

## **Process Sheet: Type II Action Summary**

### Planning Commission Decision

A Type II action is a quasi-judicial review in which the Planning Commission applies objective and subjective standards that allow considerable discretion. The City provides public notice and schedules a public hearing.

### Application Submittal

The applicant submits an application that includes the following:

- Cover page,
- Any required written responses, and
- Any required or supplemental drawings or maps.

### Application Review

Although the City tries to take less than the allowed time, City staff has 30 days to review the application to determine its completeness.

### Incomplete Application

If the application is deemed incomplete, the City or its designee contacts the applicant regarding the missing information. The incomplete letter explains the process and timing to submit the additional details.

### Application Deemed Complete

When the application is deemed complete, the City schedules a public hearing before the Planning Commission at their next available meeting date. The Commission's regular meeting dates are the first Tuesday of every month.

### Public Notice

The City mails a written notice, and for subdivisions publishes a newspaper notice, of the hearing to property owners within 100 feet of the subject property at least 20 days prior to the hearing.

### Timing of Application Submittal

It is advisable to submit an application a minimum of 30 days prior to Commission hearing dates to allow time for its review and the preparation of required public notices. If an application is incomplete, a hearing is scheduled based upon submittal of the additional information.

### Decision

The Planning Commission usually makes an oral decision after conducting and then closing the public hearing. Based on the oral decision a written decision is prepared and signed by the Planning Commission Chairperson. A notice of the written decision is mailed to the applicant and those parties who either submitted written comments, testified at the hearing, or prior to the decision-making requested a copy. A \*12-day appeal period is provided. If no appeal is submitted, the decision is final on the 13<sup>th</sup> day. The City Council will hear and decide an appeal of the Planning Commission decision. \*(ORS 227.175(10)(a)(C))

Please note: An appeal stays the proceedings until the final decision on the appeal.