOPMENT STANDARDS

The following table compares applicable zoning code development standards to the characteristics of the subject proposal.

DEVELOPMENT STANDARDS	ZONING CODE REQUIREMENTS	SUBJECT PROPOSAL
<b>Lot Size</b>	0.14 acres minimum	7.54 acres
Lot Width	60 feet	Approximately 390 feet wide
Building Coverage	35 percent maximum	*Approximately 16% coverage
Building Height	35 feet maximum	35 feet
Setbacks	Front: 15 feet minimum Rear: 10 feet minimum West Side: 5 feet minimum East Side: 5 feet minimum	Front: app. 140 feet Rear: app. 60 feet West Side: app. 65 feet East Side: app. 630 feet
Off-Street Parking	22 stalls (1.25 stalls per employee on the largest shift)	32 stalls

\* The building coverage refers to all three proposed buildings at the site (Alzheimer’s facility, day care center, and apartments) involved in conditional use permit review.

### CONDITIONAL USE PERMIT REVIEW CRITERIA

In accordance with Zoning Code Section 17.125.020, a conditional use permit may be approved when all of the following findings can be made:

- (1) that the proposed use is consistent with the Comprehensive Plan;
- (2) that the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located;
- (3) that the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit;
- (4) that the use, as approved or conditionally approved, will
  - (a) be located on a site that is adequate in size and shape;

- (b) be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
- (c) not have a significant adverse environmental impact on the adjacent area or the community in general;
- (d) be compatible with surrounding land uses;
- (e) be provided with adequate parking; and,
- (f) be served by adequate public utilities and facilities.

## STAFF ANALYSIS AND RECOMMENDATION

From planning staff's perspective, the applicable criteria of the zoning code would be met if this conditional use permit were granted. The subject parcel appears to meet the development standards for the R2 zoning district as specified in Section 17.75.080 of the Pullman Zoning Code, including lot size, lot shape, building coverage, and setbacks. Given that a Determination of Nonsignificance was issued for the proposed project, it is not expected to create a significant adverse environmental impact. Also, City water, sanitary sewer, and storm drain lines in the area can adequately serve the subject property.

The proposed child care center is expected to be compatible with the surrounding area. A day care center servicing up to 100 children would be a rather intense use of the site, but the surrounding neighborhood is already accustomed to the presence of large groups of children due to the location of Franklin Elementary School across the street from the Bishop Place development. Commercial development is located just south of the proposed child care center, multifamily development is to the west, the existing Bishop Place facility provides a buffer to the east and a topographical rise in elevation provides a buffer to the single-family dwellings located north of the project. Staff anticipates the proposal will have limited impact on the adjacent properties.

The applicant is proposing a 32-stall off-street parking area for this project. According to the zoning code, 1.25 parking stalls are required per employee in a child care center. Thus, only 22 parking stalls would be required for the facility under consideration.

Based on the Institute of Transportation Engineers' publication, Trip Generation, the average daily traffic at the proposed child care center would be 452 vehicular trips. Average daily traffic projected for all three proposed buildings at the site (Alzheimers facility, day care center, and apartments) would be about 695 vehicular trips. Staff anticipates that SE Klemgard Avenue, designated as a local access

street, could absorb the additional traffic that would be generated by this proposal. The applicant also noted that one of the primary considerations in proposing a child care center was to provide child care for the employees of Bishop Place Assisted Living Center; some of the future vehicular trips may be accounted for in current employees.

Given the above information, planning staff finds that the proposed use is consistent with the applicable Comprehensive Plan objectives and zoning code purposes. Therefore, planning staff recommends that the applicant's request be approved without conditions.

## FINDINGS OF FACT AND CONCLUSIONS

The applicant has prepared findings of fact for the Board to review (See Attachment F). Planning staff has also prepared findings of fact and conclusions for consideration at the public hearing. Staff's findings and conclusions are incorporated in draft Resolution No. BA-2005-2 (See Attachment G).

Prior to making a decision to approve or deny a conditional use permit application, the Board must adopt findings of fact and conclusions which specify the basis for its decision. The Board may abstract findings and conclusions from the applicant, staff, public, or Board of Adjustment members.

## ACTION REQUESTED

- A. Establish rules of procedure and ask Appearance of Fairness questions.
- B. Accept staff report.
- C. Take testimony on the request for a conditional use permit.
- D. Adopt, by motion, Findings of Fact.
- E. Adopt, by motion, Conclusions.
- F. Move to approve or deny the granting of the conditional use permit. If the motion is to approve, the same motion should include any conditions the Board wishes to apply.

## ATTACHMENTS

- "A" Location and Zoning Map
- "B" Conditional Use Permit Application C-05-2
- "C" Site Plan
- "D" Environmental Checklist
- "E" Determination of Nonsignificance

"F" Applicant's Findings of Fact  
"G" Draft Resolution No. BA-2005-2

## MEMORANDUM

TO: Pullman Board of Adjustment

FROM: Pete Dickinson, Planning Director  
Heidi Sowell, Assistant City Planner

FOR: Meeting of February 28, 2005

SUBJECT: Conditional Use Permit Application No. C-05-3  
Bishop Place Apartments

DATE: February 23, 2005

### **Staff Report No. 05-9**

#### BACKGROUND DATA

Applicant: Lifestyles, LLC of Vancouver, Washington.

Property Location: Adjacent to the existing Bishop Place Assisted Living Center located at 815 SE Klemgard Avenue (See Attachment A, Location and Zoning Map).

Applicant's Request: Construction of one apartment building containing 40 dwelling units and an on-site 57-stall parking area. (See Attachment B, Application C-05-3; and Attachment C, Proposed Site Plan).

Property Zoning: R2 Low Density Multi-Family Residential District.

Applicable Zoning Regulations: Section 17.70.030 states that multi-family dwellings with nine or more dwelling units per building are a conditional use in the R2 district.

Property Features: **Current Land Use:** Vacant.  
**Lot Area:** 7.54 acres.  
**Utilities:** city water, sanitary sewer, and storm drain lines exist in the vicinity of the subject property.  
**Topography:** the site slightly rises from the south to northwest.  
**Vegetation:** small grasses and shrubs.

Adjacent Zoning and district; single-Land Use: **North:** R1 Single Family Residential zoning family dwellings and an elementary school;  
**South:** C3 General Commercial zoning district; Zeppoz, Jiffy Lube and an office building;  
**East:** R2 and R3/PRD Medium Density Multi-Family Residential Planned Residential Development Overlay zoning district; Bishop Place Assisted Living Facility, duplexes, multi-family dwellings;  
**West:** R2 zoning district; multi-family dwellings.

Access: SE Klemgard Avenue, designated as a local access street in the Pullman Comprehensive Plan Arterial Street Plan Map.

Environmental Review: Environmental checklist submitted 1/7/05 (See Attachment D); Determination of Nonsignificance issued 1/24/05 (See Attachment E).

Comments of Affected Agencies : **Department of Public Works:** Stated that existing and **proposed infrastructure should be able to accommodate these facilities.**  
Protective Inspections Division: No response

Department of Public Services: Commented on the proposed Alzheimer’s facility and child care center, but had no comments on the apartments.  
 Fire Department: Commented that on-street parking should not be permitted in the proposed development because of fire lane concerns and inquired regarding a possible connection from SE Klemgard Avenue to Bishop Boulevard.  
 Police Department: Recommended that address signage be adequately large for each building to minimize unnecessary delays by emergency services due to address confusion in an emergency event; raised concerns regarding the lack of clarity as to where the public street ends and the private access begins; and recommended that all parking lots, main entrances and exits be adequately lighted for security.  
 Pullman School District: No response.

Hearing Notification:

Notice of Public  
 Hearing mailed 2/15/05; Notice posted 2/17/05;  
 Notice published 2/17/05.

**PERTINENT PLANNING PROVISIONS**

There are a number of provisions contained within the Comprehensive Plan and zoning code that relate to this conditional use permit application. These provisions, which are available for review at the city’s web site ([www.ci.pullman.wa.us](http://www.ci.pullman.wa.us)), are referenced below.

Comprehensive Plan Goals LU4, H2, T1, T4, CF1 and CF5 and their respective policies.  
 Zoning Code Chapters 17.01, 17.70, 17.75 and 17.125

**ZONING CODE DEVELOPMENT STANDARDS**

The following table compares applicable zoning code development standards to the characteristics of the subject proposal.

<b>DEVELOPMENT STANDARDS</b>	<b>ZONING CODE REQUIREMENTS</b>	<b>SUBJECT PROPOSAL</b>
<b>Lot Size</b>	0.14 acres minimum	7.54 acres
Lot Width	60 feet	Approximately 390 feet wide
Building Coverage	35 percent maximum	*Approximately 16% coverage

Building Height	35 feet maximum	35 feet
Setbacks	Front: 15 feet minimum Rear: 10 feet minimum West Side: 5 feet minimum East Side: 5 feet minimum	Front: app. 120 feet Rear: app. 75 feet West Side: app. 345 feet East Side: app. 310 feet
Off-Street Parking	55 stalls (one stall per bedroom)	57 stalls

\* The building coverage refers to all three proposed buildings at the site (Alzheimer’s facility, day care center, and apartments) involved in conditional use permit review.

### CONDITIONAL USE PERMIT REVIEW CRITERIA

In accordance with Zoning Code Section 17.125.020, a conditional use permit may be approved when all of the following findings can be made:

- (1) that the proposed use is consistent with the Comprehensive Plan;
- (2) that the proposed use, and its location, are consistent with the purposes of the zone district in which the use is to be located;
- (3) that the proposed use will meet all required yard, parking, and other material development standards of the Zoning Code unless otherwise varied in the approved conditional use permit;
- (4) that the use, as approved or conditionally approved, will
  - (a) be located on a site that is adequate in size and shape;
  - (b) be located on a site that has sufficient access to streets and highways adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
  - (c) not have a significant adverse environmental impact on the adjacent area or the community in general;
  - (d) be compatible with surrounding land uses;
  - (e) be provided with adequate parking; and,
  - (f) be served by adequate public utilities and facilities.

### STAFF ANALYSIS AND RECOMMENDATION

From planning staff's perspective, the applicable criteria of the zoning code would be met if this conditional use permit were granted. Per Section 17.70.030 of the Pullman Zoning Code, the proposed number of dwelling units would exceed the permitted number of units per building typically allowed in the R2 zone. However, Section 17.70.030 of the Pullman Zoning Code provides for a building with nine or more dwelling units in an R2 zone when the Board of Adjustment reviews and approves the project subject to the criteria of Chapter 17.125 (Conditional Use Permits).

Analysis of the proposed project by planning staff shows that the lot coverage for this proposal would be smaller than it would without the conditional use permit. As such, this proposal would conserve open space and likely lessen environmental impacts. Setbacks may also be able to be larger from all property lines due to the applicant's request. Based on the analysis, planning staff feels that a conditional use permit for the one apartment building would provide more benefits than the five or more smaller buildings that would be an outright permitted use in the R2 zone.

The proposed project meets all pertinent development standards, as noted earlier in this report. Given that a Determination of Nonsignificance was issued for the proposed project, it is not expected to create a significant adverse environmental impact. Also, City water, sanitary sewer, and storm drain lines in the area can adequately serve the subject property.

The proposed apartments appear to be compatible with the surrounding area. There are multi-family dwelling units located to the east and west of the proposed apartments. Commercial development is located just south of the proposed apartments and a topographical rise in elevation provides a buffer to the single-family dwellings located north of the project. Staff anticipates the proposal will not have a significant impact on the adjacent properties.

The applicant is proposing a 57-stall off-street parking area for this project. According to the zoning code, one parking stall is required per bedroom. The proposal includes a 40 dwelling unit apartment building; 15 of the dwelling units are proposed as two-bedroom units (30 parking spaces required) and 25 dwelling units are proposed as one-bedroom units (25 parking spaces required). Thus, a total of 55 parking stalls would be required for the apartment building under consideration.

Based on the Institute of Transportation Engineers' publication, Trip Generation, the average daily traffic at the apartments is estimated to be 139 vehicular trips per day. Average daily traffic projected for all three proposed buildings at the site (Alzheimers facility, day care center, and apartments) involved in conditional use permit review would be about 695 vehicular trips per day. Staff anticipates that SE Klemgard Avenue, designated as a local access street, could absorb the additional traffic that would be generated by this proposal.

Given the above information, planning staff finds that the proposed use is consistent with the applicable Comprehensive Plan objectives and zoning code purposes. Therefore, planning staff recommends that the applicant's request be approved without conditions.

## FINDINGS OF FACT AND CONCLUSIONS

The applicant has prepared findings of fact for the Board to review (See Attachment F). Planning staff has also prepared findings of fact and conclusions for consideration at the public hearing. Staff's findings and conclusions are incorporated in draft Resolution No. BA-2005-3 (See Attachment G).

Prior to making a decision to approve or deny a conditional use permit application, the Board must adopt findings of fact and conclusions which specify the basis for its decision. The Board may abstract findings and conclusions from the applicant, staff, public, or Board of Adjustment members.

## ACTION REQUESTED

- A. Establish rules of procedure and ask Appearance of Fairness questions.
- B. Accept staff report.
- C. Take testimony on the request for a conditional use permit.
- D. Adopt, by motion, Findings of Fact.
- E. Adopt, by motion, Conclusions.
- F. Move to approve or deny the granting of the conditional use permit. If the motion is to approve, the same motion should include any conditions the Board wishes to apply.

## ATTACHMENTS

- "A" Location and Zoning Map
- "B" Conditional Use Permit Application C-05-3
- "C" Site Plan
- "D" Environmental Checklist
- "E" Determination of Nonsignificance
- "F" Applicant's Findings of Fact
- "G" Draft Resolution No. BA-2005-3