



City of Oregon City

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

Staff Report

File Number: PC 16-074

Agenda Date: 7/12/2016

Status: Agenda Ready

To: City Commission

Agenda #: 3c.

From: Laura Terway

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

RECOMMENDED ACTION (Motion):

Staff recommends the City Commission provide guidance as needed on the proposed amendments to 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. 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. However, Site Plan and Design Review is for larger projects (such as new buildings and additions of more than 1,000 square feet) which generally requires 4 months to complete the staff report while Minor Site Plan and Design Review is for smaller projects (such as additions of less than 1,000 square feet and minor exterior alterations) which generally requires 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 projects such as 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. A separate Resolution for the associated Type I Site Plan and Design Review fees will be proposed at the City Commission meeting for the second reading of this proposed amendment.