

STAFF REPORT  
CIRCLE OF FRIENDS  
CONDITIONAL USE PERMIT CUP 2-23  
AUGUST 4, 2023

PROPOSAL DESCRIPTION

Date application filed: July 20, 2023

Date application complete: July 31, 2023

Owner: HY5 Holdings LLC  
2100 Hayden Bridge Rd  
Springfield, OR 97477

Applicant: Circle of Friends School  
P.O. Box 2811  
Eugene, OR 97402

Location: 116 N. 6<sup>th</sup> Street  
Map 20-03-28-31 Tax Lot 16200

Present Conditions: Vacant structure

Comp Plan Designation: B Central Business District

Zoning: C-2 – Central Business

MATERIALS TO BE PART OF THE RECORD:

City of Cottage Grove File: CUP 2-23

- Applicant’s Application
- Applicant’s Narrative
- Minutes and information from Community Meeting dated July 24, 2023
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering comments dated August 4, 2023 from City Planner Eric Mongan

Proposal:

This Type III Conditional Use Permit application is to establish a school located at 116 N. 6<sup>th</sup> Street, Map 20-03-28-31-16200. This parcel is zoned C-2 – Central Business and is currently improved with a vacant structure. Section 14.41.800 requires the applicant to host a noticed neighborhood meeting within six-months of the application date. The applicant completed a

notice to adjacent property owners within 300ft of the development side and completed an on-site posting. The meeting was held July 24, 2023, and there were no attendees.

Per Table 14.23.110, schools are a conditionally allowed use, hence this Type III Conditional Use application.

The applicant is proposing a school for children with complex needs and disabilities. Circle of friends provides three seasons of camps during spring, summer, and winter breaks for children ages 5-16 with severe disabilities. The location will serve up to 10 youth with complex disabilities, specifically those who have a physical disability and severe communication impairments. The camps will have the children participate in games that focus on strengthening their gross and fine motor skills, use of sensory based activities that encourage exploration, curiosity, problem solving, and creativity, but will be contained to within the subject building.

During these seasonal camps, the applicant proposes having at maximum approximately 30 individuals plus staff; children ranging from 5-16 that are campers, student volunteers, and siblings, with a ratio of 2 campers to 1 staff. During these seasonal camps, the hours of operation will be between 8am and 5pm, Monday through Friday, with occasional events running later. Camp weeks typically are one week long, but during the summer months, there are proposed 4-week long camps. The drop-off and pick-up times will be approximately 8:20am and approximately 2:30pm, while Wednesday's short day pick-up times would be approximately 1pm. The applicant proposes to have a training once a month on specified days between Sunday thru Saturday.

The applicant has stated that the individuals who will be attending the camp will be self-transported or receive district transportation via school bus. The bus in question would be 30ft or less in length, and activate a wheelchair ramp that will face the building's back entrance in the alley on the east side for students who are transported by wheelchair. Self-transported students would enter through the main entrance, off of N. 6<sup>th</sup> Street, on the west side.

The properties surrounding the subject parcel are also zoned as C2 – Central Business.

#### COMMENTS RECEIVED

Comments were received from City Planner Eric Mongan on August 4, 2023. These comments are addressed in this staff report and are included in the conditions of approval.

Per Chapter 14.41.800 of the Code, the applicant held a neighborhood meeting on July 24, 2023.

#### APPROVAL CRITERIA; CUP 2-23

**Chapter 14.44.400 Conditional Use Permits - Criteria, Standards and Conditions of Approval.**  
*The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the standards and criteria below:*

*A. Use Criteria.*

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic conditions;*

Staff response and findings of fact:

The site size, dimensions, location, topography, and access are adequate for the needs of the proposed use.

The subject property is 100ft by 100ft, with the building footprint being 4,100sqft.

In the C2 zone, there are no minimum lot area requirements, other than a minimum lot width of 15ft. The proposed development site meets this criterion.

No parking is required in the C2 zone, although the applicant has proposed a total of 7 spaces, two of which are proposed as ADA compliant. One van access ADA space is required, and is shown in the proposal. At time of site development permit application the applicant/developer shall include a delineated path from the van accessible parking space to the ADA accessible entrance of the building. The proposed van ADA space striping is 9ft wide, but is only required to be 8ft wide. The proposed parking spaces appear to encroach on the existing planter located at the southwest end of the parking lot. To preserve this planter, staff recommends the shortening of the van ADA parking striping by 1ft, which would allow the shift of parking space 1 to the east. The location of the existing parking lot will be utilized for this development, which has two entry/exit points.

The school's operating hours minimize impacts to adjacent properties, as students would not be on campus before 8am, nor typically stay after 2:20pm, and Wednesday would be a short day where the students are released for pick-up between 12:50-1:15pm. The hours that the school would be staffed is Monday – Friday 8am-5pm, with an occasional evening event typically ending around 7:30pm. As the surrounding parcels are also zoned Central Business, and there are not any residences abutting the parcel, impact to surrounding development would be similar to adjacent uses.

The applicant proposed limited tenant improvement to establish an ADA compliant bathroom. The applicant or developer will need to obtain building permits and pay any associated SDC's / fees.

This criterion is met as proposed.

- 2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval;*

Staff response and findings of fact: Negative impacts upon adjacent properties include light spill (from parking lots). To address this concern, staff is recommending the following condition of approval:

Any exterior lighting on the building or grounds shall be shielded such that it is contained within the property and does not negatively impact adjacent properties. This criterion is met as conditioned.

3. *All required public facilities have adequate capacity to serve the proposal;*

Staff response and findings of fact: All required public facilities have adequate capacity to serve the proposed 30 occupant school.

City Planner Eric Mongan provided the following comments related to public facility provision on this property on August 4, 2023 (see Exhibit A): These Engineering Comments shall be considered conditions of approval for this Conditional Use Permit.

#### General

- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees. Some SDC credits for the existing school were transferred to the New Harrison Elementary School, esp. Transportation, so developer will need to pay full amount for the transportation SDC related to this application.

#### Streets

- An Erosion control permit will be required for the parking lot in Phase 1. Erosion control is required during construction. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins. Phase 2 will also need another erosion control plan due to the parking lot and any additional buildings.
- A concrete wash out area shall be shown on plans as well as a detail to construct it.
- Site has access off North 6<sup>th</sup> Street and Whiteaker Avenue.
- Any damage to sidewalk during construction will result in replacement of a sidewalk panel. Any replacement work shall meet City Standards. Contact Engineering department for details.
- There was a street tree removed from the west right-of-way area abutting the subject property. A new tree needs to be planted or the entire sidewalk panel needs to be replaced.

#### Water

- The existing development is supplied water with a 3/4 inch meter.

#### Sanitary Sewer

- If a grease interceptor does not exist, one will need to be installed. Interceptor shall meet the standards laid out by City of Cottage Grove Fat, Oils and Grease (FOG) program. Contact Greg Griswell, Public Works Superintendent for detail.

#### Storm Drainage

- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed beyond what already exists.

*4. Willamette River Greenway criteria in Section 14.37.400 have been met, as applicable*

Staff response and findings of fact: The site is not adjacent to or within the Willamette River Greenway. Therefore, this criterion is not applicable.

*B. Site Design Standards. The Site Design Review approval criteria (Section 14.42.600) shall be met.*

The proposed development will occur in an existing structure, with no external changes proposed at this time. As the building's exterior is not being modified, Site Design Standards applicable to this application are limited to those related to parking, bike parking, landscaping (around the parking lot), garbage and signage.

Because the applicant is utilizing an existing parking lot, no additional landscaping shall be required, however, the striping shall conform to the dimensional standards of 14.33.300. The applicant must also show the delineation of accessible pathways from the ADA spaces to the ADA entrance. This shall be a condition of approval. If the applicant chooses to create parking lot landscaping, the standards of Section 14.32.300 shall apply.

The applicant shall be required to install a minimum of 1 short-term and 1 long-term bicycle space (1 per classroom for each short and long term). The bicycle racks should be no farther from the main building entrance than the location of the closest vehicle space, or no more than 10 ft. Staff recommends the west side of the development for the location of the short term bicycle rack. As no additional exterior development is proposed, the long term bicycle rack could be located inside the building. Staff finds this acceptable to meet this criterion.

The applicant did not propose a location for the garbage or recycling container. Due to the amount of occupants, an interior storage of trash containers could be considered. Prior to occupancy, the applicant shall provide the garbage / recycling location and appropriate details.

Per Section 14.38.700 Schools, every public, federal or state funded school shall be allowed a maximum of 2 wall signs not to exceed a total combined area of 80 square feet and 1 free standing sign not to exceed 40 square feet. The total sign height for free standing signs shall be a maximum of 8 feet above grade. Neon signage will not be allowed. New signage will require Sign Permits and/or building permits prior to installation.

These criterion are met as conditioned.

## CONCLUSION

Conditional Use Permit **approval** pursuant to Section 14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

## STAFF RECOMMENDATION

That the Conditional Use Permit CUP 2-23 be **APPROVED** for the proposed Circle of Friends School at 116 N. 6<sup>th</sup> Street pursuant to Section 14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

## CONDITIONS OF APPROVAL

1. Conditional Use approval shall be effective for a period of 12 months from the date of approval. The approval shall lapse if the school has not been initiated within 12 months of approval or construction on the site is in violation of the approved plan.
2. Major modifications to these plans shall be approved by the Planning Commission.
3. Parking lot striping shall conform to the dimensional standards of Section 14.33.300.
4. One van access ADA space is required, and is shown in the proposal. At time of site development permit application the applicant/developer shall include a delineated path from the van accessible parking space to the ADA accessible entrance of the building.
5. One short term and one long term bicycle parking space are required, and shall be in conformance to standards provided in Section 14.33.400.
6. Prior to occupancy, the applicant shall provide the garbage / recycling location and appropriate details.
7. No landscaping is proposed at this time. If the applicant chooses to create landscaping, the standards of Section 14.32.300 shall apply.
8. The applicant shall obtain all necessary building and specialty permits for interior and exterior work prior to beginning any of the work, and complete all required work prior to occupancy.
9. Any exterior lighting on the building or grounds shall be shielded such that it is contained within the property and does not negatively impact adjacent properties.
10. Per Section 14.38.700 Schools, every public, federal or state funded school shall be allowed a maximum of 2 wall signs not to exceed a total combined area of 80 square feet and 1 free standing sign not to exceed 40 square feet. The total sign height for free standing signs shall be a maximum of 8 feet above grade. Neon signage will not be allowed. New signage will require Sign Permits and/or building permits prior to installation.
11. Engineering Comments dated August 4, 2023 (Exhibit A) shall be considered conditions of approval.

## EXHIBITS

- A. Engineering Comments
- B. Applicant's narrative and supporting documents

**EXHIBIT A:**  
**ENGINEERING COMMENTS**

To: Allison Crow, Assistant Planner

From: Eric Mongan, City Planner

**Subject: ENGINEERING COMMENTS FOR CUP 2-23 (116 North 6<sup>th</sup> Street – Circle of Friends School)**

Date: August 4, 2023

The following comments are based on a Type III permit application for Conditional Use Permit dated July 5, 2023 (2 pages), project narrative letter dated July 5, 2023 (4 pages), an overall site plan (1 11" x 17" sheet) not dated, showing the development site. Changes may occur during the review process and/or development phase that will be in conflict with statements below and some issues may have been overlooked that will be commented on during the review process and/or development phase of this project.

***Development Comments***

General

- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees. Some SDC credits for the existing school were transferred to the New Harrison Elementary School, esp. Transportation, so developer will need to pay full amount for the transportation SDC related to this application.

Streets

- An Erosion control permit will be required for the parking lot in Phase 1. Erosion control is required during construction. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins. Phase 2 will also need another erosion control plan due to the parking lot and any additional buildings.
- A concrete wash out area shall be shown on plans as well as a detail to construct it.
- Site has access off North 6<sup>th</sup> Street and Whiteaker Avenue.
- Any damage to sidewalk during construction will result in replacement of a sidewalk panel. Any replacement work shall meet City Standards. Contact Engineering department for details.
- There was a street tree removed from the west right-of-way area abutting the subject property. A new tree needs to be planted or the entire sidewalk panel needs to be replaced.



### Water

- The existing development is supplied water with a 3/4 inch meter.

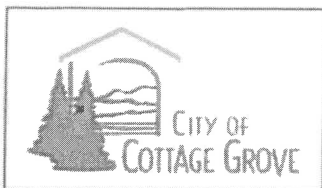
### Sanitary Sewer

- If a grease interceptor does not exist, one will need to be installed. Interceptor shall meet the standards laid out by City of Cottage Grove Fat, Oils and Grease (FOG) program. Contact Greg Griswell, Public Works Superintendent for detail.

### Storm Drainage

- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed beyond what already exists.

# EXHIBIT B



File No.: \_\_\_\_\_  
Date Submitted by Applicant: \_\_\_\_\_  
Date Deemed Complete: \_\_\_\_\_

400 Main Street Cottage Grove, OR 97424

## TYPE III PERMIT APPLICATION

To: City of Cottage Grove Planning Commission

### A. Applicant

1. Name: Circle of Friends School Phone No.: 541-520-6611
2. Mailing Address: PO Box 2811, Eugene, OR 97402
3. Email Address: lukelonstron@gmail.com
4. Status: Owner  Agent

*Note: If agent you must have owner's consent and signature.*

### B. Owner (if not applicant)

4. Owner's Name: HY5 Holdings LLC Phone No.: 541-501-8619
5. Owner's Mailing Address: 2100 Hayden Bridge Road Springfield, OR 97477

### C. Location of Property

6. Address/Location: 116 N 6th Street Cottage Grove, OR
7. Map & Tax Lot Number: 2003283116200
8. Present Use: Private High School
9. Proposed Use: School for Children with Complex Needs and Disabilities

### D. Request for Consideration

10. Type of Land Use Application applying for: Conditional Use  
Options: Conditional Use, Greenway Conditional Use, Cottage Industry, Historic Alteration, Land Use District Map changes (no plan amendment required), Master Planned Developments, Site Design Reviews, Subdivisions, Variance (Class C)
11. Is this application filed in association with other land use permit applications?  
Yes  No
12. Reasons for Application: Required by City of Cottage Grove


E. Required Information

- Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making.  
Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.4 (Conditional Use), 4.5 (Master Planned Developments), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits) and 5.1 (Variances).
- Plans: Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size. Content of plans will vary with application type. Refer to submittal requirements for specific application type.
- Neighborhood Meeting verification (for Master Planned Developments, Conditional Uses and Subdivisions). Must include copy of meeting notice and minutes and/or recording of meeting.
- Non-refundable application fee.

G. Signature

I hereby request a Type III Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 150 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. *Once your application is deemed complete* you will be assigned a public hearing date before the Planning Commission and Staff will have 120 days to complete the processing of your application. (ORS 227.178)

	Owner:	Agent:
Signature:	<u>Shawn Hyland</u>	<u></u>
Name:	<u>Shawn Hyland</u>	<u>Luke Lonstron</u>
Date:	<u>7/5/23</u>	<u>07/05/2023</u>

Office Use Only

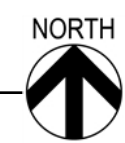
Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Applicant Notified of Completeness: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initials: \_\_\_\_\_



1  
A.04 116 N 6th Street - Site



3  
A.04 116 N 6th Street - Site Plan  
 SCALE: 1/8" = 1'-0" (1:96) // PRINT FORMAT ARCH D (24" X 36")





Circle of Friends  
116 N 6th Street // Cottage Grove Oregon 97424  
[www.circleoffriendsschool.org](http://www.circleoffriendsschool.org)

## ***CoF Neighborhood Meeting***

*City of Cottage Grove Conditional Use Permit Application*

### ***Attendees:***

Katie Urhausen-Co-Founder, Board President

Jenn Davis-Co-Founder, Executive Director & Lead Teacher

\*None of the 35 invited neighbors attended

***Meeting Start Time:*** 4:00 pm

***Meeting Adjournment:*** 5:00 pm

*Circle of Friends was founded on one simple concept: youth with severe disabilities and challenges are just like anyone else – they deserve opportunities. Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.*



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*Circle of Friends was founded on one simple concept: youth with severe disabilities and challenges are just like anyone else – they deserve opportunities. Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.*

Circle of Friends was formed in 2018 to provide appropriate, compassionate educational opportunities for students with complex disabilities, as well as training and resources that support parents and others who love and nurture these children. We work with youth who don't fit into larger, more commonly-known disability categories like Autism or Down Syndrome, and who are nonverbal, have mobility and feeding issues, are medically fragile, and are likely to suffer from seizures. **Their severe disabilities impact every area of life and overwhelm and often isolate those who care for them.** Community services intended to serve children with complex needs are difficult to access. While we're a young organization, Circle of Friends is already changing the lives of children and families. Through **seasonal day camps, individualized learning experiences, and family-friendly events**, we are building up natural support and friendships that will keep our families strong. With the support of some of the most highly-regarded specialists in our region, we have the building blocks to take us where we need to go. Circle of Friends will provide those we serve with a place to call "home"; a place where they are met exactly where they are, where they are heard, where they have advocates and appropriate services, and where their children receive the education they need.

Circle of Friends provides three seasons of camps during spring, summer, and winter breaks for children ages 5-13 with severe disabilities. The camp serves up to 10 youth with complex disabilities, specifically those who have a physical disability and severe communication impairment which traditionally impact their ability to attend camps offered through other public organizations. During camp, children participate in games that focus on strengthening their gross and fine motor skills, use of sensory based activities that encourage exploration, curiosity, problem solving, and creativity, all while modeling their individualized Augmentative and Alternative Communication (AAC) systems. All camp activities integrated the use of music, adaptive equipment, or supports which included but were not limited to switch-accessed toys, light up musical instruments and games as well as sensory based activities that support language development and motor skills. Our camps are supported by highly regarded specialists and educators in the field of special education. It is expected that our seasonal camps will bring a joyful noise of children laughter, popular pop and acoustic music, but remain contained within our designated building space. During these seasonal camps, our building is welcoming approximately 30 individuals; children ranging from ages 5-16 that are campers, student volunteers, and siblings. The teacher to child ratio is 2 children to 1 staff. Our seasonal camp team consists of paraeducators, teachers, specialists, and university student volunteers.

Parents and caregivers may attend to learn the communication strategies and activities that stimulate participation, but this is not required. During seasonal camps, our building will be operating between the hours of 8:00 am and 5:00 pm, Monday through Friday. Camp weeks typically extend across a one week period in length given the time of year. During the summer months, we can host up to 4-week long camps. Parents and caregivers are bringing campers at approximately 8:45 am and are picked up at approximately 2:30 pm. Our parking lot will be made available to our parents and caregivers. Additional staff parking can utilize public parking near our building location if necessary.

In addition to our seasonal camps, Circle of Friends organizes family friendly activities that will be in our building or in the community. These events will focus on increasing access for children with severe disabilities and demonstrate our commitment to breaking the cycle of isolations which each of our families face when parenting a child with severe disabilities alongside their non-disabled sibling. In the past, some of our family events included a Family Dance. This event was fully equipped with a DJ and balance bar for children with physical disabilities to feel a sense of independence when dancing. Another family event included visiting with therapy dogs. Some of our monthly events will occur in our building space and some events will occur outside our building in community parks spaces. We will obtain any necessary permitting and rental processes when utilizing community spaces. Most recently, we hosted park play day at the Adaptive playground in Eugene. We are excited to explore Bohemia park and other community spaces around this rural area. Some other examples of our community based events, we organized a traditional trip to the Johnson Family Pumpkin Patch in Eugene. During these various family centered activities, we anticipate approximately 30 individuals attending; children ranging from ages 5-16 that are children with disabilities, their siblings, disability allies and their family, organization board members, and our programming team. During family activities occurring in our building space, we will be operating between the hours of 8:00 am and 5:00 pm. During specified activities, such as family potluck, our building may be occupied until the early evening, approximately 7:30pm. Events will occur once a month on specified days between Sunday through Saturday. We anticipate that our family friendly events will bring a joyful noise of clean music and family laughter, but remain contained within our designated building space. Our parking lot will be made available to our parents and caregivers. Additional staff parking can utilize public parking near our building location if necessary.

Another program commitment we intend to fulfill in our building is to provide training and resources that support parents and others who love and nurture these children. Through an onsite lending library and with the support of our community partners, we want to provide children and families with the equipment they need to promote mobility, harness communication, increase play and recreation, and improve access to the larger Lane County community. We will give children and families access to therapies such as music/movement, aquatics, dog therapy, and more. These needed supports promote self-confidence, independence, and self-esteem. Through training, Circle of Friends will be the gathering place for parents, professionals, and community partners to share wisdom, experience, expertise, and strategies to help **empower their youth and increase participation in their homes, community, and school environments**. Training will be provided by professionals who are the best in their fields, **Parents and support staff will learn how to more effectively engage in supporting**



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**children with complex disabilities in and out of the home.** Training will cover topics including learning about their kids' communication systems and how to use them in everyday routines; how to support motor goals throughout daily routines; self-care for parents; nurturing and supporting siblings in the family; navigating local youth disability agencies and resources; and advocacy for youth needs: school, medical, neighborhoods and more. By providing on-site training, we anticipate approximately 30 individuals attending; children ranging from ages 3-16 that are children with disabilities, their siblings, parents, caregivers, and our programming team. The teacher to child ratio is 2 children to 1 staff. During family activities occurring in our building space, we will be operating between the hours of 8:00 am and 5:00 pm. During specified times where we provide an evening training, our building may be occupied until the early evening, approximately 7:30pm. Training will occur once a month on specified days between Sunday through Saturday. We anticipate that our family friendly events will bring a joyful noise of clean music and family laughter, but remain contained within our designated building space. Our parking lot will be made available to our parents and caregivers. Additional staff parking can utilize public parking near our building location if necessary.

September 2023, our small private alternative education program will serve a small group of students grades kindergarten through 8th grade who are identified within their school district program as needing highly specialized and individualized educational opportunities in a small group environment. Our first year, we could serve up to 10 students. The teacher to child ratio is 2 children to 1 staff. Our private alternative education team consists of paraeducators, lead teacher, specialists, and university student volunteers. Our program will individualize learning opportunities that **maximize youth participation, amplifies youth voices, expands mobility, and fosters independence.** Each component of our school program works toward **increasing the youth's success for full participation in their school placement and community.** Children are given the opportunity to apply acquired skills in an inclusive setting through **partnerships with local school districts, surrounding schools, and community settings such as the park or the public library.** Students are working on a variety of skills based on individual learning plans. Educational goals are focused on acquiring skills that will help children become successful and contributing community members. Some students may be practicing their acquired skills in the community and this may look like walking to the public library to practice the skill of checking out a library book. Some students are working on safely navigating the community and need to practice using a crosswalk and obeying community street signs. This intentional life skill practice will occur with the support and supervision of our trained



educational team. During our first year of operation as a private alternative education program, the building will welcome approximately 30 individuals; students ranging in ages of 5-16 with a teacher to child ratio of 2 children to 1 staff. Our educational team consists of paraeducators, teachers, specialists, and university student volunteers. Students attending our private alternative education program will be self transported or receive district transportation via school bus. The bus will be 30 feet or less and activate a wheelchair ramp that will face the building property back entrance for students being transported by wheelchair. Self transported students will enter through our front entrance and parents or caregivers will utilize our parking lot. Students receiving district transportation will arrive through the alley along the northside of our building and enter through our back entrance. Drop off times will range between 8:10-8:40 am Monday through Friday. Pick up times will range between 2:20-2:50 on Monday, Tuesday, Thursday, and Friday. On Wednesday, pick up time is adjusted for our partial school day and will range between 12:50-1:15 pm. Our parking lot will be made available to our parents and caregivers. Additional staff parking can utilize public parking near our building location if necessary.