

## Chapter 4.1 Types of Applications and Review Procedures

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### 4.1.100 Purpose.

The purpose of this chapter is to establish standard decision-making procedures that will enable the Town, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

### 4.1.200 Description of Permit/Decision-making Procedures.

All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this Chapter. General procedures for all permits are contained in Section 4.1.700. Specific procedures for certain types of permits are contained in Section 4.1.200 through 4.1.600. The procedure “type” assigned to each permit governs the decision-making process for that permit. There are four types of permit/decision-making procedures: Type I, II, III, and IV. These procedures are described in subsections A-D below. In addition, Table 4.1.200 lists all of the Town’s land use and development applications and their required permit procedure(s).

- A. **Type I Procedure (Ministerial)**. Type I decisions are made by the Town Planning Official, or someone he or she officially designates, without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying Town standards and criteria requires no use of discretion;
- B. **Type II Procedure (Administrative)**. Type II decisions are made by the Town Planning Official or designee with public notice, and an opportunity for a public hearing if appealed. The appeal of a Type II decision is heard by the Planning Commission;
- C. **Type III Procedure (Quasi-Judicial)**. Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the Town Council. Type III decisions generally use discretionary approval criteria.

**4.1.200 Description of Permit/Decision-making Procedures. (continued)**

- D. Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, revisions to the Town's Transportation System Plan and comprehensive plan amendments that apply to entire districts, not just one property). Type IV matters are considered initially by the Planning Commission with final decisions made by the Town Council.

<b>Description of Permit/Decision-making Procedures. (continued)</b>
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<b>Table 4.1.200 Summary of Development Decisions/Permit by Type of Decision-making Procedure</b>		
<b>Action</b>	<b>Decision Type</b>	<b>Applicable Regulations</b>
Access Permit (public street)	Type I	Chapters 3.1, 4.2, 4.3
Annexation*	Type III/IV	Comprehensive Plan and Town/County intergovernmental agreement(s)
Building Permit	N/A	Building Code
Code Interpretation*	Type III	Chapter 4.8
Code Amendment*	Type IV	Chapter 4.7
Comprehensive Plan Amendment*	Type IV	Comprehensive Plan
Conditional Use Permit*	Type III	Chapter 4.4
Flood Plain Development Permit	Type I	Chapter 4.9
Significant Resource Area Review	Type II	Chapter 4.9
Historic Building Permit	Type I	Chapter 4.9
Home Occupation Permit*	Type III	Chapter 4.9
Master Planned Development*	Type III	Chapter 4.5
Modification to Approval *(Type III only)	Type II/III	Chapter 4.6
Land Use District Map Change		
Quasi-Judicial* (no plan amendment required)	Type III	Chapter 4.7
Legislative (plan amendment required)*	Type IV	Chapter 4.7
Lot Line Adjustment	Type I	Chapter 4.3
Non-Conforming Use or Development Confirmation	Type I	Chapter 5.2
Partition	Type II	Chapter 4.3
Sensitive Lands Permit*	Type III	Chapter 3.7
Sign Permit	Type I	Chapter 3.6
Development Review	Type I	Chapter 4.2, Building Code
Site Design Review*	Type III	Chapter 4.2
Subdivision*	Type III	Chapter 4.3
Temporary Use Permit* (Type III only)	Type II/III	Chapter 4.9
Traffic Impact Study*	Type I	Chapter 4.10
Transportation System Plan Modification*	Type IV	Town's Transportation System Plan, Comprehensive Plan and Development Ordinance
Transportation System Facilities and Improvements*	Type II	Chapter 4.4
Tree Removal	Type I/II	Chapter 3.2
Variance		
Class A	Type I	Chapter 5.1
Class B	Type II	Chapter 5.1
Class C*	Type III	Chapter 5.1
Flood Variance*	Type III	Chapter 5.1

<b>Table 4.1.200</b>		
<b>Summary of Development Decisions/Permit by Type of Decision-making Procedure</b>		
Variance (continued)		
Riparian	Type III	Chapter 5.1
Wetlands	Type III	Chapter 5

\* The Town shall send ODOT notice of all applications noted with an asterisk (\*).

**4.1.300 Type I Procedure (Ministerial).**

**A. Application Requirements.**

1. Application Forms. Type I applications shall be made on forms provided by the Town Planning Official or designee.
2. Application Requirements. Type I applications shall:
  - a. Include the information requested on the application form;
  - b. Address the criteria in sufficient detail for review and action; and
  - c. Be filed with the required fee.

**B. Administrative Decision Requirements.** The Town Planning Official or designee’s decision shall address all of the approval criteria. Based on the criteria and the facts contained within the record, the Town Planning Official shall approve, approve with conditions, or deny the requested permit or action. A written record of the decision shall be provided to the applicant and kept on file at Town Hall.

**C. Final Decision.** The decision shall be final on the date it is mailed or otherwise provided to the applicant, whichever occurs first.

**D. Effective Date.** The decision is effective the day after it is final.

**E. Notice of Decision.**

1. Within five days after the Town Planning Official or designee signs the decision, a Notice of Decision shall be sent by mail to:
  - a. Any person who submits a written request to receive notice;
  - b. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;
  - c. Any Town-recognized neighborhood group or association whose boundaries include the site;

**4.1.300 Type I Procedure (Ministerial) (continued)**

- d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the Town.
2. The Town Planning Official or designee shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and the names and addresses of the people to whom it was mailed.
3. The Type I Notice of Decision shall contain:
  - a. A brief description of the applicant's proposal and the Town's decision to approve or deny the proposal;
  - b. The address or other brief geographic description of the property proposed for development;
  - c. A statement of where the Town's decision can be obtained;
  - d. The date the decision shall become final, unless appealed;
  - e. A statement that the applicant and any persons who are adversely affected or aggrieved by the decision may appeal the decision; and
  - f. A statement briefly explaining how an appeal can be filed, the deadline for filing an appeal, and where further information can be obtained concerning the appeal process.

**F. Final Decision and Effective Date.** A Type I administrative decision is final for purposes of appeal, when it is mailed by the Town. A Type I administrative decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

**G. Appeal.** A Type I administrative decision may be appealed to the Planning Commission as follows:

1. Who may appeal. The following people have legal standing to appeal a Type I Administrative Decision:
  - a. The applicant; and
  - b. Any persons who are adversely affected or aggrieved by the decision.
2. Appeal procedure.
  - a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type I Administrative Decision by filing a Notice of Appeal according to the following procedures;

**4.1.300 Type I Procedure (Ministerial). (continued)**

- b. *Time for filing.* A Notice of Appeal shall be filed with the Town Planning Official or designee within 14 days of the date the Notice of Decision was mailed;
- c. *Content of notice of appeal.* The Notice of Appeal shall contain:
  - (1) An identification of the decision being appealed, including the date of the decision;
  - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
  - (3) A statement explaining the specific issues raised on appeal;
  - (4) Filing fee.
3. Determination of Filing Fee. The amount of the filing fee shall be established by the Town. The maximum fee for an initial hearing shall be the Town's cost for preparing for and conducting the hearing, or the statutory maximum, whichever is less.
4. Scope of appeal. The appeal of a Type I Ministerial Decision by a person with standing shall be through a public hearing before the Planning Commission. The Planning Commission may allow evidence or testimony concerning any relevant issue.
5. Appeal procedures. Type III notice and hearing procedures shall be used for all Type I Ministerial Appeals, as provided in Sections 4.1.500.C - E;
6. Final decision and effective date. The decision of the Planning Commission regarding an appeal of a Type I Ministerial Decision is the final decision of the Town, unless appealed to Town Council.
7. Appeal to Town Council. The decision of the Planning Commission regarding an appeal of a Type I Ministerial Decision may be appealed to the Town Council.
  - a. Who may appeal. The following have legal standing to appeal a Type III Appeal Decision on a Type I Administrative Decision:
    - (1) The applicant;
    - (2) Any person who was mailed written notice of the Type III appeal decision;
    - (3) Any person who participated in the appeal proceeding through testimony or submission of evidence;
    - (4) Any person who is adversely affected or aggrieved by the decision.

**4.1.300 Type I Procedure (Ministerial) (continued)**b. Appeal procedure.

(1) The requirements for the Notice of Appeal, time for filing, content of Notice of Appeal, and determination of filing fee are the same as for the appeal of a Type II decision, as provided in Section 4.1.400G, sub-sections 2 and 3.

(2) Scope of appeal. The appeal of a Type III appeal decision on a Type I Administrative Decision by a person with standing shall be a hearing *de novo* before the Town Council. The appeal shall not be limited to the specific issues raised and evidence and testimony presented in the appeal to the Planning Commission.

(3) Appeal procedures. Type III notice, hearing and decision procedures shall be used for appeals of Planning Commission appeal decisions to the Town Council, as provided in Section 4.1.500, sub-sections C-E.

c. Final decision and effective date. The decision of the Town Council on a Type III appeal of a Type I application is final and effective on the date it is mailed by the Town. The Town Council's decision may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 – 197.860.

**4.1.400 Type II Procedure (Administrative).**

**A. Pre-application Conference.** A pre-application conference may be required for Type II applications. Pre-application conference requirements and procedures are in Section 4.1.700.

**B. Application Requirements.**

1. Application Forms. Type II applications shall be made on forms provided by the Town Planning Official or designee.
2. Submittal Information. The application shall:
  - a. Include the information requested on the application form;
  - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making;
  - c. Be accompanied by the required fee;
  - d. Include one set of pre-stamped and pre-addressed envelopes for all real property owners of record who will receive a notice of the application as required in Section 4.1.400.C. The records of the Lake County Assessor's Office are the official records for determining

**4.1.400 Type II Procedure (Administrative).** *(continued)*

- ownership. The applicant shall produce the notice list. At the applicant's request, and upon payment of a fee noted on the town's fee list, the town shall prepare the public notice mailing list. The town or the applicant shall use the most current County real property assessment records to produce the notice list. The Town shall mail the notice of application;
- e. Include an impact study for all land division applications. The impact study shall quantify and assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet Town standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the Town, the Town shall either (1) include in the written decision evidence that shows that the required property dedication is roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.

**C. Notice of Application for Type II Administrative Decision.**

1. Before making a Type II Administrative Decision, the Town Planning Official or designee shall mail notice to:
  - a. All owners of record of real property within 100 feet of the subject site;
  - b. All Town-recognized neighborhood groups or associations whose boundaries include the site;
  - c. Any person who submits a written request to receive a notice; and
  - d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the Town. The Town may notify other affected agencies. ODOT shall be notified when there is a land division abutting a State facility for review of, comment on, and suggestion of conditions of approval for, the application.
2. The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application, before the Type II decision is made. The goal of this notice is to invite people to participate early in the decision-making process.
3. Notice of a pending Type II Administrative Decision shall:
  - a. Provide a 14-day period for submitting written comments before a decision is made on the permit;

**4.1.400 Type II Procedure (Administrative). (continued)**

- b. List the relevant approval criteria by name and number of code sections;
- c. State the place, date and time the comments are due, and the person to whom the comments should be addressed;
- d. Include the name and telephone number of a contact person regarding the Administrative Decision;
- e. Identify the specific permits or approvals requested;
- f. Describe the street address or other easily understandable reference to the location of the site;
- g. State that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence;
- h. State that all evidence relied upon by the Town Planning Official or designee to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the Town;
- i. State that after the comment period closes, the Town Planning Official or designee shall issue a Type II Administrative Decision. The decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice;
- j. Contain the following notice: “Notice to mortgagee, lienholder, vendor, or seller: The Town of Lakeview Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.”

**D. Administrative Decision Requirements.** The Town Planning Official or designee shall make a Type II written decision addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the Town Planning Official or designee shall approve, approve with conditions, or deny the requested permit or action.

**E. Notice of Decision.**

1. Within five days after the Town Planning Official or designee signs the decision, a Notice of Decision shall be sent by mail to:
  - a. Any person who submits a written request to receive notice, or provides comments during the application review period;
  - b. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;

**4.1.400 Type II Procedure (Administrative). (continued)**

- c. Any person who submits a written request to receive notice, or provides comments during the application-review period;
  - d. Any Town-recognized neighborhood group or association whose boundaries include the site;
  - e. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the Town, and other agencies that were notified or provided comments during the application review period.
2. The Town Planning Official or designee shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and shall demonstrate that the notice was mailed to the people and within the time required by law.
  3. The Type II Notice of Decision shall contain:
    - a. A description of the applicant's proposal and the Town's decision on the proposal (i.e., may be a summary);
    - b. The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area, where applicable;
    - c. A statement of where the Town's decision can be obtained;
    - d. The date the decision shall become final, unless appealed;
    - e. A statement that all persons entitled to notice or who are otherwise adversely affected or aggrieved by the decision may appeal the decision; and
    - f. A statement briefly explaining how an appeal can be filed, the deadline for filing an appeal, and where further information can be obtained concerning the appeal process.

**F. Final Decision and Effective Date.** A Type II administrative decision is final for purposes of appeal, when it is mailed by the Town. A Type II administrative decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

**G. Appeal.** A Type II administrative decision may be appealed to the Planning Commission as follows:

1. Who may appeal. The following people have legal standing to appeal a Type II Administrative Decision:
  - a. The applicant;

**4.1.400 Type II Procedure (Administrative). (continued)**

- b. Any person who was mailed written notice of the Type II administrative decision;
  - c. Any other person who participated in the proceeding by submitting written comments.
2. Appeal procedure.
- a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type II Administrative Decision by filing a Notice of Appeal according to the following procedures;
  - b. *Time for filing.* A Notice of Appeal shall be filed with the Town Planning Official or designee within 14 days of the date the Notice of Decision was mailed;
  - c. *Content of notice of appeal.* The Notice of Appeal shall contain:
    - (1) An identification of the decision being appealed, including the date of the decision;
    - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
    - (3) A statement explaining the specific issues raised on appeal;
    - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period;
    - (5) Filing fee.
3. Determination of Filing Fee. The amount of the filing fee shall be established by the Town. The maximum fee for an initial hearing shall be the Town's cost for preparing and for conducting the hearing, or the statutory maximum, whichever is less.
4. Scope of appeal. The appeal of a Type II Administrative Decision by a person with standing shall be a hearing *de novo* before the Planning Commission. The appeal shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the Type II administrative review. The Planning Commission may allow additional evidence, testimony or argument concerning any relevant standard, criterion, condition, or issue.
5. Appeal procedures. Type III notice and hearing procedures decision process shall be used for all Type II Administrative Appeals, as provided in Sections 4.1.500.C - E;
6. Appeal to Town Council. The decision of the Planning Commission regarding an appeal of a Type II Administrative Decision is the final decision of the Town unless appealed to Town Council. An appeal to Town Council shall follow the same notification and hearing procedures as for the Planning Commission hearing.

**4.1.500 Type III Procedure (Quasi-Judicial).**

- A. Pre-application Conference.** A pre-application conference is required for all Type III applications. The requirements and procedures for a pre-application conference are described in Section 4.1.700.C.
- B. Application Requirements.**
1. Application forms. Type III applications shall be made on forms provided by the Town Planning Official or designee.
  2. Content. Type III applications shall:
    - a. Include the information requested on the application form;
    - b. Be filed with copies of a narrative statement that explains how the application satisfies each and all of the relevant criteria in sufficient detail for review and action;
    - c. Be accompanied by the required fee;
    - d. The Town shall mail the notice of application. The records of the Lake County Assessor's Office are the official records for determining ownership.
    - e. Include an impact study for all Type III applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet Town standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the Town, the Town shall either (1) include in the written decision evidence that shows that the required property dedication is roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.
- C. Notice of Hearing.**
1. Mailed notice. Notice of a Type III application hearing or Type II appeal hearing shall be given by the Town Planning Official or designee in the following manner:
    - a. At least 20 days before the hearing date, notice shall be mailed to:

**4.1.500 Type III Procedure (Quasi-Judicial).** *(continued)*

- (1) The applicant and all owners or contract purchasers of record of the property that is the subject of the application;
  - (2) All property owners of record within 100 feet of the site;
  - (3) Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175;
  - (4) Any neighborhood or community organization recognized by the Town Council and whose boundaries include the property proposed for development;
  - (5) Any person who submits a written request to receive notice;
  - (6) For appeals, the appellant and all persons who provided testimony; and
  - (7) For a land use district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
- b. The Town Planning Official or designee shall have an affidavit of notice be prepared and made a part of the file. The affidavit shall state the date that the notice was mailed to the persons who must receive notice.
  - c. At least 14 business days before the hearing, notice of the hearing shall be printed in a newspaper of general circulation in the Town. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.
2. Content of Notice. Notice of appeal of a Type II Administrative decision or a Type III hearing to be mailed and published per Subsection 1 above shall contain the following information:
    - a. The nature of the application and the proposed land use or uses that could be authorized for the property;
    - b. The applicable criteria and standards from the development code(s) that apply to the application;
    - c. The street address or other easily understood geographical reference to the subject property;
    - d. The date, time, and location of the public hearing;
    - e. A statement that the failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals;

**4.1.500 Type III Procedure (Quasi-Judicial).** *(continued)*

- f. The name of a Town representative to contact and the telephone number where additional information on the application may be obtained;
- g. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Lakeview Town Hall at no cost and that copies shall be provided at a reasonable cost;
- h. A statement that a copy of the Town's staff report and recommendation to the hearings body shall be available for review at no cost at least seven days before the hearing, and that a copy shall be provided on request at a reasonable cost;
- i. A general explanation of the requirements to submit testimony, and the procedure for conducting public hearings; and
- j. The following notice: "Notice to mortgagee, lienholder, vendor, or seller: The Town of Lakeview Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser."

**D. Conduct of the Public Hearing.**

- 1. At the commencement of the hearing, the hearings body shall state to those in attendance:
  - a. The applicable approval criteria and standards that apply to the application or appeal;
  - b. A statement that testimony and evidence shall concern the approval criteria described in the staff report, or other criteria in the comprehensive plan or land use regulations that the person testifying believes to apply to the decision;
  - c. A statement that failure to raise an issue with sufficient detail to give the hearings body and the parties an opportunity to respond to the issue, means that no appeal may be made to the State Land Use Board of Appeals on that issue;
  - d. Before the conclusion of the initial evidentiary hearing, any participant may ask the Planning Commission for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The hearings body shall grant the request by scheduling a date to finish the hearing (a "continuance") per paragraph 2 of this subsection, or by leaving the record open for additional written evidence or testimony per paragraph 3 of this subsection.
- 2. If the Planning Commission grants a continuance, the completion of the hearing shall be continued to a date, time, and place at least seven days after the date of the first evidentiary hearing. An opportunity shall be provided at the second hearing for persons to present and respond to new written evidence and oral testimony. If new written evidence is submitted at the second hearing, any person may request, before the conclusion of the second hearing, that the record be left open for at least seven days, so that they can submit additional written

**4.1.500 Type III Procedure (Quasi-Judicial).** *(continued)*

evidence or testimony in response to the new written evidence;

3. If the Planning Commission leaves the record open for additional written evidence or testimony, the record shall be left open for at least seven days after the hearing. Any participant may ask the Town in writing for an opportunity to respond to new evidence submitted during the period that the record was left open. If such a request is filed, the Planning Commission shall reopen the record.
  - a. When the Planning Commission reopens the record to admit new evidence or testimony, any person may raise new issues that relate to that new evidence or testimony;
  - b. An extension of the hearing or record granted pursuant to Section 4.1.500.D is subject to the limitations of ORS 227.178 (“120-day rule”), unless the continuance or extension is requested or agreed to by the applicant;
  - c. If requested by the applicant, the Town shall allow the applicant at least seven days after the record is closed to all other persons to submit final written arguments in support of the application, unless the applicant expressly waives this right. The applicant’s final submittal shall be part of the record but shall not include any new evidence;
  - d. The record shall contain all testimony and evidence that is submitted to the Town and the hearings body has not rejected;
  - e. The hearings body may take official notice of judicially cognizable facts under the applicable law. If the review authority takes official notice, it must announce its intention and allow persons participating in the hearing to present evidence concerning the noticed facts;
  - f. The review authority shall retain custody of the record until the Town issues a final decision.
4. Participants in the appeal of a Type II Administrative decision or a Type III hearing are entitled to an impartial review authority as free from potential conflicts of interest and pre-hearing *ex parte* contacts (see Section 4.1.500.D (6) below) as reasonably possible. However, the public has a countervailing right of free access to public officials. Therefore:
  - a. At the beginning of the public hearing, hearings body members shall disclose the substance of any pre-hearing *ex parte* contacts (as defined in Section 4.1.500.D.6 below) concerning the application or appeal. He or she shall state whether the contact has impaired their impartiality or their ability to vote on the matter and shall participate or abstain accordingly;
  - b. A member of the hearings body shall not participate in any proceeding in which they, or any of the following, has a direct or substantial financial interest: their spouse, brother, sister, child, parent, father-in-law, mother-in-law, partner, any business in which they are then serving or have served within the previous two years, or any business with which they

**4.1.500 Type III Procedure (Quasi-Judicial).** *(continued)*

- are negotiating for or have an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the hearing where the action is being taken;
- c. Disqualification of a member of the hearings body due to contacts or conflict may be ordered by a majority of the members present and voting. The person who is the subject of the motion may not vote on the motion to disqualify;
  - d. If all members abstain or are disqualified, those members present who declare their reasons for abstention or disqualification shall be re-qualified to make a decision;
  - e. If a member of the hearings body abstains or is disqualified, the Town shall provide a substitute in a timely manner subject to the impartiality rules in Section 4.1.500.D.G;
  - f. Any member of the public may raise conflict of interest issues prior to or during the hearing, to which the member of the hearings body shall reply in accordance with this section.
5. Ex parte communications.
- a. Members of the hearings body shall not:
    - (1) Communicate, directly or indirectly, with any applicant, appellant, other party to the proceedings, or representative of a party about any issue involved in a hearing, except upon giving notice, per Section C above;
    - (2) Take official notice of any communication, report, or other materials outside the record prepared by the proponents or opponents in connection with the particular case, unless all participants are given the opportunity to respond to the noticed materials.
  - b. No decision or action of the hearings body shall be invalid due to *ex parte* contacts or bias resulting from *ex parte* contacts, if the person receiving contact:
    - (1) Places in the record the substance of any written or oral *ex parte* communications concerning the decision or action; and
    - (2). Makes a public announcement of the content of the communication and of all participants' right to dispute the substance of the communication made. This announcement shall be made at the first hearing following the communication during which action shall be considered or taken on the subject of the communication.
  - c. A communication between Town staff and the hearings body is not considered an *ex parte* contact.

**4.1.500 Type III Procedure (Quasi-Judicial). (continued)**

6. Presenting and receiving evidence.
  - a. The hearings body may set reasonable time limits for oral presentations and may limit or exclude cumulative, repetitious, irrelevant or personally derogatory testimony or evidence;
  - b. No oral testimony shall be accepted after the close of the public hearing. Written testimony may be received after the close of the public hearing, only as provided in Section 4.1.500.D;
  - c. Members of the hearings body may visit the property and the surrounding area, and may use information obtained during the site visit to support their decision, if the information relied upon is disclosed at the hearing and an opportunity is provided to dispute the evidence. In the alternative, a member of the hearings body may visit the property to familiarize him or herself with the site and surrounding area, but not to independently gather evidence. In the second situation, at the beginning of the hearing, he or she shall disclose the circumstances of the site visit and shall allow all participants to ask about the site visit.

**E. The Decision Process.**

1. Basis for decision. Approval or denial of an appeal of a Type II Administrative decision or a Type III application shall be based on standards and criteria in the development code. The standards and criteria shall relate approval or denial of a discretionary development permit application to the development regulations and, when appropriate, to the comprehensive plan for the area in which the development would occur and to the development regulations and comprehensive plan for the Town as a whole;
2. Findings and conclusions. Approval or denial shall be based upon the criteria and standards considered relevant to the decision. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts;
3. Form of decision. The Planning Commission shall issue a final written order containing the findings and conclusions stated in subsection 2, which either approves, denies, or approves with specific conditions. The Planning Commission may also issue appropriate intermediate rulings when more than one permit or decision is required;
4. Decision-making time limits. A final order for any Type II Administrative Appeal or Type III action shall be filed with the Town Planning Official or designee within ten business days after the close of the deliberation;
5. Notice of Decision. Written notice of a Type II Administrative Appeal decision or a Type III decision shall be mailed to the applicant and to all participants of record within ten business days after the hearings body decision. Failure of any person to receive mailed notice shall not invalidate the decision, provided that a good faith attempt was made to mail the notice.

**4.1.500 Type III Procedure (Quasi-Judicial).** *(continued)*

6. Final Decision and Effective Date. The decision of the hearings body on any Type II appeal or any Type III application is final for purposes of appeal on the date it is mailed by the Town. The decision is effective on the day after the appeal period expires. If an appeal is filed, the decision becomes effective on the day after the appeal is decided by the Town Council. The notification and hearings procedures for Type III applications on appeal to the Town Council shall be the same as for the initial hearing.

**4.1.600 Type IV Procedure (Legislative).**

- A. Pre-Application Conference. A pre-application conference is required for all Type IV applications. The requirements and procedures for a pre-application conference are described in Section 4.1.700.C.
- B. Timing of Requests. The Town Planning Official or designee shall review proposed Type IV actions no more than twice yearly.
- C. Application Requirements.
  1. Application forms. Type IV applications shall be made on forms provided by the Town Planning Official or designee.
  2. Submittal Information. The application shall contain:
    - a. The information requested on the application form;
    - b. A map and/or plan addressing the appropriate criteria and standards in sufficient detail for review and decision (as applicable);
    - c. The required fee; and
    - d. One copy of a letter or narrative statement that explains how the application satisfies each and all of the relevant approval criteria and standards.
- D. Notice of Hearing.
  1. Required hearings. A minimum of two hearings, one before the Planning Commission and one before the Town Council, are required for all Type IV applications, except annexations where only a hearing by the Town Council is required.
  2. Notification requirements. Notice of public hearings for the request shall be given by the Town Planning Official or designee in the following manner:

**4.1.600 Type IV Procedure (Legislative).** *(continued)*

- a. At least 20 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the comprehensive plan or any element thereof, or to adopt an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS 227.175 and mailed to:
    - (1) Each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of property subject to a comprehensive plan amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment);
    - (2) Any affected governmental agency;
    - (3) Any person who requests notice in writing;
    - (4) For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175;
    - (5) Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175.
  - b. At least 10 days before the scheduled Planning Commission public hearing date, and 14 days before the Town Council hearing date, notice shall be published in a newspaper of general circulation in the Town.
  - c. The Town Planning Official or designee shall:
    - (1) For each mailing of notice, file an affidavit of mailing in the record as provided by subsection a; and
    - (2) For each published notice, file in the record the affidavit of publication in a newspaper that is required in subsection b.
  - d. The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 45 days before the first public hearing at which public testimony or new evidence will be received.
  - e. Notifications for annexation shall follow the provisions of this Chapter.
3. Content of notices. The mailed and published notices shall include the following information:
- a. The number and title of the file containing the application, and the address and telephone number of the Town Planning Official or designee's office where additional information about the application can be obtained;

**4.1.600 Type IV Procedure (Legislative). (continued)**

- b. A description of the location of the proposal reasonably calculated to give notice of the location of the geographic area;
  - c. A description of the proposal in enough detail for people to determine that a change is proposed, and the place where all relevant materials and information may be obtained or reviewed;
  - d. The time(s), place(s), and date(s) of the public hearing(s); a statement that public oral or written testimony is invited; and a statement that the hearing will be held under this title and rules of procedure adopted by the Council and available at Town Hall (See Section 4.1.600.E); and
  - e. Each mailed notice required by Section 4.1.600.D shall contain the following statement: "Notice to mortgagee, lienholder, vendor, or seller: The Lakeview Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser."
4. Failure to receive notice. The failure of any person to receive notice shall not invalidate the action, providing:
- a. Personal notice is deemed given where the notice is deposited with the United States Postal Service;
  - b. Published notice is deemed given on the date it is published.

**E. Hearing Process and Procedure.**

1. Unless otherwise provided in the rules of procedure adopted by the Town Council:
  - a. The presiding officer of the Planning Commission and of the Town Council shall have the authority to:
    - (1) Regulate the course, sequence, and decorum of the hearing;
    - (2) Direct procedural requirements or similar matters; and
    - (3) Impose reasonable time limits for oral presentations.
  - b. No person shall address the Commission or the Council without:
    - (1) Receiving recognition from the presiding officer; and
    - (2) Stating their full name and address.
  - c. Disruptive conduct such as applause, cheering, or display of signs shall be cause for expulsion of a person or persons from the hearing, termination or continuation of the hearing, or other appropriate action determined by the presiding officer.

**4.1.600 Type IV Procedure (Legislative).** *(continued)*

2. Unless otherwise provided in the rules of procedures adopted by the Council, the presiding officer of the Commission and of the Council, shall conduct the hearing as follows:
  - a. The presiding officer shall begin the hearing with a statement of the nature of the matter before the body, a general summary of the procedures, a summary of the standards for decision-making, and whether the decision which will be made is a recommendation to the Town Council or the final decision of the Council;
  - b. The Town Planning Official or designee's report and other applicable staff reports shall be presented;
  - c. The public shall be invited to testify;
  - d. The public hearing may be continued to allow additional testimony or it may be closed; and
  - e. The body's deliberation may include questions to the staff, comments from the staff, and inquiries directed to any person present.

**F. Continuation of the Public Hearing.** The Planning Commission or the Town Council may continue any hearing, and no additional notice of hearing shall be required if the matter is continued to a specified place, date, and time.

**G. Decision-Making Criteria.** The recommendation by the Planning Commission and the decision by the Town Council shall be based on the following factors:

1. Approval of the request is consistent with the Statewide Planning Goals;
2. Approval of the request is consistent with the Comprehensive Plan; and
3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property.

**H. Approval Process and Authority.**

1. The Planning Commission shall:
  - a. After notice and a public hearing, vote on and prepare a recommendation to the Town Council to approve, approve with modifications, approve with conditions, deny the proposed change, or adopt an alternative; and
  - b. Within 14 business days of determining a recommendation, the presiding officer shall sign the written recommendation, and it shall be filed with the Town Planning Official or designee.
2. Any member of the Planning Commission who votes in opposition to the Planning

**4.1.600 Type IV Procedure (Legislative) (continued)**

Commission's majority recommendation may file a written statement of opposition with the Town Planning Official or designee before the Council public hearing on the proposal. The Town Planning Official or designee shall send a copy to each Council member and place a copy in the record;

3. If the Planning Commission fails to adopt a recommendation to approve, approve with modifications, approve with conditions, deny the proposed change, or adopt an alternative proposal, within 60 days of its first public hearing on the proposed change, the Town Planning Official or designee shall:
  - a. Report the failure together with the proposed change to the Town Council; and
  - b. Provide notice and put the matter on the Town Council's agenda, a public hearing to be held, and a decision to be made by the Council. No further action shall be taken by the Commission.
4. The Town Council shall:
  - a. Approve, approve with modifications, approve with conditions, deny, or adopt an alternative to an application for legislative change, or remand the application to the Planning Commission for rehearing and reconsideration on all or part of the application;
  - b. Consider the recommendation of the Planning Commission; however, it is not bound by the Commission's recommendation; and
  - c. Act by ordinance, which shall be signed by the Mayor after the Council's adoption of the ordinance.

**I. Vote Required for a Legislative Change.**

1. A vote by a majority of the qualified voting members of the Planning Commission present is required for a recommendation for approval, approval with modifications, approval with conditions, denial or adoption of an alternative.
2. A vote by a majority of the qualified members of the Town Council present is required to decide any motion made on the proposal.

**J. Notice of Decision.** Notice of a Type IV decision shall be mailed to the applicant, all participants of record, and the Department of Land Conservation and Development, within five business days after the Town Council decision is filed with the Town Planning Official or designee. The Town shall also provide notice to all persons as required by other applicable laws.

**K. Final Decision and Effective Date.** A Type IV decision, if approved, shall take effect and shall become final as specified in the enacting ordinance, or if not approved, upon mailing of the notice of decision to the applicant.

**4.1.600 Type IV Procedure (Legislative). (continued)****L. Record of the Public Hearing.**

1. A verbatim record of the proceeding shall be made by stenographic, mechanical, or electronic means. It is not necessary to transcribe an electronic record. The minutes and other evidence presented as a part of the hearing shall be part of the record;
2. All exhibits received and displayed shall be marked to provide identification and shall be part of the record;
3. The official record shall include:
  - a. All materials considered by the hearings body;
  - b. All materials submitted by the Town Planning Official or designee to the hearings body regarding the application;
  - c. The verbatim record made by the stenographic, mechanical, or electronic means; the minutes of the hearing; and other documents considered;
  - d. The final ordinance;
  - e. All correspondence; and
  - f. A copy of the notices that were given as required by this Chapter.

**4.1.700 General Provisions.**

- A. **120-day Rule.** The Town shall take final action on Type I, II, and III permit applications that are subject to this Chapter, including resolution of all appeals, within 120 days from the date the application is deemed as complete, unless the applicant requests an extension in writing. Any exceptions to this rule shall conform to the provisions of ORS 227.178. (The 120-day rule does not apply to Type IV legislative decisions - plan and code amendments - under ORS 227.178.)
- B. **Time Computation.** In computing any period of time prescribed or allowed by this chapter, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.
- C. **Pre-application Conferences.**
  1. **Participants.** When a pre-application conference is required, the applicant shall meet with the Town Planning Official or his/her designee(s);

2. **Information provided.** At such conference, the Town Planning Official or designee shall:

**4.1.700 General Provisions.** *(continued)*

- a. Cite the comprehensive plan policies and map designations applicable to the proposal;
  - b. Cite the ordinance provisions, including substantive and procedural requirements applicable to the proposal;
  - c. Provide available technical data and assistance that will aid the applicant;
  - d. Identify other governmental policies and regulations that relate to the application; and
  - e. Reasonably identify other opportunities or constraints concerning the application.
3. Disclaimer. Failure of the Town Planning Official or his/her designee to provide any of the information required by this Section 4.1.100.C shall not constitute a waiver of any of the standards, criteria or requirements for the application;
  4. Changes in the law. Due to possible changes in federal, state, regional, and local law, the applicant is responsible for ensuring that the application complies with all applicable laws on the day the application is deemed complete.

**D. Applications.**

1. Initiation of applications:
  - a. Applications for approval under this chapter may be initiated by:
    - (1) Order of Town Council;
    - (2) Resolution of the Planning Commission;
    - (3) The Town Planning Official or designee;
    - (4) A record owner of property (person(s) whose name is on the most recently recorded deed), or contract purchaser with written permission from the record owner.
  - b. Any person authorized to submit an application for approval may be represented by an agent authorized in writing to make the application on their behalf.
2. Consolidation of proceedings. When an applicant applies for more than one type of land use or development permit (e.g., Type II and III) for the same one or more parcels of land, the proceedings shall be consolidated for review and decision.
  - a. If more than one approval authority would be required to decide on the applications if submitted separately, then the decision shall be made by the approval authority having original jurisdiction over one of the applications in the following order of preference: the Council, the Commission, or the Town Planning Official or designee.

**4.1.700 General Provisions.** *(continued)*

- b. When proceedings are consolidated:
  - (1) The notice shall identify each application to be decided;
  - (2) The decision on a plan map amendment shall precede the decision on a proposed land use district change and other decisions on a proposed development. Similarly, the decision on a zone map amendment shall precede the decision on a proposed development and other actions; and
  - (3) Separate findings and decisions shall be made on each application.
- 3. Check for acceptance and completeness. In reviewing an application for completeness, the following procedure shall be used:
  - a. Acceptance. When an application is received by the Town, the Town Planning Official or designee shall immediately determine whether the following essential items are present. If the following items are not present, the application shall not be accepted and shall be immediately returned to the applicant;
    - (1) The required form;
    - (2) The required fee;
    - (3) The signature of the applicant on the required form and signed written authorization of the property owner of record if the applicant is not the owner.
  - b. Completeness.
    - (1) Review and notification. After the application is accepted, the Town Planning Official or designee shall review the application for completeness. If the application is incomplete, the Town Planning Official or designee shall notify the applicant in writing of exactly what information is missing within 30 days of receipt of the application and allow the applicant 180 days to submit the missing information;
    - (2) Application deemed complete for review. In accordance with the application submittal requirements of this chapter, the application shall be deemed complete upon the receipt by the Town Planning Official or designee of all required information. The applicant shall have the option of withdrawing the application, or refusing to submit information requested by the Town Planning Official or designee in Section 4.1.700.D (6), above. For the refusal to be valid, the refusal shall be made in writing and received by the Town Planning Official or designee no later than 14 days after the date on the Town Planning Official or designee's letter of incompleteness. If the applicant refuses in writing to submit the missing information, the application shall be deemed complete on 31st day after the Town Planning Official or designee first accepted the application.

**4.1.700 General Provisions** *(continued)*

- (3) Standards and criteria that apply to the application. Approval or denial of the application shall be based upon the standards and criteria that were applicable at the time the application was first accepted.
  - (4) Coordinated Review. The City shall also submit the application for review and comment to the City Engineer, ODOT, and other applicable County, State, and federal review agencies.
4. Changes or additions to the application during the review period. Once an application is deemed complete:
- a. All documents and other evidence relied upon by the applicant shall be submitted to the Town Planning Official or designee at least seven days before the notice of action or hearing is mailed, if possible. Documents or other evidence submitted after that date shall be received by Town Planning Official or designee, and transmitted to the hearings body, but may be too late to include with the staff report and evaluation;
  - b. When documents or other evidence are submitted by the applicant during the review period, but after the application is deemed complete, the assigned review person or body shall determine whether or not the new documents or other evidence submitted by the applicant significantly change the application;
  - c. If the assigned reviewer determines that the new documents or other evidence significantly change the application, the reviewer shall include a written determination that a significant change in the application has occurred as part of the decision. In the alternate, the reviewer may inform the applicant either in writing, or orally at a public hearing, that such changes may constitute a significant change (see “d”, below), and allow the applicant to withdraw the new materials submitted, in order to avoid a determination of significant change;
  - d. If the applicant's new materials are determined to constitute a significant change in an application that was previously deemed complete, the Town shall take one of the following actions, at the choice of the applicant:
    - (1) Continue to process the existing application and allow the applicant to submit a new second application with the proposed significant changes. Both the old and the new applications will proceed, but each will be deemed complete on different dates and may therefore be subject to different criteria and standards and different decision dates;
    - (2) Suspend the existing application and allow the applicant to submit a new application with the proposed significant changes. Before the existing application can be suspended, the applicant must consent in writing to waive the 120-day rule (Section 4.1.700.D(4a) above) on the existing application. If the applicant does not consent, the Town shall not select this option;

**4.1.700 General Provisions.** *(continued)*

- (3) Reject the new documents or other evidence that has been determined to constitute a significant change, and continue to process the existing application without considering the materials that would constitute a significant change. The Town will complete its decision-making process without considering the new evidence;
- e. If a new application is submitted by the applicant, that application shall be subject to a separate check for acceptance and completeness and will be subject to the standards and criteria in effect at the time the new application is accepted.

**E. Town Planning Official's Duties.** The Town Planning Official or designee shall:

1. Prepare application forms based on the criteria and standards in applicable state law, the Town's comprehensive plan, and implementing ordinance provisions;
2. Accept all development applications that comply with Section 4.1.700;
3. Prepare a staff report that summarizes the application(s) and applicable decision criteria, and provides findings of conformance and/or non-conformance with the criteria. The staff report may also provide a recommended decision of: approval; denial; or approval with specific conditions that ensure conformance with the approval criteria;
4. Prepare a notice of the proposal decision:
  - a. In the case of an application subject to a Type I or II review process, the Town Planning Official or designee shall make the staff report and all case-file materials available at the time that the notice of the decision is issued;
  - b. In the case of an application subject to a hearing (Type III or IV process), the Town Planning Official or designee shall make the staff report available to the public at least seven days prior to the scheduled hearing date, and make the case-file materials available when notice of the hearing is mailed, as provided by Sections 4.1.400.C (Type II), 4.1.500.C (Type III), or 4.1.600.D (Type IV);
5. Administer the hearings process;
6. File notice of the final decision in the Town's records and mail a copy of the notice of the final decision to the applicant; all persons who provided comments or testimony; persons who requested copies of the notice; and any other persons entitled to notice by law;
7. Maintain and preserve the file for each application for the time period required by law. The file shall include, as applicable, a list of persons required to be given notice and a copy of the notice given; the affidavits of notice; the application and all supporting information; the staff report; the final decision including the findings, conclusions and conditions, if any; all correspondence; minutes of any meeting at which the application was considered; and any other exhibit, information or documentation which was considered by the decision-maker(s) on the

**4.1.700 General Provisions. (continued)**

application; and

8. Administer the appeals and review process.

**F. Amended Decision Process.**

1. The purpose of an amended decision process is to allow the Town Planning Official or designee to correct typographical errors, rectify inadvertent omissions and/or make other minor changes that do not materially alter the decision.
2. The Town Planning Official or designee may issue an amended decision after the notice of final decision has been issued but before the appeal period has expired. If such a decision is amended, the decision shall be issued within 14 business days after the original decision would have become final, but in no event beyond the 120-day period required by state law. A new 10-day appeal period shall begin on the day the amended decision is issued.
3. Notice of an amended decision shall be given using the same mailing and distribution list as for the original decision notice.
4. Modifications to approved plans or conditions of approval requested by the applicant shall follow the procedures contained in Chapter 4.6. All other requested changes to decisions that do not qualify as minor or major modifications shall follow the appeal process.

**G. Re-submittal of Application Following Denial.** An application that has been denied, or an application that was denied and on appeal or review has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission or the courts, may not be resubmitted as the same or a substantially similar proposal for the same land for a period of at least 12 months from the date the final Town action is made denying the application, unless there is substantial change in the facts or a change in Town policy that would change the outcome, as determined by the Town Planning Official or designee.

**H. Appeal Process.** An appeal by a person with standing shall be a hearing *de novo*. The appeal shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the proceeding below. The Planning Commission or Town Council may allow additional evidence, testimony or argument concerning any standard, criterion, condition, or issue relevant to the original application.

**4.1.800 Special Procedures.**

- A. Expedited Land Divisions.** An Expedited Land Division (“ELD”) shall be defined and may be used as in ORS 197.360, which is expressly adopted and incorporated by reference here.
1. Selection. An applicant who wishes to use an ELD procedure for a partition, subdivision or planned development instead of the regular procedure type assigned to it, must request the use of the ELD in writing at the time the application is filed, or forfeit his/her right to use it;
  2. Review procedure. An ELD shall be reviewed in accordance with the procedures in ORS 197.365;
  3. Appeal procedure. An appeal of an ELD shall be in accordance with the procedures in ORS 197.375.

**4.1.900 Neighborhood Meetings.**

Applicants are encouraged to meet with adjacent property owners and neighborhood representatives (if applicable) prior to submitting their application in order to solicit input and exchange information about the proposed development. In some cases, the Town Planning Official may require the applicant to meet with a Town-recognized neighborhood association or group prior to accepting an application as complete. A Neighborhood Meeting may be required for development applications that are likely to have neighborhood or community-wide impacts (e.g., traffic, parking, noise, or similar impacts), as determined by the Town Planning Official or designee.