



City of Oregon City

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Staff Report

File Number: PC 16-070

Agenda Date: 6/27/2016

Status: Agenda Ready

To: Planning Commission

Agenda #: 3a.

From: Assistant Planner Kelly Reid

File Type: Land Use Item

SUBJECT:

Proposed Amendments to the Site Plan and Design Review chapter of the Oregon City Municipal Code to Create a Type I Site Plan and Design Review Process for Minor Modifications to Commercial, Institutional and Office Development (File LE 16-02)

RECOMMENDED ACTION (Motion): Staff recommends the Planning Commission recommend approval Planning file LE 16-02 to the City Commission.

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 minor commercial projects, such as building additions, storefront changes, or parking lot changes. The 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.

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. The proposed amendments contain a list of improvements that may be reviewed under a Type I process. 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 code amendments allow these small projects to be reviewed at a Type I level, which reduces the review time and associated fees. A separate resolution for associated fees will be proposed before the City Commission.

BUDGET IMPACT:

Amount:

FY(s):

Funding Source: