

Process Sheet: Type I-A Action Summary

City Staff Decision

A Type I-A action is a quasi-judicial review in which the City staff applies objective standards that allow little or no discretion. Notice of the decision is provided to the applicant and an appeal of the decision is decided by the Planning Commission.

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 contact the applicant regarding the missing information. The incomplete letter explains the process and timing to submit the additional information.

Application Deemed Complete

When the application is deemed complete, the City staff processes the application and issues a decision to the applicant.

Public Notice

For Minor Variances, a written notice at least 14 days prior to the decision is provided with an opportunity to comment (3.101.01, A *). For other Type I-A applications, the development code does not provide a notice or comment period for surrounding property owners.

Timing of Application Submittal

Not applicable.

Decision

The City staff prepares the decision and mails it to the applicant. The process allows a *12- day appeal period for the applicant to appeal the decision. If no appeal is submitted, the decision is final on the 13th day. The Planning Commission hears and decides an appeal of the staff decision.
*(ORS 227.175(10)(a)(C))

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