



CITY OF West Linn

STAFF REPORT FOR THE PLANNING COMMISSION

FILE NUMBER: CUP-23-02

HEARING DATE: December 20, 2023

REQUEST: The applicant seeks approval of a Conditional Use Permit for a micro-school (35 students and 4 staff members) in the General Commercial Zone at 19066 Willamette Drive.

APPROVAL

CRITERIA: Community Development Code (CDC) Chapter 19, Chapter 46, Chapter 60, Chapter 92, and Chapter 99.

STAFF REPORT

PREPARED BY: Chris Myers, Associate Planner

Planning Manager's Initials DSW

TABLE OF CONTENTS

STAFF ANALYSIS AND RECOMMENDATION

GENERAL INFORMATION	2
EXECUTIVE SUMMARY	3
PUBLIC COMMENT.....	5
RECOMMENDATION	5
ADDENDUM.....	6

EXHIBITS

PC-1 APPLICANT SUBMITTAL.....	14
PC-2 COMPLETENESS LETTER.....	54
PC-3 AFFIDAVIT AND NOTICE PACKET	55

GENERAL INFORMATION

PROPERTY OWNER: Seely Joint Trust
1780 SW Advance Rd.
West Linn, OR. 97068

APPLICANT: Allison Morton
3330 Quail Ridge Ct.
West Linn, OR. 97068

CONSULTANT: Brett Schultz
2500 NE Sandy Blvd. Suite H
Portland, Oregon 97232

SITE LOCATION: 19066 Willamette Drive

LEGAL DESCRIPTION: Clackamas County Assessor's Map: 21E23AA Tax Lots 700, 702, & 1700

SITE SIZE: 2.168 Acres, 94,438 Square Feet

ZONING: General Commercial

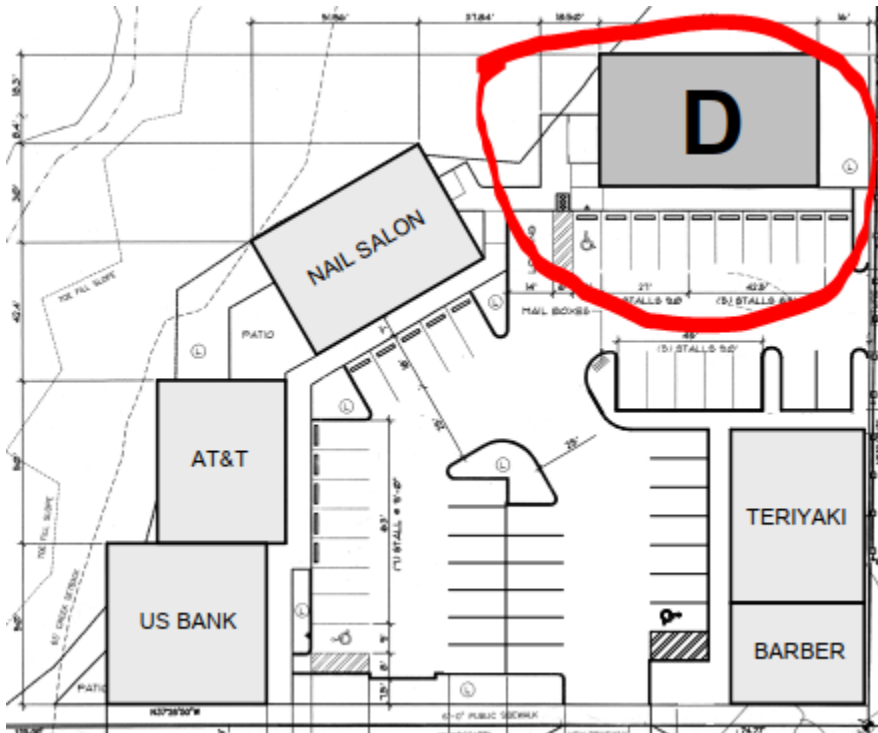
COMP PLAN DESIGNATION: General Commercial

120-DAY PERIOD: This application became complete on November 6, 2023. The 120-day maximum application-processing period ends on March 5, 2023.

PUBLIC NOTICE: Notice was mailed to property owners within 500 feet of the subject property and all neighborhood associations November 30, 2023. Notice was published in the West Linn Tidings on December 6, 2023. The property was posted with a notice sign on December 8, 2023. The notice and application were posted on the City's website November 30, 2023. Therefore, public notice requirements of CDC Chapter 99 have been met.

EXECUTIVE SUMMARY

Site Conditions: The site for the proposed Conditional Use Permit (CUP) for a micro-school is approximately 2.17 acres in size. The existing structure is approximately 2,720 square feet and was previously The School of Oregon Ballet Theatre. The subject property has four existing commercial buildings (built under DR-06-43) with businesses varying from a bank, nail salon, barber shop, phone store, and restaurant. Access to the site is provided via a two-way driveway on Willamette Drive (Highway 43), and via a one-way access drive south of Chase Bank also on Willamette Drive. A further access point is through the parking lot of the 7-11 convenience store located south of the subject property on Cedar Oak Drive.





Project Description: The applicant proposes to transform the interior space to accommodate a private micro-school for approximately 30-35 students and 4 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 which will meet the plumbing calculation standards for educational purposes.

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 of the classes, the impact was up to 40 trips per class hour per day. The proposed Bright School will have no more than 35 students and four staff total each day. Drop-off and pick-up will happen once per day at approximately 8:00 am and 2:45 pm. Therefore, as documented in the transportation analysis prepared by Ard Engineering and included in the application, the parking and transportation impact will be less for the proposed Bright School than for the previous tenant and no greater than other uses permitted in the zone.

The application is for a new Conditional Use Permit.

Surrounding Land Use and Zoning: The site is zoned General Commercial, GC and located in the Robinwood Neighborhood. Adjacent land uses and zoning include:

Direction From Site	Zoning	Land Use
North	GC	General Commercial
South	GC	General Commercial
East	R-2.1	Single-Family & Multi-Family Residential
West	R-10	Single-Family Detached

Applicable Community Development Code Approval Criteria:

- Chapter 19: General Commercial, GC;
- Chapter 46: Off-Street Parking, Loading and Reservoir Areas;
- Chapter 60: Conditional Uses;
- Chapter 92: Required Improvements; and
- Chapter 99: Procedures for Decision Making: Quasi-Judicial.

Public comment:

No public comment received at the time the staff report was published.

RECOMMENDATION

Staff recommends approval of application **CUP-23-02** based on: 1) the findings submitted by the applicant, which are incorporated by this reference, 2) supplementary staff findings included in the Addendum below, and 3) the addition of conditions of approval below. With these findings, the applicable approval criteria are met. The conditions are as follows:

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.

ADDENDUM
PLANNING COMMISSION STAFF REPORT
Meeting Date: December 20, 2023

STAFF EVALUATION OF THE PROPOSAL'S COMPLIANCE
WITH APPLICABLE CODE CRITERIA

CHAPTER 19, GENERAL COMMERCIAL, GC
19.020 PROCEDURES AND APPROVAL PROCESS
(...)

C. A conditional use (CDC [19.060](#)) is a use the approval of which is discretionary with the Planning Commission. The approval process and criteria for approval are set forth in Chapter [60](#) CDC, Conditional Uses. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter [80](#) CDC.
(...)

Staff Finding 1: The application is for a new Conditional Use Permit. The applicant proposal will be heard by the Planning Commission at a public hearing scheduled for December 20, 2023. The criteria are met.

19.060 CONDITIONAL USES
The following are conditional uses which may be allowed in this zoning district subject to the provisions of Chapter [60](#) CDC, Conditional Uses.
(...)
23. Schools (with under 200 students).
(...)

Staff Finding 2: The applicant proposes a new Conditional Use Permit for a private micro-school with enrollment of approximately 30-35 students and 4 staff members. The subject property is located within the General Commercial, GC zoning district, which allows schools (with under 200 students) as a conditional use. The criteria are met.

19.070 DIMENSIONAL REQUIREMENTS, USES PERMITTED UNDER PRESCRIBED CONDITIONS
A. Except as may be otherwise provided by the provisions of this code, the following are the requirements for uses within this zone:
1. The minimum front lot line length or the minimum lot width at the front lot line shall be 35 feet.
2. The average minimum lot width shall be 50 feet.
3. The average minimum lot depth shall not be less than 90 feet.
4. Where the use abuts a residential district, except as provided in CDC [58.090\(C\)\(1\)](#), the setback distance of the residential zone shall apply.
5. The maximum lot coverage shall be 50 percent, except as provided in CDC [58.090\(C\)\(1\)\(d\)](#).

6. *The maximum building height shall be two and one-half stories or 35 feet for any structure located within 50 feet of a low or medium density residential zone, and three and one-half stories or 45 feet for any structure located 50 feet or more from a low or medium density residential zone.*

7. *For lot lines that abut an arterial, there shall be no minimum yard dimensions or minimum building setback area, and the maximum building setback shall be 20 feet. The front setback area between the street and the building line shall consist of landscaping or a combination of non-vehicular hardscape areas (covered with impervious surfaces) and landscaped areas. If there are not street trees within the public right-of-way, the front setback area shall include such trees per the requirements of the City Arborist.*

Staff Finding 3: The applicant proposes a new Conditional Use Permit within an existing building approved under DR-06-43. The proposal does not alter the lot dimensions, lot coverage, floor area ratio, building height, building setbacks, landscaping, parking configuration, access drives, or dimensions of the structure or shopping center. No external changes to the building are proposed. The criteria are met.

CHAPTER 46, OFF-STREET PARKING, LOADING AND RESERVOIR AREAS

46.020 APPLICABILITY AND GENERAL PROVISIONS

A. *At the time a structure is erected or enlarged, or the use of a structure or unit of land is changed within any zone, parking spaces, loading areas and reservoir areas shall be provided in accordance with the requirements of this chapter unless other requirements are otherwise established as a part of the development approval process.*

B. *The provision and maintenance of off-street parking and loading spaces are the continuing obligation of the property owner.*

C. *No building or other permit shall be issued until plans are approved that show the property that is and will remain available for exclusive use as off-street parking and loading space as required by this chapter.*

D. *Required parking spaces and loading areas shall be improved to the standards contained in this chapter and shall be available for use at the time of the final building inspection except as provided in CDC [46.150](#).*

Staff Finding 4: Staff incorporates applicant findings (Exhibit PC-1, pages 26-39). The application proposes the use existing shared parking adjacent to the building with no changes proposed to their configuration. As the project is adjacent to Tri-Met Bus Line 35 and within 300 feet of Bus Stop 6309, the city is precluded from enforcing a minimum number of off-street parking spaces per OAR-660-012-0440 (Parking Reform Near Transit Corridors). As described in the staff findings above and below, the off-street parking currently on site was previously approved by the city in DR-06-43 and implementing building permits. The criteria are met.

46.060 STORAGE IN PARKING AND LOADING AREAS PROHIBITED

Required parking spaces shall be available for the parking of passenger automobiles of residents, customers, patrons and employees only, and the required parking spaces shall not be

used for storage of vehicles or materials or for the parking of trucks connected with the business or use with the exception of small (under one-ton) delivery trucks or cars

Staff Finding 5: The applicant is not proposing any storage or parking in loading areas. The criteria are met.

46.070 MAXIMUM DISTANCE ALLOWED BETWEEN PARKING AREA AND USE

A. Off-street parking spaces for single- and two-family dwellings shall be located on the same lot with the dwelling.

B. Off-street parking spaces for uses not listed in subsection A of this section shall be located not farther than 200 feet from an entryway to the building or use they are required to serve, measured in a straight line from the building, with the following exceptions:

(...)

5. All disabled parking shall be placed closest to building entrances than all other parking. Appropriate ADA curb cuts and ramps to go from the parking lot to the ADA-accessible entrance shall be provided unless exempted by ADA code.

Staff Finding 6: Staff incorporates applicant findings (Exhibit PC-1, pages 26-39). An ADA compliant parking space currently exists directly in front of the building, and no changes to the location or configuration of this space are proposed. The criteria are met.

46.080 COMPUTATION OF REQUIRED PARKING SPACES AND LOADING AREA

(...)

G. As permitted uses are replaced with new permitted uses within an existing commercial or business center, modification of the number of parking spaces relative to the new mix of uses is not required unless other modifications of the site which require design review approval pursuant to Chapter 55 CDC are proposed.

Staff Finding 7: Staff incorporates applicant findings (Exhibit PC-1, pages 26-39). As discussed in Staff Finding 4, the city is precluded from requiring a minimum number of parking spaces with this application. Furthermore, the proposal is for a change of use within an existing commercial center with no modifications of the site or building, and therefore does not require modification of the number of parking spaces as Design Review is not required. The criteria is not applicable.

46.090 MINIMUM OFF-STREET PARKING SPACE REQUIREMENTS

(...)

B. Public and semi-public buildings/uses

6. Primary school, middle school, or equivalent private or parochial school.

- 1 space for every employee, plus 1 space for each 1000 square feet of floor area.

Staff Finding 8: The existing building is 2,720 square feet and is proposed as a micro-school with a maximum of 35 students and 4 staff members. The total number of required parking

spaces is 7 plus one ADA parking space. The building currently has 9 standard parking spaces and 1 ADA, van accessible and signed parking stall immediately in front of the building. However, as discussed in Staff Findings 4 and 7, the city is precluded from requiring a minimum number of parking spaces with this application. The criteria is not applicable.

G. Parking reductions. An applicant may reduce parking up to 10 percent for development sites within one-quarter mile of a transit corridor or within a mixed-use commercial area, and up to 10 percent for commercial development sites adjacent to multi-family residential sites with the potential to accommodate more than 20 dwelling units.

Staff Finding 9: The applicant has not requested a reduction in parking. As discussed in Staff Finding 4, the city is precluded from requiring a minimum number of parking spaces with this application. The criteria is not applicable.

46.120 DRIVEWAYS REQUIRED ON SITE

Any school or other meeting place which is designed to accommodate more than 25 people at one time shall provide a 15-foot-wide driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers. Depending on functional requirements, the width may be increased with Planning Director approval

Staff Finding 10: Staff incorporates applicant findings (Exhibit PC-1, page 26-39). The criteria are met.

46.130 OFF-STREET LOADING SPACES

Buildings or structures to be built or substantially altered, which receive and distribute material or merchandise by truck, shall provide and maintain off-street loading and maneuvering space. The dimensional standard for loading spaces is a minimum of 14 feet wide by 20 feet long or proportionate to accommodate the size of delivery trucks that typically serve the proposed use as follows:

Land Use	Gross Floor Area	
	At Which First Berth Is Required	At Which Second Berth Is Required
(...)		
Schools	10,000	100,000
(...)		

Staff Finding 11: The proposal is for a new Conditional Use Permit, for a micro-school, in an existing building. The existing building is 2720 square feet and does not meet the required threshold for off-street loading space. The criteria do not apply.

B. Accessible parking standards for persons with disabilities. If any parking is provided for the public or visitors, or both, the needs of the people with disabilities shall be based upon the following standards or current applicable federal standards, whichever are more stringent:

1. Minimum number of accessible parking space requirements (see following table):

MINIMUM REQUIRED NUMBER OF TOTAL PARKING SPACES	TOTAL NUMBER OF ACCESSIBLE SPACES	NUMBER OF VAN-ACCESSIBLE SPACES REQUIRED, OF TOTAL	SPACES SIGNED "WHEELCHAIR USE ONLY"
(...)			
1-25	1 total spaces	1	N/A
(...)			

Staff Finding 12: The existing building has a total of 9 standard parking spaces and 1 ADA parking space that is van accessible and signed. The criteria are met.

CHAPTER 60 CONDITIONAL USES

60.030 ADMINISTRATION AND APPROVAL PROCESS

A. Conditional use applications shall be decided by the Planning Commission in the manner set forth in CDC 99.060(B). A petition for review by the Council may be filed as provided by CDC 99.240(B).

B. All approved conditional use applications in new buildings, or buildings with a major modification, shall be subject to design review under the provisions of Chapter 55 CDC, and in the manner set forth in CDC 99.060(B).

C. All approved conditional use applications within existing buildings shall not be subject to design review.

Staff Finding 13: The application is for a new Conditional Use Permit. The applicant proposal will be heard by the Planning Commission at a public hearing scheduled for December 20, 2023. The proposal is for an existing building and no exterior modifications are proposed. Design review is not required. The criteria are met.

60.070 APPROVAL STANDARDS AND CONDITIONS

A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use, except for a manufactured home subdivision in which case the approval standards and conditions shall be those specified in CDC 36.030, or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:

1. The site size and dimensions provide:
 - a. Adequate area for the needs of the proposed use; and

b. Adequate area for aesthetic design treatment to mitigate any possible adverse effect from the use on surrounding properties and uses.

Staff Finding 14: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The application is for a new Conditional Use Permit. The applicant proposal will be heard by the Planning Commission at a public hearing scheduled for December 20, 2023. The criteria are met.

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features.

Staff Finding 15: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The criteria are met.

3. The granting of the proposal will provide for a facility that provides an overall benefit to the City.

Staff Finding 16: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The criteria are met.

4. Adequate public facilities will be available to provide service to the property at the time of occupancy.

Staff Finding 17: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The criteria are met.

5. The applicable requirements of the zone are met, except as modified by this chapter.

Staff Finding 18: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The criteria are met.

6. The supplementary requirements set forth in Chapters 52 to 55 CDC, if applicable, are met.

Staff Finding 19: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The applicant does not propose any exterior modifications to the building as part of the application for a new Conditional Use Permit. Chapter 52 SIGNS will be addressed as part of a sign permit application currently under review (SGN-23-15). Chapters 53 to 55 are not applicable to this application as the site is currently developed as a multi-tenant shopping center. The criteria will be met through routine sign permit review or do not apply.

7. The use will comply with the applicable policies of the Comprehensive Plan.

Staff Finding 20: Staff incorporates applicant findings (See applicant submittal, exhibit PC-1). The criteria are met.

B. An approved conditional use or enlargement or alteration of an existing conditional use shall be subject to the development review provisions set forth in Chapter 55 CDC.

Staff Finding 21: The proposal is for a new Conditional Use Permit and does not propose the enlargement or alteration of an existing conditional use. The applicant does not propose any exterior alterations to the existing building, and all changes are proposed to be internal to the structure. Therefore, chapter 55 does not apply to this application. The criteria do not apply.

C. The Planning Commission may impose conditions on its approval of a conditional use which it finds are necessary to assure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:

- 1. Limiting the hours, days, place, and manner of operation.*
- (...13)*

Staff Finding 22: As documented in the findings above and the applicant submittal (Exhibit PC-1), staff has not identified any issues of compatibility that would require the conditions of approval to limit the hours, days, and manner of operations. This criteria does not apply.

D. Aggregate extraction uses shall also be subject to the provisions of ORS 541.605.

E. The Historic Review Board shall review an application for a conditional use, or to enlarge a conditional use on a property designated as a historic resource, based on findings of fact that the use will:

- 1. Preserve or improve a historic resource which would probably not be preserved or improved otherwise; and*
- 2. Utilize existing structures rather than new structures.*

Staff Finding 23: The application does not propose or involve an aggregate extraction use, nor does the property contain a designated historic resource. The nearest historic resource is approximately 0.8 miles to the south and will not be impacted by this project. These criteria do not apply

CHAPTER 92: REQUIRED IMPROVEMENTS

Staff Finding 24: All adjacent roadways, sidewalks, streetlights, stormwater facilities, and other infrastructure are built to City standard. No street improvements are required. The criteria are met.

CHAPTER 99: PROCEDURES FOR DECISION MAKING: QUASI-JUDICIAL

99.030 APPLICATION PROCESS: WHO MAY APPLY, PRE-APPLICATION CONFERENCE, REQUIREMENTS, REFUSAL OF APPLICATION, FEES

(...)

- B. Pre-application conferences.*

1. *Subject to subsection (B)(4) of this section, a pre-application conference is required for, but not limited to, each of the following applications:*

(...)

d. Conditional uses;

(...)

Staff Finding 25: The applicant attended a pre-application conference with City staff on August 3, 2023 (PA-23-11). The criteria are met.

99.038 NEIGHBORHOOD CONTACT REQUIRED FOR CERTAIN APPLICATIONS

Prior to submittal of an application for any subdivision, conditional use permit, (...)

Staff Finding 26: Staff incorporates applicant findings (see exhibit PC-1, pages 4-25) The criteria are met.

99.060 APPROVAL AUTHORITY

B. Planning Commission authority. The Planning Commission shall have the authority to:

(...)

2. Approve, deny, or approve with conditions the following applications:

(...)

b. A conditional use (Chapter 60 CDC).

(...)

Staff Finding 27: The applicant proposal will be heard by the Planning Commission at a public hearing scheduled for December 20, 2023. The criteria are met.

99.080 NOTICE

Notice shall be given in the following ways:

A. Class A Notice. (...)

Staff Finding 28: The applicant proposal has been properly noticed by the City (See Exhibit PC-3). The criteria are met.

EXHIBIT PC-1: APPLICANT SUBMITTAL

DEVELOPMENT REVIEW APPLICATION

For Office Use Only			
STAFF CONTACT Chris Myers	PROJECT NO(S). CUP-23-02	PRE-APPLICATION NO. PA-23-11	
NON-REFUNDABLE FEE(S) \$500	REFUNDABLE DEPOSIT(S) \$4,500	TOTAL	\$5,000

Type of Review (Please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Annexation (ANX)
<input type="checkbox"/> Appeal (AP)
<input type="checkbox"/> CDC Amendment (CDC)
<input type="checkbox"/> Code Interpretation (MISC)
<input checked="" type="checkbox"/> Conditional Use (CUP)
<input type="checkbox"/> Design Review (DR)
<input type="checkbox"/> Tree Easement Vacation (MISC)
<input type="checkbox"/> Expediated Land Division (ELD)
<input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Final Plat (FP)
<input type="checkbox"/> Flood Management Area (FMA)
<input type="checkbox"/> Historic Review (HDR)
<input type="checkbox"/> Lot Line Adjustment (LLA)
<input type="checkbox"/> Minor Partition (MIP)
<input type="checkbox"/> Modification of Approval (MOD)
<input type="checkbox"/> Non-Conforming Lots, Uses & Structures
<input type="checkbox"/> Planned Unit Development (PUD)
<input type="checkbox"/> Street Vacation | <input type="checkbox"/> Subdivision (SUB)
<input type="checkbox"/> Temporary Uses (MISC)
<input type="checkbox"/> Time Extension (EXT)
<input type="checkbox"/> Right of Way Vacation (VAC)
<input type="checkbox"/> Variance (VAR)
<input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP)
<input type="checkbox"/> Water Resource Area Protection/Wetland (WAP)
<input type="checkbox"/> Willamette & Tualatin River Greenway (WRG)
<input type="checkbox"/> Zone Change (ZC) |
|---|---|---|

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

Site Location/Address: 19066 Willamette Drive, West Linn, OR	Assessor's Map No.: 2-1E-23AA
	Tax Lot(s): 700, 702, 1700
	Total Land Area: 91,458

Brief Description of Proposal:

Bright Schoolhouse seeks a Conditional Use approval for a micro-school (for 35 children and 4 staff) in a General Commercial strip mall.

Applicant Name*: Allison Morton	Phone: 503-405-0275
Address: 3330 Quail Ridge Ct	Email: allison@brightschoolhouse.org
City State Zip: West Linn, OR 97068	

Owner Name (required): Douglas and Ruthann Seely Joint Trust	Phone: 503-789-0018
Address: 1780 SW Advance Rd.	Email: investseely@yahoo.com
City State Zip: West Linn, OR. 97068	

Consultant Name: Brett Schulz	Phone: 503-222-9099
Address: 2500 NE Sandy Blvd, Suite H	Email: brett@brettschulz.com
City State Zip: Portland, OR 97232	

1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. ***The applicant is financially responsible for all permit costs.**
2. The owner/applicant or their representative should attend all public hearings.
3. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
4. Submit this form, application narrative, and all supporting documents as a single PDF through the [Submit a Land Use Application](https://westlinnoregon.gov/planning/submit-land-use-application) web page: <https://westlinnoregon.gov/planning/submit-land-use-application>

The undersigned property owner authorizes the application and grants city staff the **right of entry** onto the property to review the application. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

Allison Morton
Applicant's signature

10/4/23
Date

Douglas Seely, Trustee (Douglas Seely)
Owner's signature (required) Date **9/6/23**

Conditional Use Narrative for Bright Schoolhouse

1.a. The Bright Schoolhouse would repurpose the existing building area, no additions or exterior modifications, with the two existing rooms that have previously served as dance studios serving as classrooms. As a dance school the occupancy of the studio rooms would have been “Assembly – Standing Space” at 7 net (despite size most likely allowing it to remain a B occupancy) resulting in 205 potential occupants. As an educational space the “Classroom areas” at 20 net would only result in 73 occupants in the two primary rooms. As a controlled capacity environment, the Bright Schoolhouse will have a maximum of 35 students and 4 staff, with a staggered pick-up or drop-off resulting in approximately 40 occupants at any time.

1.b. There is no exterior work proposed to the building. A separate sign permit will be filed for signage on the façade of the building.

2. The existing building will remain with no exterior or site modifications. The proposed site works well for a micro-school, with a large throughfare and easy access, not directing people down smaller neighborhood streets.

3. This school will provide a dedicated learning environment to “bright and quirky” children with special needs particularly 2-e learners, those who are gifted with ADHD, HFASD, anxiety or other similar neurodivergence. This will not only be tremendous benefit to the enrolled children, and their families, as an educational space that caters to their learning styles, but will also reduce the number students enrolled in chronically under supported and understaffed special needs programs in public schools in the area, allowing more dedicated time and resources for the children.

4. The proposed tenant improvement will add one additional restroom, resulting in two fully accessible restrooms, meeting the plumbing calculation standards for education spaces.

5. This project meets the requirements of the zone.

6. The supplementary requirements are met as follows:

Ch 52. A separate permit for signage will be filed after the conditional use is approved.

Ch 53. No sidewalk use is proposed as a part of this use.

Ch 54. No site modifications proposed as part of this project, existing landscape will remain undisturbed.

Ch 55. This project does not have any exterior work and therefore design review is not required.

7. The proposed project has no exterior work and will comply with the comprehensive plan by conducting a neighborhood meeting (Goal 1), not increasing traffic (Goal 2), and retrofitting an existing building (Goal 13).

99.038 Neighborhood Contact Required

E.

1. A copy of the certified letter to the association with a copy of the return receipt
2. A copy of the letter to the officers and property owners within 500 feet
 - a. Affidavit of mailing
 - b. Copy of mailing list with names and addresses of owners and residents
3. A copy of the required posting notice
 - a. Affidavit of posting
4. Copy of the summary of minutes of the neighborhood meeting including email allowing for supplementary comments
5. Audiorecording digital files on request, not in pdf package



TUALATIN
19190 SW 90TH AVE
TUALATIN, OR 97062-9997
(800)275-8777

08/16/2023 11:10 AM

Product	Qty	Unit Price	Price
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First-Class Mail® Letter	1		\$0.66
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West Linn, OR 97068
Weight: 0 lb 0.70 oz
Estimated Delivery Date
Fri 08/18/2023

Certified Mail® \$4.35

Tracking #: 9589 0710 5270 0602 7889 45

Return Receipt \$3.55

Tracking #: 9590 9402 7839 2234 9990 52

Total \$8.56

Grand Total: \$8.56

Credit Card Remit \$8.56

Card Name: VISA
Account #: XXXXXXXXXX9002
Approval #: 007671
Transaction #: 924
AID: A000000031010 Chip
AL: VISA CREDIT
PIN: Not Required CHASE VISA

Text your tracking number to 20777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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Tell us about your experience. Go to: <https://postalexperience.com/Pos> or scan this code with your mobile device.



or call 1-800-410-7420

UFN: 408560-0153
Receipt #: 840-59/00050 2-4975276-2

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

West Linn, OR 97068

Certified Mail Fee

\$ 14.35

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ 3.00
 Return Receipt (electronic) \$ 0.00
 Certified Mail Restricted Delivery \$ 0.00
 Adult Signature Required \$ 0.00
 Adult Signature Restricted Delivery \$ 0.00

Postage

\$ 0.66

Total Postage and Fees

\$ 0.66

Sent To

Robinwood Station Community Center

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

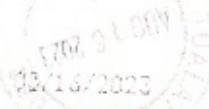
3700 Cedarbrook Dr
West Linn, OR 97068

PS Form 3800, January 2023 PSN 7530-02-100-9047

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August 22, 2023

Allison Morton
Bright Schoolhouse
Contact: Allison@brightschoolhouse.org
503-405-0275
brett@brettschulz.com

RE: NEIGHBORHOOD REVIEW MEETING PROPOSED CHANGE OF USE

Dear Tony Bracco and Robinhood Neighborhood Association and resident/owners:

I, Allison Morton, am writing as the Executive Director and representative of Bright Schoolhouse in regards to the property located at 19066 NE Willamette Dr. West Linn, OR 97068, more specifically shown by the attached map. We are pursuing a proposal to house our small nonprofit program in the Willamette property. Bright Schoolhouse will serve a maximum of 35 children ages 5 to 10 years old in total as a microschool. A microschool is defined as an E (educational) occupancy and as such a Conditional Use is sought to allow an E occupancy for nonprofit microschool in a retail zone. No physical changes are proposed to the site or exterior of the building, other than signage. Interior changes will include the addition of a bathroom, an art sink, and a kitchenette. A complete Project Summary is included.

Prior to applying to the City of West Linn, we would like to take the opportunity to discuss the project in more detail with you and share more about this program. The purpose of this informational meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so that they may be considered before a land development application is submitted to the City. This meeting gives you the opportunity to share with us any special information you know about the property involved. We will attempt to answer questions which may be relevant to meeting development standards.

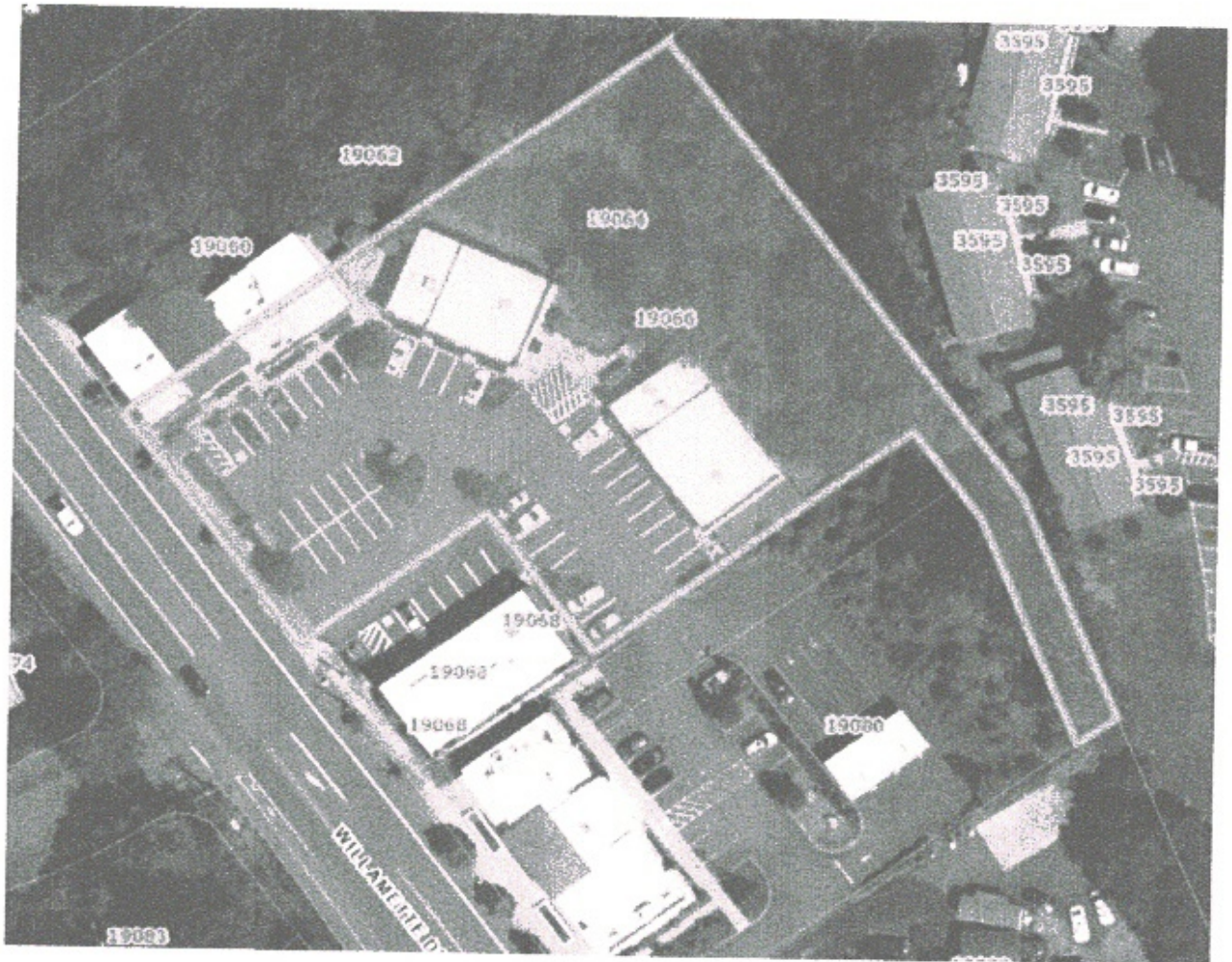
You are invited to attend the meeting on:
Time and Date: 7 PM SEPTEMBER 12TH, 2023
Location: ROBINWOOD STATION
Address: 3706 Cedaroak Drive West Linn

For questions and to arrange the meeting time we can be reached at allison@brightschoolhouse.org or Brett Schulz the architect at brett@brettschulz.com

Sincerely,



Allison Morton



Project Summary: Bright Schoolhouse

The proposed project involves a Change of Use application for a commercial property located at 19066 Willamette Drive in West Linn, Oregon. The scope of work focuses on minimal interior tenant improvements to accommodate the establishment of a microschool serving children ages 5 to 10. Our non-profit Bright Schoolhouse will serve families seeking a smaller learning setting including those with special needs particularly 2-e learners, those who are gifted with ADHD, HFASD, anxiety or other similar neurodivergence. The intended educational use falls under the E-occupancy category as defined by the building code. The project aims to provide a specialized educational environment with minimal interior modifications.

The property's previous uses include dance studios, with the most recent being the Oregon Ballet Theatre West Linn program. The change of use to an educational microschool aligns with the property's historical use for learning and artistic activities. No exterior changes or site alterations are proposed as part of this project. The interior work will consist of adding essential facilities, including a second bathroom, an art sink, and a small kitchenette, to meet the needs of the program. These modifications are designed to ensure compliance with educational and safety requirements while retaining the existing layout and exterior appearance of the building. The maximum occupancy is 35 children, along with no more than 4 teaching staff members.

Overall, the project seeks to establish a supportive educational environment within the existing building, catering to the unique needs of young learners. The proposed modifications and change of use are consistent with the property's history of educational and artistic endeavors while ensuring compliance with building codes and regulations. Bright Schoolhouse aims to be a community asset for the City of West Linn.

AFFIDAVIT OF MAILING

STATE OF OREGON)
) SS

County of Clackamas)

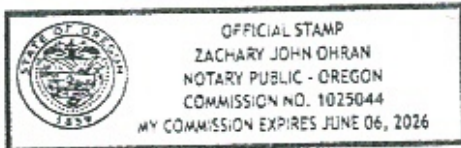
I, Nicholas Morton, being duly sworn, depose and say that on August 22, 2023, I caused to have mailed to each of the persons on the attached list a notice of a meeting to discuss a proposed development at 19066 Willamette Dr, West Linn, OR 97068, a copy of which notice so mailed is attached hereto and made a part of hereof.

I further state that said notices were enclosed in envelopes plainly addressed to said persons and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

This 22nd day of August, 2023

Signature [Handwritten Signature]

Subscribed and sworn to, or affirmed, before me this 22nd day of August, 2023.



[Handwritten Signature]
Notary Public for the State of Oregon

My Commission Expires June 06, 2026

00297869
21E13CC05500
Brent Hunsberger
3536 Walling Way
West Linn OR 97068

00297878
21E13CC05600
Nancy Rowinski
3424 Walling Way
West Linn OR 97068

00297887
21E13CC05700
Roxanna Khosravi
19625 Old River Dr
West Linn OR 97068

00297896
21E13CC05800
Amy Swartz
3611 Ridgewood Way
West Linn OR 97068

00306868
21E14DD06100
M5 Willamette LLC
5441 S MacAdam Ave Ste 208
Portland OR 97239

00306877
21E14DD06200
M5 Willamette LLC
5441 S MacAdam Ave Ste 208
Portland OR 97239

00306920
21E14DD06700
Berrey Investment LLC
6305 SW Rosewood St Ste D
Lake Oswego OR 97035

00306939
21E14DD06800
Berrey Investment LLC
6305 SW Rosewood St Ste D
Lake Oswego OR 97035

00306948
21E14DD06900
Archland Property I LLC
PO Box 182571
Columbus OH 43218

00306957
21E14DD07000
Jody Forlenza
3315 Walling Way
West Linn OR 97068

00306966
21E14DD07100
Joseph Sewell
18747 Rose Way
West Linn OR 97068

00306975
21E14DD07200
Carolyn Ullman
18705 Rose Way
West Linn OR 97068

00306984
21E14DD07300
Richard Hunt
18655 Rose Way
West Linn OR 97068

00307028
21E14DD07700
Daniel Hedger
3477 Walling Way
West Linn OR 97068

00307037
21E14DD07800
Shane Winder
18718 Rose Way
West Linn OR 97068

00360567
21E23AA00100
Noel Lee
19679 Old River Rd
West Linn OR 97068

00360576
21E23AA00200
Penelope McCaslin
18915 Beaver Ln NE
Aurora OR 97002

00360585
21E23AA00300
Michael Hayes
19775 Old River Dr
West Linn OR 97068

00360601
21E23AA00500
Saint John Society
PO Box 546
Corvallis OR 97339

00360610
21E23AA00600
Tribbett
1942 Westlake Loop
Newberg OR 97132

00360629
21E23AA00601
Cedar Linn LLC
1539 NW 19th Ave
Portland OR 97209

00360656
21E23AA00703
Oak Cedar
PO Box 1919
Wichita Falls TX 76307

00360665
21E23AA00704
West Linn Plaza LLC
10250 SW North Dakota St
Tigard OR 97223

00360674
21E23AA00705
Oak Cedar
PO Box 1919
Wichita Falls TX 76307

00360683
21E23AA01100
Marilyn Frankel
3364 Walling Way
West Linn OR 97068

00360692
21E23AA01200
Durward Bennett
3320 Walling Way
West Linn OR 97068

00360709
21E23AA01300
William Schroeter
PO Box 256
Marylhurst OR 97036

00360718
21E23AA01400
West Linn Investors LLC
6830 SW Windemere Loop
Portland OR 97225

00360736
21E23AA01800
Gerardo Bezmertney
19042 Walling Cir
West Linn OR 97068

00360745
21E23AA01801
Wen Zhao
85 Laurel St
Lake Oswego OR 97034

00360754
21E23AA02000
Yandy Roman
18976 Walling Cir
West Linn OR 97068

00360781
21E23AA02300
Jason Harper
1309 N Maple St
Canby OR 97013

00360816
21E23AA02600
Thomas Palmrose
18951 Walling Cir
West Linn OR 97068

00360843
21E23AA02800
Susan Russell
19023 Walling Cir
West Linn OR 97068

00360870
21E23AA03100
City Of West Linn
22500 Salamo Rd #600
West Linn OR 97068

00362397
21E23AD00700
Blair K & D Living Trust
19464 Wilderness Dr
West Linn OR 97068

00372402
21E24BB01600
Jesse Coefield
19790 Old River Dr
West Linn OR 97068

00372439
21E24BB01900
William Allen
3870 Ridgewood Way
West Linn OR 97068

00372466
21E24BB02200
Kathleen Smith
3950 Ridgewood Way
West Linn OR 97068

00372830
21E24BB04800
Presbytery Of The Cascades
19200 Willamette Dr
West Linn OR 97068

00360763
21E23AA02100
Daniela Lucescu
18950 Walling Cir
West Linn OR 97068

00360790
21E23AA02400
Douglas Pullin
18891 Walling Cir
West Linn OR 97068

00360825
21E23AA02601
Nicholas Wigen
18977 Walling Cir
West Linn OR 97068

00360852
21E23AA02900
William Harper
19055 Walling Cir
West Linn OR 97068

00362379
21E23AD00500
John Foster III
19470 Wilderness Dr
West Linn OR 97068

00362949
21E23AD06101
Roic Robinwood LLC
PO Box 130339
Carlsbad CA 92013

00372411
21E24BB01700
Dale Cook
19844 Old River Dr
West Linn OR 97068

00372448
21E24BB02000
Tath Rautio
19888 Old River Dr
West Linn OR 97068

00372484
21E24BB02400
Eric Nepom
19970 Old River Dr
West Linn OR 97068

00372849
21E24BB04900
Erfan Inc
PO Box 2072
Portland OR 97208

00360772
21E23AA02200
Tzer Cheng
18902 Walling Cir
West Linn OR 97068

00360807
21E23AA02500
Mark Krellwitz
18909 Walling Cir
West Linn OR 97068

00360834
21E23AA02700
Shaun Jillions
18983 Walling Cir
West Linn OR 97068

00360861
21E23AA03000
Donald Lachman
35301 SW Geer Rd
Newberg OR 97132

00362388
21E23AD00600
Dechaine R B & J M Livin Trust
627 8th St
Lake Oswego OR 97034

00372395
21E24BB01500
Montpart Helen M Trustee
19728 Old River Dr
West Linn OR 97068

00372420
21E24BB01800
Bruce Dilworth
3820 Ridgewood Way
West Linn OR 97068

00372457
21E24BB02100
Brent Carlson
19930 Old River Dr
West Linn OR 97068

00372493
21E24BB02500
Hamersly S W & J R Livin Trust
2695 Surrey Ln
West Linn OR 97068

01501280
21E23AA02701
Dori MacDonald
18993 Walling Cir
West Linn OR 97068

01506908
21E23AA00101
Sutisa Apichatskol
19635 Old River Dr
West Linn OR 97068

01752883
21E23AA00602
Tribbett Family Ltd Prtnshp
1942 Westlake Loop
Newberg OR 97132


05030027
21E23AA02901
Michael Erdmann
19067 Walling Cir
West Linn OR 97068

05032008
21E24BB04800L1
Presbytery Of The Cascades
19200 Willamette Dr
West Linn OR 97068

05036016
21E24BB04800E3
Presbytery Of The Cascades
19200 Willamette Dr
West Linn OR 97068



This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY												
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature  <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) RANDALL FASTGENS</p> <p>C. Date of Delivery 8-28-23</p>												
<p>1. Article Addressed to:</p> <p>Robinwood Station Community Center 3706 Cedar oak Dr West Linn, OR 97068</p>  <p>9590 9402 7839 2234 9990 52</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>  <p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Collect on Delivery Restricted Delivery	
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<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery												
<input type="checkbox"/> Collect on Delivery Restricted Delivery													
<p>2. Article Number (Transfer from previous label)</p> <p>9589 0710 5270 0602 7889 45</p>	<p>Restricted Delivery <small>(over 300g)</small></p>												
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>													

USPS TRACKING #

PORTLAND OR 972

28 AUG 2023 PM 6 L


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First-Class Mail
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 USPS
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box•

Nick + Allison Morton
 3330 Quail Ridge Ct
 West Linn, OR 97068



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Randall Fastabend</i> <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>
<p>1. Article Addressed to: Robinwood Neighborhood Assoc Robinwood Station Comm Center 3706 Cedarvale Dr West Linn, OR 97068</p>	<p>B. Received by (Printed Name) <i>RANDALL FASTABEND</i></p> <p>C. Date of Delivery <i>8-28-23</i></p>
 9590 9402 7859 2234 2292 90	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p> 
<p>2. Article Number (Transfer from carrier label) 7022 2410 0001 4134 0421</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <ul style="list-style-type: none"> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
PS Form 3811, July 2020 PSN 7530-02-000-9053	Domestic Return Receipt

<p>USPS TRACKING#</p>  PORTLAND, OR 972 28 AUG 2023 11 6 L		<p>First-Class Mail Postage & Fees Paid USPS Permit No. G-10</p>
9590 9402 7859 2234 2292 90		
United States Postal Service	<p>• Sender: Please print your name, address, and ZIP+4® in this box•</p> <p><i>Nick & Allison Morton 3330 Quail Ridge Ct West Linn, OR 97068</i></p>	
		

Posting

August 22, 2023

Allison Morton
Bright Schoolhouse
Contact: Allison@brightschoolhouse.org
503-405-0275
brett@brettschulz.com

RE: NEIGHBORHOOD REVIEW MEETING PROPOSED CHANGE OF USE

Dear Tony Bracco and Robinhood Neighborhood Association and resident/owners:

I, Allison Morton, am writing as the Executive Director and representative of Bright Schoolhouse in regards to the property located at 19066 NE Willamette Dr. West Linn, OR 97068, more specifically shown by the attached map. We are pursuing a proposal to house our small nonprofit program in the Willamette property. Bright Schoolhouse will serve a maximum of 35 children ages 5 to 10 years old in total as a microschool. A microschool is defined as an E (educational) occupancy and as such a Conditional Use is sought to allow an E occupancy for nonprofit microschool in a retail zone. No physical changes are proposed to the site or exterior of the building, other than signage. Interior changes will include the addition of a bathroom, an art sink, and a kitchenette. A complete Project Summary is included.

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You are invited to attend the meeting on:
Time and Date: 7 PM SEPTEMBER 12TH, 2023
Location: ROBINWOOD STATION
Address: 3706 Cedaroak Drive West Linn

For questions and to arrange the meeting time we can be reached at allison@brightschoolhouse.org or Brett Schulz the architect at brett@brettschulz.com

Sincerely,



Allison Morton

Project Summary: Bright Schoolhouse

The proposed project involves a Change of Use application for a commercial property located at 19066 Willamette Drive in West Linn, Oregon. The scope of work focuses on minimal interior tenant improvements to accommodate the establishment of a microschool serving children ages 5 to 10. Our non-profit Bright Schoolhouse will serve families seeking a smaller learning setting including those with special needs particularly 2-e learners, those who are gifted with ADHD, HFASD, anxiety or other similar neurodivergence. The intended educational use falls under the E-occupancy category as defined by the building code. The project aims to provide a specialized educational environment with minimal interior modifications.

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Public Notice

Date of Posting: August 22, 2023

Allison Morton Bright Schoolhouse Contact: Allison@brightschoolhouse.org
503-405-0275 brett@brettschultz.com

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Date: Tues. Sept. 12 at 7:00 PM
Place: Robinwood Station
3706 Cedaroak Dr
West Linn

Project Summary: Bright Schoolhouse

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Robinwood Neighborhood Association Meeting

September 12, 2023 at 7:00 pm

Robinwood Station 3706 Cedaroak Drive, West Linn

Attendees: (see attached sign in list)

Minutes of Bright Schoolhouse presentation:

Allison Morton, executive director and founder of Bright Schoolhouse shared information about her new small nonprofit educational program. The location of the property for this microschool is 19066 Willamette Drive in West Linn. A copy of her planning presentation is attached.

Summary of the questions and comments from the meeting participants:

Questions made by meeting attendees and board members and answers in reply:

What is number of students served?

-30 children in the school total

What is the ratio of students to teachers?

-There will be 4 staff persons. In comparison Trillium Creek sees a 1:30 class size average and Stafford a 1:22

An attendee offered comment of welcome to the neighborhood, what a lovely addition to this community.

Age range? And where students attend school after Bright Schoolhouse?

-Kindergarten to Second grade. We anticipate that with it mirroring some key elements of traditional schooling they will shift to their public school or attend other microschools which serve 3rd grade and older.

Who owns the school?

-Bright Schoolhouse is a non-profit.

The president gave the concluding of welcoming and said that the use of a dance school, this school are all great uses and better than alternatives that might be in the space.

There were no neighborhood impact questions-no questions in regards to traffic, parking, or impact on neighborhood.

Name of applicant: Bright Schoolhouse

Subject Property: Free standing, existing retail building

Address or General Location: 19066 Willamette Dr, West Linn, OR 97068

AFFIDAVIT OF POSTING NOTICE

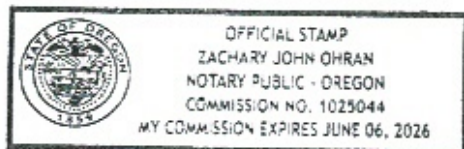
I, Nicholas Morton, do swear or affirm that I am (represent) the party initiating interest in a proposed 30 Student Micro School affecting the land located at 19066 Willamette Dr, West Linn, OR 97068, and did on the 22nd day of August, 2023 personally post the notice indicating that the site may be proposed for a 30 student Micro School change of use application.

The sign was posted at 19066 Willamette Dr, West Linn, OR 97068 (state location on property) in the window adjacent to the front door.

This 22nd day of August, 2023

Signature [Handwritten Signature]

Subscribed and sworn to, or affirmed, before me this 22nd day of August, 2023.



[Handwritten Signature]
Notary Public for the State of Oregon

My Commission Expires June 06, 2026

RNA Presentation

Hi my name is Allison Morton, I founded and own early child programs in NE Portland. I'm coming to you today as the executive director and founder of a new small nonprofit educational program. I thought I would share my short little spiel about this project, I think it'll answer a lot of wonderings you may have and then otherwise I wanted to use this little bit of time to listen to any thoughts.

Bright Schoolhouse will be a microschoo—these are small intimate programs. Our is designed to serve 30 children in the total program or school. While the program is open to all young learners the programming and environment will be designed to support 2e learners such as those who may be gifted with adhd, level 1 asd., anxiety, etc. It is an option for parents seeking a more personalized learning structure. What is interesting about a program like this is that it can have a large outdoors and gross motor component, be heavily play and project based, while being very advanced academically. We see this program is being a really positive addition to the community.

The property is 19066 Willamette Dr—the former OBOT space by US Bank and Joy Terayki. The standalone unit set back on the property.

When you open a program like this it falls into the category of an E occupancy and in near all cases you have to do a change of use to an E. The majority of West Linn is zoned light retail. To be an E occupancy we need a conditional use, this process includes meeting with neighbors to hear your thoughts, completing a thorough application on how we will meet code, etc., and then a land use hearing.

Other than becoming an E occupancy we are not making any changes to the site plan or exterior. We are having a nice sign installed and I have that rendering here. Inside we are adding a second bathroom and an additional art sink. As for neighborhood impact, as I know we all settled into West Linn for quiet enjoyment. We requested a traffic analysis and have contracted Mike Ard engineering complete this. Our hours are 8:00-3:00, so before any of the other tenants open and before commuting time. Mike is going to highlight our low impact and compare to other allowed uses as well as the former Ballet program which saw a lot of coming and going from 2:30-8:30.

We think that this site will work well for the safety and efficient of the school and we ensure we are very good neighbors.

Mike suggestions: For neighborhood meetings I would typically suggest going in with open ears rather than answers. I usually find that if we go into a neighborhood meeting with answers already in hand we sound dismissive of their concerns.

You can tell them that the city has requested a traffic analysis and that you have contracted with me to provide that service. Ask if they have specific questions about the project, and listen for any potential objections and/or suggestions of ways to reduce impacts. You can also let them know that you want the site to work well for the safety and efficiency of the school, and to ensure that you are good neighbors.

AGENDA

ROBINWOOD NEIGHBORHOOD ASSOCIATION

Regular Meeting September 12th, 2023 at 7:00 pm
at Robinwood Station 3706 Cedaroak Dr, West Linn, OR 97068

1. Call to Order and Introductions of guests and new attendees
 2. Agenda review, changes and approval
 3. Planning presentation for schoolhouse use at 19066 Willamette Drive
 4. City Council Update by interim councilor Carol Bryck
 5. August Minutes approval
 6. Treasurer's Report
 7. Public Comments
 8. Committee Reports including Nominating Committee
 9. Announcements, City and Community Events
 10. Old Business: Robinwood Picnic Results
Island View Trail project update
Hwy 43/Old River crosswalk access
 11. New Business:
- Adjournment

Robinwood Neighborhood Association Board
Tony Bracco, President Carol Bryck, Vice President
Kevin Bryck, Secretary Jim O'Toole, Treasurer
Dawn Meaney, Ambassador

<https://westlinnoregon.gov/robinwood>

First	Last	Phone	Email	Street
Anthony	Bracco	503-675-1773	anthonybracco@gmail.com	Robinwood Way
John	OTCOLO	—	Robinwood Way	→
Mary	Heel	503-638-533	m.heel@gmail.com	Nixon Ave
KEV	BRUCK			KENTHORPE
OLE	OLSEN	503 927 187		KENTHORPE
Michelle	Goldberg	916 882 6573	michelleleanne2@gmail.com	Trillium
Susan	Crumpton	503-360-8750	s.crumpton@gmail.com	Arbor
Debra	McPherson	503 927 686	debra-berger@gmail.com	Arbor Dr
Cindy	Stott		C.STOTT@comcast.net	Kenthorpe Way
CAROL	BRUCK			KENTHORPE WAY
Allison	Morton	503 405 0275	allison@brightschoolhouse.org	Salama / ^{guest} presenter
Cindy	Goodman	406-360-1282	montanacindy@gmail.com	Hoodview guest "

Neighborhood meeting request

Wed, Sep 13 at 11:44 AM

Allison Morton <Allison@brightschoolhouse.org>
To: RNASecretary <secretaryrna@gmail.com>

Thank you for hosting us yesterday! I wanted include the notes from my minute taker and see if you had any additional information that should be included or elements that you contest. Thank you kindly!

Robinwood Neighborhood Association Meeting

September 12, 2023 at 7:00 pm

Robinwood Station 3706 Cedaroak Drive, West Linn

Attendees: (see attached sign in list)

*No reply with
edits or additions
by RNA*

Minutes of Bright Schoolhouse presentation:

Allison Morton, executive director and founder of Bright Schoolhouse shared information about her new small nonprofit educational program. The location of the property for this microschool is 19066 Willamette Drive in West Linn. A copy of her planning presentation is attached.

Summary of the questions and comments from the meeting participants:

Questions made by meeting attendees and board members and answers in reply:

What is number of students served?
-30 children in the school total

What is the ratio of students to teachers?
-There will be 4 staff persons. In comparison Trillium Creek sees a 1:30 class size average and Stafford a 1:22

An attendee offered comment of welcome to the neighborhood, what a lovely addition to this community.

Age range? And where students attend school after Bright Schoolhouse?
-Kindergarten to Second grade. We anticipate that with it mirroring some key elements of traditional schooling they will shift to their public school or attend other microschools which serve 3rd grade and older.

Who owns the school?
-Bright Schoolhouse is a non-profit.

The president gave the concluding of welcoming and said that the use of a dance school, this

school are all great uses and better than alternatives that might be in the space.

There were no neighborhood impact questions-no questions in regards to traffic, parking, or impact on neighborhood.

[Quoted text hidden]



21370 SW Langer Farms Pkwy
Suite 142, Sherwood, OR 97140

October 4, 2023

John Floyd, Associate Planner
City of West Linn
22500 Salamo Road
West Linn, OR 97068

RE: 19066 Willamette Drive Micro School: Transportation Impact Analysis Letter

Dear Mr. Floyd,

This letter is written to provide information related to the impacts of a proposed micro-school at 19066 Willamette Drive in West Linn, Oregon. The purpose of this analysis is to provide information about the proposed use, make comparisons to the prior use of the site, and provide information related to compatibility of the proposed conditional use with the surrounding environment.

Project and Location Description

The subject site is an existing building within the “Willamette Village” site on the east side of Willamette Drive north of Cedaroak Drive. The subject building has a gross floor area of 2,720 square feet and was previously the home of a dance school for the Oregon Ballet Theatre.

Within the Willamette Village site, the existing businesses include The Barbers, Joy Teriyaki, the Lake Oswego Boy Scouts, Sophia’s Nails, an AT&T store, and US Bank. Immediately south of this are Chase Bank, Perfecto Cleaners, Ying Bun, Senor Taco, and 7-11.

Access to the site is provided via one driveway on Cedaroak Drive and two driveways on Willamette Drive (Oregon Hwy. 43). The on-site businesses share access, allowing movement of vehicles between all the above businesses within the site without the need to re-enter the adjacent public streets.

Willamette Drive (Oregon Hwy. 43) is classified by the City of West Linn as a Major Arterial roadway. It is also classified by the Oregon Department of Transportation as a Statewide Highway. It has one through lane in each direction in the immediate site vicinity, with turn lanes added at intersections. It has a posted speed limit of 35 mph.

Cedaroak Drive is classified by the City of West Linn as a Neighborhood Route between Willamette Drive and Old River Drive, and as a Local Street east of Old River Drive. It has a two-lane cross-section with one through lane in each direction and a posted speed limit of 25 mph.



Trip Generation

The proposed site use would consist of a school serving approximately 30 students in grades K through 5. This school will replace the Oregon Ballet Theatre dance school that previously occupied the building.

To estimate the number of trips generated by the proposed use, data from the *ITE Trip Generation Manual, 11th Edition*, published by the Institute of Transportation Engineers was used. The data referenced was for land use code 530, Private School K-8 since this land use category most closely matches the characteristics of the proposed school.

Although intended and advertised for a slightly lower enrollment, the IRS documentation for the non-profit school would permit a maximum enrollment of 35 students. Accordingly, the trip generation estimate was conservatively based on the limit of 35 students rather than the more likely enrollment of 30 students. Based on the calculations, the proposed school would be projected to generate 35 trips during the morning peak hour, 21 trips during the afternoon (school release) peak hour, and 144 daily trips. A summary of the trip generation calculations is provided in Table 1 below. A detailed trip generation calculation worksheet is also included in the attached technical appendix.

Table 1 - Trip Generation: Proposed Private School

	AM Peak Hour			Afternoon Peak Hour			Daily Total
	In	Out	Total	In	Out	Total	
35 Students	20	15	35	10	11	21	144

Since the proposed conditional may result in a change in operation as compared to the uses that are outright permitted within the site, one purpose of the trip generation estimate is to quantify how the trip generation characteristics of the site will change if the site is used as a private school rather than a use that is permitted in the underlying zone. Uses permitted outright in the General Commercial (GC) zone include restaurants, general retail services, medical and dental offices, convenience stores, indoor recreation facilities, and community centers. Of the permitted uses, the highest traffic volumes would be generated by a convenience store or a fast-food restaurant without a drive-through window. A 2,720 square-foot convenience store would be projected to generate 170 trips during the morning peak hour, 134 trips during the evening peak hour, and 2,074 daily trips. A 2,720 square-foot fast-food restaurant without a drive-through window would be projected to generate 117 trips during the morning peak hour, 90 trips during the evening peak hour, and 1,226 daily trips. Based on the comparison, the proposed school does not generate higher traffic volumes than other uses permitted outright in the underlying zone. This finding remains true even if pass-by trips (which occur when someone is driving along the adjacent roadway and merely visits the site along the way to another destination) are subtracted from the retail/service uses. As such, the proposed private school will not have greater traffic impacts than other uses that could be permitted within the building.



It is also appropriate to make comparisons to the prior approved use of the subject building. The prior dance school accommodated multiple shifts of 45-minute classes, with up to 20 students in each class from 3:30 PM to 8:45 PM.

Since the dance school had up to 20 students arriving and 20 departing simultaneously, the traffic impacts associated with the school during class change intervals were more closely related to a total enrollment of 40 students than 20 students. As such, the proposed 35-student school would be expected to result in lower peak-hour traffic volumes than the prior use of the site. Additionally, since the prior use had multiple class change intervals per day, the daily traffic volumes associated with the prior use were significantly higher than those that would be anticipated for the proposed 35-student school. Finally, the proposed K-5 private school ends its day prior to the evening peak hour, contributing very little traffic during the period from 4:00 to 6:00 PM when people generally commute home. Since the prior dance school was active during this commute period, again the proposed conditional use school will have lesser transportation impacts than the prior building use.

Based on the analysis, the proposed 35-student private school will have no significant impact on the operation of area roadways and intersections as compared to the prior dance school use within the site. The proposed private school is also projected to have transportation impacts far below the levels associated with other outright permitted uses within the General Commercial zone.

Transportation Analysis Requirements

The City of West Linn generally requires preparation of a Traffic Impact Study for any development which would result in an increase of 250 average daily trips. In this instance the projected total traffic volume for a 35-student private school falls below this threshold even if we ignore the prior approved use on the site. Accordingly, a full Traffic Impact Study should not be required for the proposed school.

Since the subject property takes direct driveway access to a statewide highway, access permitting falls under the jurisdiction of the Oregon Department of Transportation (ODOT). ODOT may require a new application for access when a “change in use” occurs within a property. A “change in use” is defined by Oregon Administrative Rule 734-051-3020 “Change of Use of a Private Connection.” Generally, a new approach permit application is required whenever:

- A) There is an increase of 50 or more peak-hour trips, and the increase represents a 20 percent or greater increase from the property’s prior use;
- B) There is an increase of 500 or more daily trips, and the increase represents a 20 percent or greater increase from the property’s prior use; or
- C) The access connection experiences an increase of 10 or more daily trips by vehicles with a gross vehicle weighting of 26,000 pounds or greater.



19066 Willamette Micro School

October 4, 2023

Page 4 of 8

Since none of the above thresholds would be exceeded by the proposed use, approval of the 35-student private school would not result in a change in use as defined by the Oregon Department of Transportation, and a new approach permit application is not required in conjunction with this proposed land use.

Based on the review of the analysis requirements for both jurisdictions, a detailed operational analysis of the roadways and intersections in the site vicinity is not required. Additionally, operation of the area roadways and intersections is not projected to be negatively impacted by approval of the proposed conditional use since the proposed use will generally result in lesser impacts than the prior approved site use.

Off-Street Parking Analysis

The proposed school would utilize shared parking within the Willamette Village site. Shared parking typically works best where the peak parking demands of the developments within the site do not occur at the same time. For instance, residential parking demands typically peak during the overnight periods, when most people are home. In contrast, office buildings typically experience peak parking demands on weekdays during office hours, when many residents have gone to work. Accordingly, the peak parking demands for these use types do not overlap, and this combination of uses may be suitable for shared parking. On the other hand, an office building and a bank both experience peak parking demands during working hours on weekdays and may therefore require dedicated parking to support the maximum parking demands for each use rather than shared parking.

For the Willamette Village site, the existing businesses include a mix of personal service, retail, and restaurant uses. None of the existing businesses in the Willamette Village site open before 9:00 AM, so parking demands associated with student drop-off (primarily between about 8:00 and 8:15 AM) will not overlap with any significant parking demands from the other uses in the vicinity. Some retail and service uses such as the AT&T store and The Barbers are likely to experience peak demands on weekends when school is not in session. Further, during the afternoon pick-up period between about 2:40 and 3:00 PM, the parking demand associated with restaurant uses tends to be low since the lunch rush is over, and the beginning of the dinner rush is still at least another hour away. Accordingly, utilization of shared parking for the proposed school within the Willamette Village site may be appropriate, so a more detailed parking demand analysis was undertaken.

Only school staff vehicles would be expected to stay at the site throughout the day. Since there are four staff members that will work at the school site, it is anticipated that up to four parking spaces may be occupied by school staff during the period from about 7:00 AM to 4:00 PM. This long-term, weekday parking demand is significantly lower than the parking demands associated with other uses permitted within the General Commercial zone. Accordingly, the site is expected to easily accommodate the long-term parking demands associated with the proposed private school.



19066 Willamette Micro School

October 4, 2023

Page 5 of 8

In addition to the long-term parking demands, the proposed school would be expected to experience short-term parking demands during the times when parents drop off and pick up students at the beginning and end of the school day.

To assess total shared parking demands during the peak demand periods, a more detailed analysis was undertaken. Observations of existing parking demands were conducted on Tuesday, September 26, 2023, to inventory the existing parking supply in the site vicinity and to observe parking utilization levels during the periods surrounding the school start and end times to determine how much parking is currently available for drop-off and pick-up of students.

There are 50 off-street parking spaces within the “Willamette Village” site north of the Chase Bank. Three of these are designated as handicap-accessible parking spaces. A loading zone is also marked near the northeast corner of the lot, between the proposed private school and the building which houses the Lake Oswego Boy Scouts and Sophia’s Nails.

In addition to this parking in the immediate vicinity of the proposed school, there are 14 parking spaces (including 2 handicap-accessible spaces) within the adjacent parking lot that serves the Chase Bank building, and 42 parking spaces (including 2 handicap-accessible spaces) within the retail area south of the Chase Bank site.

The proposed private school would operate between the hours of 8:15 AM and 2:45 PM. Existing parking utilization was observed during the periods when drop-off and pick-up activities would typically occur for the school.

At 8:00 AM, the north lot which serves the proposed school was empty, as was the parking lot serving the Chase Bank to the south. These surrounding businesses open between 9:00 AM and 11:00 AM. There were 8 cars in the parking areas serving the convenience store and surrounding retail uses south of the Chase Bank.

During the period from 8:00 to 8:30 AM, there were only two vehicles observed which parked within the area north of the Chase Bank. Based on the observations, the peak parking and loading demands associated with the proposed school are not expected to overlap with other uses during the morning drop-off period, since none of the other businesses served by the surrounding parking in the north lot are open at the 8:15 AM school start time.

Existing parking utilization was generally higher during the afternoon when the proposed private school would release students for pick-up. At 2:25 PM there were 21 occupied parking spaces within the north lot, 4 vehicles within the Chase Bank lot, and 16 vehicles within the parking spaces serving the commercial uses south of Chase Bank. Since the Chase Bank and south retail lots are only at 29% and 38% of capacity



respectively, parking demands from these nearby uses are very unlikely to spill into the north lot during the afternoon student pick-up period.

Within the 50-space north lot, parking demands varied between 16 vehicles and 23 vehicles during the period from 2:25 PM to 3:20 PM, representing 32% to 46% parking utilization. At minimum, 25 standard parking spaces and 2 handicap-accessible spaces remained available within the north lot during this period.

Site Vicinity – Future Parking Demands

Parking demands associated with proposed site uses are typically drawn from the *Parking Generation Manual* published by the Institute of Transportation Engineers. Based on that data, a 35-student private school would be projected to generate a peak parking demand of 12 vehicles. However, this represents the anticipated parking demand for a typical 35-student private school, and may not include vehicles that are dropping off students. Since the proposed school will require all parents to drop off and pick up their students at the door, these parents will need to utilize on-site parking. It is therefore reasonable to expect that short-term parking demands at this site may be higher than those for a typical private school.

To estimate the peak parking demands associated with drop-off and pick-up of students, it was first assumed that each of the four staff members at the site would have a vehicle parked within the lot. Typical drop-off and pick-up times for parents are less than 5 minutes, and the drop-off/pick-up interval would be expected to be spread over a period of 15 to 20 minutes. As such, the average parking demand for 35 parents dropping off or picking up students would be approximately 10 parent vehicles (conservatively assuming that all students are attending and that no parents drop off or pick up more than one child), resulting in a total average parking demand of 14 parking spaces.

The highest parking demands associated with the proposed school are likely to occur immediately following school release, since some parents arrive prior to school release, waiting for dismissal before picking up their children. The peak parking demand during this period may be up to 60% higher than the average parking demand during the student pick-up time. This results in a projection of 16 parent vehicles plus 4 staff vehicles, for a total peak parking demand of 20 vehicles.

It should be noted that since the desired school enrollment is only 30 students, since some parents may drop off or pick up more than one student, and since student attendance is not expected to be 100 percent, the above calculations again represent a conservative (high) estimate of total parking demands for the site. Accordingly, the typical peak parking demands are likely to be at least 10 to 30 percent lower than those calculated above.

Since the high estimate of peak parking demand of 20 vehicles during the afternoon pick-up period is less than the number of available parking spaces observed within the site during the evening student pick-up



19066 Willamette Micro School

October 4, 2023

Page 7 of 8

period, it is projected that the site can safely and efficiently accommodate the short-term peak parking demands associated with the proposed private school. Parking demands from the private school outside the drop-off and pick-up periods are projected to be significantly lower and will also be compatible with the other uses within the area.

In addition to the assessment of overall parking adequacy, a comparison was made between the parking demands associated with the proposed school and the prior Oregon Ballet Theatre dance school on the subject property.

For the prior dance school, peak parking demands would be expected to be marginally higher than for the proposed school, since up to 40 students may be dropped off or picked up during a transition period. Additionally, the peak demands occurred more frequently within the site since multiple transition periods occurred between 3:30 and 8:45 PM. Since the dance school operated during dinner hours when restaurant parking demands peak, the parking demands associated with other uses within the site may have overlapped more significantly with the dance school operation. And since dance classes were relatively short (45 minutes), some parents would be expected to stay within the parking lot during the class, resulting in increased long-term parking demands from the prior dance school use.

Based on the observed and projected parking demands as well as the comparison to the prior approved site use, the proposed private school is projected to have adequate parking supply to meet loading demands during the morning drop-off and afternoon pick-up periods. The school is also projected to have lesser parking impacts than the prior Oregon Ballet Theatre dance school that occupied the site. Accordingly, no specific mitigation measures are recommended for the drop-off and pick-up periods in conjunction with the proposed conditional use.



CONCLUSIONS

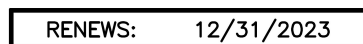
Based on the trip generation analysis, approval of the proposed private school at 19066 Willamette Drive in West Linn, Oregon will not result in increases in traffic or degradation of operation of area roadways and intersections as compared to the prior use of the site or the other uses which are permitted in the underlying General Commercial zone. Since the development will not result in an increase of 250 or more daily trips, a full traffic impact study is not required. Further, the proposed school will not result in a change in use as defined by the Oregon Department of Transportation and will therefore not require submittal of new access permits for the existing site access driveways along Willamette Drive (Oregon Hwy. 43).

Based on the parking analysis, adequate off-street parking is projected to be available for the proposed conditional use, including during the short-term demand peaks which will occur at the beginning and end of the school day when parents drop off and pick up students. The projected parking demands associated with the private school are also projected to be lesser overall than those associated with the prior Oregon Ballet Theatre dance school within the site. Accordingly, no specific mitigation measures are recommended for the drop-off and pick-up periods in conjunction with the proposed conditional use.

If you have any questions regarding this analysis or if you need any further assistance, please don't hesitate to contact me.

Sincerely,

Michael Ard, PE
Principal Engineer



Appendix

Trip Generation Calculation Worksheet



Land Use Description: Private School (K-8)
ITE Land Use Code: 530
Independent Variable: Students
Quantity: 35 students

Summary of ITE Trip Generation Data

AM Peak Hour of Adjacent Street Traffic

Trip Rate: 1.01 trips per student
Directional Distribution: 56% Entering 44% Exiting

Afternoon Peak Hour of Generator

Trip Rate: 0.60 trips per student
Directional Distribution: 47% Entering 53% Exiting

PM Peak Hour of Adjacent Street Traffic

Trip Rate: 0.26 trips per student
Directional Distribution: 46% Entering 54% Exiting

Total Weekday Traffic

Trip Rate: 4.11 trips per student
Directional Distribution: 50% Entering 50% Exiting

Site Trip Generation Calculations

35 Student Private School (K-8)

	Entering	Exiting	Total
AM Peak Hour	20	15	35
Afternoon Peak	10	11	21
PM Peak Hour	4	5	9
Weekday	72	72	144

Data Source: *Trip Generation Manual, 11th Edition*, Institute of Transportation Engineers, 2021

Trip Generation Calculation Worksheet



Land Use Description: Convenience Store
ITE Land Use Code: 851
Independent Variable: Gross Floor Area
Quantity: 2.72 Thousand Square Feet

Summary of ITE Trip Generation Data

AM Peak Hour of Adjacent Street Traffic

Trip Rate: 62.54 trips per ksf
Directional Distribution: 50% Entering 50% Exiting

PM Peak Hour of Adjacent Street Traffic

Trip Rate: 49.11 trips per ksf
Directional Distribution: 51% Entering 49% Exiting

Total Weekday Traffic

Trip Rate: 762.28 trips per ksf
Directional Distribution: 50% Entering 50% Exiting

Site Trip Generation Calculations

2.72 ksf Convenience Store

	Entering	Exiting	Total
AM Peak Hour	85	85	170
PM Peak Hour	68	66	134
Weekday	1037	1037	2074

Trip Generation Calculation Worksheet



Land Use Description: Fast-Food Restaurant w/o Drive Thru
ITE Land Use Code: 933
Independent Variable: Gross Floor Area
Quantity: 2.72 Thousand Square Feet

Summary of ITE Trip Generation Data

AM Peak Hour of Adjacent Street Traffic

Trip Rate: 43.18 trips per ksf
Directional Distribution: 58% Entering 42% Exiting

PM Peak Hour of Adjacent Street Traffic

Trip Rate: 33.21 trips per ksf
Directional Distribution: 50% Entering 50% Exiting

Total Weekday Traffic

Trip Rate: 450.49 trips per ksf
Directional Distribution: 50% Entering 50% Exiting

Site Trip Generation Calculations

2.72 ksf Fast Food Restaurant

	Entering	Exiting	Total
AM Peak Hour	68	49	117
PM Peak Hour	45	45	90
Weekday	613	613	1226

Parking Observation Data - Willamette Village

Time		North Lot	
AM Peak	Spaces	Demand	Utilization
8:00 AM	50	0	0%
8:15 AM	50	1	2%
8:25 AM	50	0	0%
8:30 AM	50	2	4%
Aft. Peak			
2:25 PM	50	21	42%
2:30 PM	50	18	36%
2:35 PM	50	16	32%
2:40 PM	50	18	36%
2:45 PM	50	19	38%
2:50 PM	50	19	38%
2:55 PM	50	22	44%
3:00 PM	50	21	42%
3:05 PM	50	23	46%
3:10 PM	50	22	44%
3:15 PM	50	20	40%
3:20 PM	50	20	40%

EXHIBIT PC-2: COMPLETENESS LETTER



CITY OF
West Linn

November 6, 2023

Allison Morton
3330 Quail Ridge Ct
West Linn, OR 97068

Subject: CUP-23-02 – Application for a micro-school in an existing commercial structure.

Dear Ms. Morton:

Your application submitted on October 10, 2023 has been deemed **complete**. The city has 120 days to exhaust all local review; that period ends March 5, 2024.

Please be aware that determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Director to render a decision on your proposal.

A 20-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-742-6062, or by email at cmyers@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Chris J Myers

Chris Myers
Associate Planner

EXHIBIT PC-3: AFFIDAVIT AND NOTICE PACKET

**CITY OF WEST LINN PLANNING COMMISSION
PUBLIC HEARING NOTICE
FILE NO. CUP-23-02**

The West Linn Planning Commission will hold a hybrid public hearing on **December 20, 2023** at 6:30 pm in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a request for a Conditional Use Permit at 19066 Willamette Drive. The applicant is requesting approval to locate a micro-school on the subject property.

You have been notified of this proposal because County records indicate that you own property within 500 feet of the property (Clackamas County Assessor's Map 21E23AA tax lots 700, 702, 1700, or as otherwise required by CDC Chapter 99.080.

The Planning Commission will make its decision based on applicable criteria found in Chapters 19, 46, 54, 60, 92, 99 of the Community Development Code (CDC). The CDC approval criteria are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City's website, <https://westlinnoregon.gov/planning/19066-willamette-drive-conditional-use-permit-micro-school-existing-retail-space>. The application, all documents or evidence relied upon by the applicant, and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at a reasonable cost. The staff report will be posted on the website and available for inspection at no cost, or copies may be obtained at a reasonable cost, at least ten days before the hearing.

The hearing will be conducted according to CDC Section 99.170 in a hybrid format with some Commissioners, staff, presenters, and members of the public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online at <https://westlinnoregon.gov/meetings> or on Cable Channel 30.

Anyone wishing to present written testimony for consideration should submit all materials before 12:00 pm on the meeting day to cmyers@westlinnoregon.gov or mail them to City Hall.

Those who wish to participate remotely should complete the speaker form at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> **before 4:00 pm on the meeting day** to receive an invitation to join the meeting. Virtual participants can log in through a computer, mobile device, or call-in.

It is important to submit all testimony in response to this notice. All comments submitted for consideration of this application should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue (CDC Section 99.090).

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the final decision notice pursuant to CDC [99.240](#).

For additional information, please contact Chris Myers, Associate Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6062.



Scan this QR Code to go to Project Web Page:



**AFFIDAVIT OF NOTICE
Type A**

We, the undersigned do hereby certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

PROJECT

File No.: CUP-23-02

Applicant's Name: Allison Morton

Development Name: 19066 Willamette Drive (Bright School)

Scheduled Decision Date: 12/20/23

MAILED NOTICE

Notices were mailed at least 20 days prior to the decision date per Section 99.080 of the Community Development Code to:

Allison Morton, Applicant	11/30/23	<i>Lynn Schroder</i>
Brett Schulz, Applicant Consultant	11/30/23	<i>Lynn Schroder</i>
Douglas & Ruthann Seely	11/30/23	<i>Lynn Schroder</i>
Property Owners within 500 feet	11/30/23	<i>Lynn Schroder</i>
Clackamas County Planning	11/30/23	<i>Lynn Schroder</i>
ODOT Development Review	11/30/23	<i>Lynn Schroder</i>
City of Lake Oswego	11/30/23	<i>Lynn Schroder</i>
Robinwood Neighborhood Associations	11/30/23	<i>Lynn Schroder</i>
COWL Engineering	11/30/23	<i>Lynn Schroder</i>

TIDINGS

Notice was posted in the West Linn Tidings at least 10 days prior to the decision date.

12/06/23	<i>Lynn Schroder</i>
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WEBSITE

Notice was posted on the City's website at least 10 days prior to the decision date.

11/30/23	<i>Lynn Schroder</i>
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SIGN

At least 10 days prior to the decision date, a sign was posted on the property per Section 99.080 of the Community Development Code.

12/8/23	<i>Chris Myers</i>
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STAFF REPORT mailed to applicant, Planning Commission and any other applicable parties 10 days prior to the decision date.

12/8/23	<i>Lynn Schroder</i>
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FINAL DECISION notice mailed to applicant, all other parties with standing, and, if zone change, the County surveyor's office.

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CUP-23-02 – Notified Properties within 500 ft of 19066 Willamette Drive





**NOTICE OF UPCOMING
PLANNING MANAGER DECISION**

**PROJECT # CUP-23-02
MAIL: 11/30/2023 TIDINGS: 12/6/2023**

CITIZEN CONTACT INFORMATION

To lessen the bulk of agenda packets and land use application notice, and to address the concerns of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.