

**ARTICLE 9.2 – COMMUNITY DEVELOPMENT DEPARTMENT/ PLANNING DIVISION
REVIEW PROCEDURE**

SECTION 9.2.001 - PURPOSE

The purpose of the Community Development Department/Planning Division Review Procedure is to provide for the administrative review of certain land use and development decisions by the Community Development Director/Planner. It is the further purpose of this procedure to provide for the expeditious review of development subject to Community Development Department/Planning Division review.

SECTION 9.2.002 - APPLICATION

The following development shall be subject to Community Development Director/Planner Review:

- A. Duplex Division
- B. Fence Height Waiver
- C. Floodplain Development Permit
- D. Geologic Hazard Site Plan
- E. Historic Landmarks Review
- F. Home Occupation Permit
- G. Land Use Approval Time Extension
- H. Livestock Permit
- I. Lot Line Adjustment
- J. Minor Land Partition
- K. Public Right-of-Way Encroachment
- L. Segregation of Tax Lot
- M. Sign Permit
- N. Site Plan Review
- O. Temporary Use Permit
- P. Variance Permit (Administrative)
- Q. Wetland Plan Review
- R. Zoning Approval

SECTION 9.2.003 - NOTICE

Community Development Department/Planning Division Review shall be conducted by the Community Development Director/Planner. Notice shall be mailed or otherwise delivered to property owners within one hundred feet (100') of the proposed land use listed in Section 9.2.002, as well as to affected local, State, and Federal agencies at least fourteen (14) days prior to the decision date. The notice shall also be conspicuously posted on-site ten (10) days prior to the date of the scheduled decision.

SECTION 9.2.004 - REVIEW AND DECISION

- A. The Community Development Director/Planner shall review the application and determine its compliance with applicable Codes and Ordinances. Conditions of approval may be imposed as necessary to ensure compliance with this Ordinance and other applicable Codes. The Community Development Director/Planner may, at his discretion or if requested, refer any application under Section 9.2.002 to the Planning Commission for a public hearing and decision.
- B. A determination of denial shall prohibit the applicant from undertaking the proposed development.
- C. Written notice of Community Development Director/Planner approval or denial shall be given to all parties to the proceeding, to include, all those parties to whom notice must be given under ORS 227.173.

SECTION 9.2.005 - APPEAL

A decision of the Community Development Director/Planner may be appealed to the Planning Commission within twelve (12) days of mailing of notification in accordance with procedures set forth in Chapter 9, Article 9.7 of this Code.