

## Process

- All petitions, applications and appeals provided for in the City of Forest Grove Zoning Ordinance are to be submitted using forms available through the Community Development Department. All applications are to be accompanied by information, as needed, to make a determination. The City Council has established a schedule of fees, and the applicable fee is paid at the time of submittal.
- A public hearing is held for Conditional Use Permits, Variances, Zoning Ordinance Amendments, Planned Developments, Annexations and Comprehensive Plan Amendments.
- When the Planning Commission is required to hold a public hearing, notice of the hearing is published in the local newspaper at least 5 days prior to the date of the hearing. For any planning action that is property specific, a notice of hearing is mailed at least 20 days prior to the date of the hearing to all affected parties within 300 feet of the exterior boundary of the property for which the application is made. The Community Development Director will notify the applicant in writing of the Planning Commission's action within 7 days after the decision has been made.
- When the City Council is required to hold a public hearing, notice of the hearing is published in the local newspaper at least 5 days prior to the date of the hearing. Notice is mailed at least 10 days prior to the date of the hearing only to those who submitted comments, orally or in writing, to the Planning Commission. The Community Development Director will notify the applicant in writing of the City Council's action within 7 days after the decision has been made.
- Limited land use decisions are made by the Community Development Director or his designee. Notice of a *pending limited land use decision* is mailed at least 14 days prior to the decision to all affected parties within 100 feet of the exterior boundary of the property for which the application is made. Notice of a *limited land use decision* is mailed to those parties who responded, orally or in writing, to the notice of pending decision. Limited land use decisions are made for site plan reviews and partitions.
- The City Council has given the Community Development Director or his designee the authority to approve, deny and/or enforce certain other matters which do not require a public hearing. These include: Business Occupancy Permits, tree removal permits, sign permits and code enforcement.

## Appeal Process

- An appeal of a decision made by the Community Development Director or his designee may be made by an affected party to the Planning Commission within 21 days of the decision. If no appeal is received, the decision becomes final. If the appeal is received within the 21 day period, the Planning Commission will conduct a public hearing at their next regularly scheduled meeting to hear the appeal.
- An appeal to the City Council of an action or ruling of the Planning Commission may be made by anyone who participated in the hearing, either in person or by written communication. The appeal must be made within 21 days of the Planning Commission's decision, must be made in writing and filed with the Community Development Director or his designee. If the appeal is not filed within that period, the decision is final. If an appeal is filed, the City Council will receive a report and recommendation from the Planning Commission including the findings of the Planning Commission, the relevant staff report and actions recommended. The City Council will hold a public hearing on the appeal before making a decision.