

Type II

The Community Development Director shall render the City's decision on all Type II applications. Type II decisions involve the exercise of limited interpretation and discretion in evaluating approval criteria, similar to the limited land use decision-making process under state law.

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.

2. *Public Comment:*

Interested parties may submit written comments to the City within the minimum two-week public comment period. 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 and Decision:*

The Community Development Director's will issue a staff report with findings and a decision 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 persons who submitted comments and provided a mailing address.



Appeal

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

1. Notice of appeal must be received writing within 10 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.