



**PLANNING COMMISSION  
Meeting Notes of December 20, 2023**

**Commissioners present:** John Carr, Gary Walvatne, Kevin Bonnington, Tom Watton, and Joel Metlen  
**Commissioners absent:** Bayley Boggess and Charles Mathews,  
**Applicant present:** Allision Morton, Brett Schultz, and Mike Ard  
**Staff present:** Planning Manager Darren Wyss, City Attorney Bill Monahan, Associate Planner Chris Myers, and Administrative Assistant Lynn Schroder

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The meeting video is available on the [City website](#).

**Pre-Meeting Work Session**

Planning Manager Wyss reviewed the order of business for the hearing for CUP-23-02.

**1. Call To Order and Roll Call**

Chair Carr called the meeting to order at 6:30 pm. Planning Manager Wyss took roll.

**2. Public Comment Related To Land Use Items Not On The Agenda**

None.

**3. Approval of Meeting Notes: 12.06.23**

Commissioner Walvatne moved to approve the meeting notes for 12.06.23. Bonnington seconded. **Ayes: Walvatne, Metlen, Watton, Bonnington, and Carr. Nays: None. Abstentions: None. The motion passed 5-0-0.**

**4. Public Hearing: CUP-23-02 Conditional Use Permit for a Micro-School in an Existing Commercial Space at 19066 Willamette Drive**

Chair Carr introduced application CUP-23-02, a Conditional Use Permit for a micro-school in the General Commercial Zone at 19066 Willamette Drive. Carr explained the hearing procedures and opened the public hearing.

City Attorney Monahan addressed legal standards and appeal rights. The substantive criteria that apply to the application are Community Development Code (CDC) Chapter 19, Chapter 46, Chapter 60, Chapter 92, and Chapter 99.

City Attorney Monahan addressed Planning Commission conflicts of interest, ex-parte contacts, jurisdiction, and bias challenges. No member declared ex-parte contacts, conflicts of interest, or bias. Monahan asked if any audience member wished to challenge the Planning Commission's jurisdiction, impartiality, or ex-parte disclosures of any members of the Planning Commission. No challenges were made.

Associate Planner Chris Myers presented the staff report. The applicant requests approval of a conditional use in a general commercial zone to transform the interior of an existing commercial building to accommodate a private micro-school for approximately 30-35 students and four staff members. No additions or exterior changes to the building or site are proposed. The interior tenant improvements will add one additional restroom, one art sink, and a kitchenette. The addition of the ADA-accessible restroom will result in two fully accessible restrooms. The surrounding land use is general commercial to the north and south and residential

to the east and west.

The previous tenant, The School of Oregon Ballet Theatre, accommodated up to five classes per day with 20 students per class. Accounting for drop-off and pick-up for each class, the impact was up to 40 trips per class hour per day. The proposed Bright School will have, at most, 35 students and four staff members each day. Drop-off and pick-up will happen once per day at approximately 8:00 am and 2:45 pm. The parking and transportation impact will be less for the proposed Bright School than the previous tenant and no more significant than other uses permitted in the zone.

Myers reviewed two proposed conditions of approval and the ODOT comment letter.

Allison Morton, the applicant, presented an overview of the application. Michael Ard, Engineer, provided an overview of the traffic impact analysis. Brett Schulz, Architect, commented on behalf of the applicant.

Chair Carr asked for public testimony. There was none.

There were no requests for continuances.

No further questions were asked of staff or applicants.

Chair Carr closed the public hearing and opened deliberations. Commissioners did not comment on the application.

Commissioner Walvatne moved to approve the application as presented. Commissioner Bonnington seconded. **Ayes: Walvatne, Watton, Metlen, Bonnington, and Carr. Nays: None. Abstentions: None. The motion passed 5-0-0.**

#### **5. Planning Commission Announcements**

Commissioner Walvatne discussed two articles he read from Pamplin Media regarding the construction on the Willamette Falls Drive roundabout and a housing proposal in the neighborhood.

#### **6. Staff Announcements**

Planning Manager Wyss noted the appointments to the 2024 Planning Commission and reviewed the January 2024 schedule. Commissioners agreed to cancel the January 3, 2024 PC meeting.

#### **7. Adjourn**

Chair Carr adjourned the meeting at 7:11 pm.