



### Type III

*The Planning Commission or Historic Review Board, as applicable, shall render all Type III quasi-judicial decisions. Type III decisions involve the greatest amount of discretion and evaluation of subjective approval standards, yet are not required to be heard by the city commission, except upon appeal.*

#### Pre-Application Conference

The Pre-Application Conference provides an applicant an opportunity to preliminary review a project with the City prior to filing the application. Likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal are discussed and followed by a written summary. The-Pre-Application Conference is valid for 6 months.



#### Submittal of a Land Use Application

The application will be deemed complete or incomplete within 30 days. If the application is incomplete, the applicant is responsible for re-submitting the required information within 180 days of the original submittal date.



#### Application Review

Once the application is complete, the following process will occur within 120 days, unless waived or extended by the applicant:

1. **Notification:**
  - The application is posted on the City's website.
  - Notice of the application is mailed to property owners within 300 feet of the subject site.
  - The application is sent to multiple agencies, the NRC, neighborhood association chairs and the chair of the CIC.
  - The subject site is posted with signs describing the proposal.
  - Notice of the application is printed in a general circulation newspaper.
2. **Public Comment.** Interested parties may submit written comments to the City prior to public hearing or attend the hearing to submit written or oral comments before the board. Any issue intended to provide a basis for appeal must be sufficiently addressed and accompanied by statements or evidence sufficient to afford the City and applicable parties' response.
3. **Staff Report.** The staff report and recommendation will include findings and will be available 7 days prior to the public hearing. The recommendation will be based on the criteria in the Oregon City Municipal Code, the applicant's submittal, departmental and agency comments, letters from the public and available information.
4. A minimum of one *public hearing before the Planning Commission or Historic Review Board is held*. The board will close the public comment period and issue a decision. The board's decision will be based on the applicant's submittal, departmental and agency comments, letters from the public and available information applicable to the criteria. Notice of decision will be mailed to all parties of record and those whom submitted comments and provided a mailing address.



#### Appeal

The board's decision may be appealed to the City Commission by parties with standing.

1. Notice of appeal must be received writing within 14 calendar days of the challenged decision.
2. Notice of the appeal, including the date of the City Commission hearing, will be mailed to those with standing.
3. The commission report for the appeal will be available prior to the hearing.
4. A Public Hearing is held before the City Commission.
5. The final City decision will be mailed to all parties of record within the appeal process.



#### LUBA

The final City decision is appealable to the Land Use Board of Appeals (LUBA) within 20 days.