



# CITY OF OREGON CITY

## Staff Report/

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**To:** Historic Review Board  
**From:** Christina Robertson-Gardiner, Senior Planner

**Agenda Date:** 5.28.24

### SUBJECT:

Worksession: Improving the Historic Review Approval process- Work Plan Item #6 Coordination with applicants and other departments to ensure compliance with Conditions of Approval

### STAFF RECOMMENDATION:

This is an informational update- no HRB direction is needed.

### EXECUTIVE SUMMARY:

Coordinating with applicants and other departments to ensure compliance with Conditions of Approval and that built historic projects are consistent with the approved decision was identified as an HRB priority in the 2023-20245 work plan.

This is an update on the work staff has done to date to better coordinate with building, planning, development services, and the applicant during the implementation of the approved HRB project.

#### **Ensure Conditions of Approval are added to plans.**

Update: Staff now adds HRB conditions of approval to the front pages of the stamped and approved Building Plans

#### **Attend Building pre-construction meeting.**

Update: The Building Division has initiated a pre-construction meeting for commercial projects either in conjunction with the Public Works Development Services or independently. Planning staff have been invited to attend all of these meetings. Please note that there is no pre-construction meeting for non-commercial residential projects.

#### **Investigate if mid-build inspection is helpful/feasible.**

Update: Staff is still working with the Building Division to better understand if this approach is feasible. Each project is different, and a standard default to adding a

part-way planning inspection would cost the applicant additional money. There was also no consensus on the best threshold inspection that would be beneficial.

**NEW- Requiring the applicant to write a written response to how they are meeting the Conditions of Approval for HRB decisions prior to the Building Permit release.**

Update: Staff have been rolling out a new requirement that applications show compliance with Site Plan and Design Approval for commercial projects as well as HRB approvals. Staff has attached a sample version to the agenda. This is created by staff and will be sent to the applicant soon after the Notice of Decision is mailed. This approach has been very helpful and could have helped catch previous projects' non-compliance.