



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
503-657-0891

## Staff Report

File Number: 16-492

**Agenda Date:** 8/17/2016

**Status:** Agenda Ready

**To:** City Commission

**Agenda #:** 7b.

**From:** Community Development Director Laura Terway

**File Type:** Ordinance

### **SUBJECT:**

Second Reading of Ordinance No. 16-1007, Adopting Amendments to the Oregon City Municipal Code Chapter 17.62, Site Plan and Design Review, and Chapter 17.50, Administration and Procedures

### **RECOMMENDED ACTION (Motion):**

Staff recommends the City Commission approve the second reading of the Ordinance No. 16-1007, adopting amendments to the Oregon City Municipal Code to create a Type I Site Plan and Design Review process for Minor Modifications to Commercial, Institutional, Multi-Family, Industrial and Office Development. No Changes are Proposed to the Associated Review Standards. (Planning file LE 16-02).

### **BACKGROUND:**

Site Plan and Design Review is required for exterior alterations to commercial, office, multi-family, industrial and institutional properties to verify compliance with applicable standards in the Oregon City Municipal Code. There are currently two types of review, a Type II Site Plan and Design Review and a Type II Minor Site Plan and Design Review. Both the processes are reviewed as Type II which require a minimum 14-day public comment period and a written staff report and notice of decision. A Type II Site Plan and Design Review is designated for larger projects (such as new buildings and additions of more than 1,000 square feet) which involve discretion and generally require 4 months to complete the Planning Division review. The Type II Minor Site Plan and Design Review is designated for smaller projects (such as additions of less than 1,000 square feet and minor exterior alterations) which may involve discretion and generally require six to twelve weeks to complete the staff report.

The proposed amendments to the Oregon City Municipal Code would create a more efficient review process for smaller projects which do not involve discretionary criteria. These projects are currently reviewed under the Type II Minor Site Plan and Design Review process, but because these projects do not involve any exercise of discretionary criteria, they may be reviewed under a Type I process by City staff in less than a week. The proposed Type I Site Plan and Design Review process would reduce the review time and associated fees for qualifying projects which may include the installation of new windows and doors, changes to building materials, changes to landscaping, minor parking lot modifications, or additions less than 200 square feet.

The Planning Commission recommended approval of this amendment to the City Commission at a public hearing on June 27, 2016. The changes recommended by the Planning Commission have been incorporated into the attached draft amendments. The draft language was also reviewed by the City Commission at the July 12, 2016 Work Session and a July 25, 2016 joint Planning/City Commission work session. The first reading of the Ordinance was approved by the City Commission on August 3, 2016. A separate Resolution for the associated Type I Site Plan and Design Review fees is accompanying this second reading.

