



City of Oregon City

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

Staff Report

File Number: 16-489

Agenda Date: 8/17/2016

Status: Agenda Ready

To: City Commission

Agenda #: 7c.

From: Community Development Director Laura Terway

File Type: Resolution

SUBJECT:

Resolution No. 16-23, Amending the Planning Division Fee Schedule to Add Fees for the Newly Created Type I Site Plan and Design Review

RECOMMENDED ACTION (Motion):

Staff recommends the City Commission approve Resolution No. 16-23, amending the Planning Division fee schedule to add fees for Type I Site Plan and Design Review (associated with Planning file LE16-02).

BACKGROUND:

This Resolution would create a fee associated with the proposed amendments to the Oregon City Municipal Code in Planning File LE 16-02. The amendment creates a streamlined review process for minor alterations to the exterior of commercial, office, multi-family, industrial and institutional properties. Site Plan and Design Review is required for exterior alterations to these properties in order to verify compliance with applicable community agreed upon standards in the Oregon City Municipal Code. 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 the new Type I process. The streamlined review is applicable to installation of new windows and doors, changes to building materials, changes to landscaping, minor parking lot modifications, additions less than 200 square feet, etc.

The current application fee for Type II Minor Site Plan and Design Review is \$817, and includes a public notification process and drafting a staff report. With the streamlined Type I review process, a detailed application form would replace the public review process and associated staff report, reducing the amount of staff time processing the application. As the amount of time to process the applications is being reduced, this Resolution would also reduce the associated fees. There are two types of applications subject to this streamlined process, those which may be reviewed at the time they are submitted, or over the counter, and those which include a significantly higher number of criteria, or an extended review. Two new fees are proposed, a fee for Type I Site Plan and Design Review over-the-counter permits and a second fee for Type I Site Plan and Design Review extended review permits. Exhibit 1 of Resolution 16-0023 lists the project activities that fall under each of the two categories and explains the estimated staff time calculations used to determine the proposed fees while Exhibit 2 displays the revised fee schedule.

