

WEST LINN PLANNING COMMISSION

FINAL DECISION AND ORDER

CUP-23-02

**IN THE MATTER OF A CONDITIONAL USE PERMIT FOR A MICRO-SCHOOL AT 19066
WILLAMETTE DRIVE.**

I. Overview

At its meeting on December 20, 2023 the Planning Commission (Commission) opened the public hearing to consider the request by Allison Morton, Executive Director, of the Bright Schoolhouse, for a Conditional Use Permit (CUP) to open a micro-school at 19066 Willamette Drive. The structure is 2720 square feet and is located in the General Commercial zone. The proposal calls for internal tenant improvements of an ADA compliant bathroom, art sink, and kitchenette. No exterior modifications to the building are proposed and therefore a Design Review is not required. The micro-school will have a maximum of 35 students (K-2) and 4 staff members. Student drop off will happen at approximately 8:00 daily between Monday and Friday. Student pick up will be at approximately 3:00 pm. The approval criteria for this proposal are Community Development code (CDC) Chapters 19, 46, 60, 92, and 99. The hearing was conducted pursuant to the provisions of CDC Chapter 99.170.

The December 20, 2023 hearing commenced with a staff report presented by Chris Myers, Associate Planner. Allison Morton introduced the application as the applicant. Michael Ard, Engineer, presented on the applicant's behalf. Brett Schulz, Architect, commented on behalf of the applicant. No written or in-person testimony was submitted for this application.

No further questions were asked of staff or applicant. The public hearing was closed. Deliberations were opened with no discussion from Commissioners. Commissioner Walvatne moved to approve the application as presented and Commissioner Bonnington seconded. The application was approved with a 5-0 vote.

II. The Record

The record was finalized at the December 20, 2023 public hearing.

Findings of Fact

- 1) The Overview set forth above is true and correct.
- 2) The applicant is Allison Morton of the Bright Schoolhouse.
- 3) The Commission finds that it has received all information necessary to make a decision based on the Staff Report and attached findings; public comment; and the evidence in the whole record.

III. Findings

The Commission adopts the Staff Report for December 20, 20223, with attachments, as its findings, which are incorporated by this reference with four conditions of approval. The

Commission concludes that all of the required approval criteria are met subject to the following conditions of approval:

1. **Site Plans.** With the exception of modifications required by these conditions, the project shall substantially conform to all Tentative Plan Sheets.
2. **Engineering Standards.** All public improvements and facilities associated with the approved site design, including but not limited to street improvements, driveway approaches, curb cuts, utilities, grading, onsite and offsite stormwater, street lighting, easements, easement locations, and connections for future extension of utilities are subject to conformance with the City Municipal Code and Community Development Code. These must be designed, constructed, and completed prior to final plat approval. Public Works may coordinate with the applicant to complete additional, voluntary, off-site improvements.

IV. Order

The Commission concludes that CUP-23-02 is approved based on the Record, Findings of Fact and Findings above.



John Carr, CHAIR
WEST LINN PLANNING COMMISSION

12/20/23

DATE

This decision may be appealed to the City Council pursuant to the provisions of Chapter 99 of the Community Development Code and any other applicable rules and statutes. This decision will become effective 14 days from the date of mailing of this final decision as identified below.

Mailed this 21st day of December, 2023.

Therefore, this decision becomes effective at 5 p.m., January 4, 2024.