



# City of Oregon City

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## Staff Report

File Number: 16-249

**Agenda Date:** 5/2/2016

**Status:** Agenda Ready

**To:** Citizen Involvement Committee

**Agenda #:** 2c.

**From:** Laura Terway

**File Type:** Presentation

### **SUBJECT:**

Type I Site Plan and Design Review - Laura Terway, Interim Planning Manager

**RECOMMENDED ACTION (Motion):** No action needed.

### **BACKGROUND:**

Site Plan and Design Review is required for exterior alterations to commercial, office, multi-family, and industrial properties to verify compliance with applicable standards in the Oregon City Municipal Code. The Planning Department utilizes a Minor Site Plan and Design Review process to review smaller commercial projects, such as building additions, storefront changes, or parking lot changes. This Type II process requires a minimum 14-day public comment period and a written staff report and notice of decision, usually taking six to twelve weeks, and sometimes longer.

Both staff and the development community have identified an opportunity for a more efficient review process for smaller projects which do not involve discretionary criteria. The Planning Department has drafted code amendments that will significantly simplify the review process and reduce the review time needed for review of these simple development projects. Examples include projects such as the installation of new windows and doors, changes to building materials, changes to landscaping, minor parking lot modifications, or small additions. The draft amendments are attached, along with a memorandum that describes the rationale and the content of the amendments in greater detail.

### **BUDGET IMPACT:**

Amount:

FY(s):

Funding Source: