



Type IV

Type IV decisions include only quasi-judicial plan amendments and zone changes. These applications involve the greatest amount of discretion and evaluation of subjective approval standards and must be heard by the city commission for final action. At the evidentiary hearing held before the planning commission, all issues are addressed. Any review by the city commission is on the record and only issues raised before the planning commission may be raised before the city commission.

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:

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 is held.** If the Planning Commission votes to approve the application, that decision is forwarded as a recommendation to the City Commission for final consideration. If the Planning Commission denies the application, any party with standing may appeal the Planning Commission denial. The decision will be based on the criteria in the Oregon City Municipal Code and the applicant's submittal, departmental and agency comments, letters or testimony from the public and available information.
5. A minimum of one **public hearing before the City Commission is held.** The decision will be based on the criteria in the Oregon City Municipal Code and the applicant's submittal, departmental and agency comments, letters or testimony from the public and available information. Notice of decision will be mailed to all parties of record and those persons who submitted comments and provided a mailing address. The city commission decision is the city's final decision and is appealable to the land use board of appeals (LUBA) within twenty-one days of when it becomes final.



Appeal

The City Commission decision is appealable to the Land Use Board of Appeals (LUBA).