



PLANNING DEPARTMENT
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206

PHONE: 503-786-7630
 FAX: 503-774-8236
 E-MAIL: planning@milwaukieoregon.gov

2016

Planning Commission Hearing Schedule

About the Deadlines

- Applications can be submitted at any time.
- The City must deem an application complete on or before the **COMPLETE APPLICATION DEADLINE** in order for the application to be eligible for the **FIRST POTENTIAL HEARING DATE**.²
- Since applications are rarely complete upon first submission, the City recommends application submission 2 weeks in advance of the **COMPLETE APPLICATION DEADLINE** to allow time for you to make the application complete.³
- New information submitted after the **NEW INFORMATION DEADLINE** could cause your hearing date be continued.

About the Scheduling Process

- Complete applications are scheduled for hearing in the order in which they are deemed complete.
- There is no guarantee of any particular hearing date.⁴ However, City staff can provide you with up-to-date hearing date availability and scheduling information upon request.
- There are things over which neither you nor the City has control that may prevent your application from being heard on a specific date.
 (For example, the hearing schedule may already be full or a previous hearing may need to be continued to the next available hearing date.)
- The City reserves the right to schedule City business items on the Planning Commission agenda as needed and to cancel any scheduled Planning Commission meeting.
- Some applications require a hearing before the Planning Commission and City Council. Check with staff for City Council hearing schedule information.
- Hearing schedule is subject to change.⁵

2016 Planning Commission Hearing Schedule		
Complete Application Deadline ¹	New Information Deadline	First Potential Hearing Date
Nov 25	Dec 14	Jan 12
Dec 11	Dec 28	Jan 26
Dec 24	Jan 11	Feb 09
Jan 08	Jan 25	Feb 23
Jan 22	Feb 08	Mar 08
Feb 05	Feb 22	Mar 22
Feb 26	Mar 14	Apr 12
Mar 11	Mar 28	Apr 26
Mar 25	Apr 11	May 10
Apr 08	Apr 25	May 24
Apr 29	May 16	Jun 14
May 13	May 27	Jun 28
May 27	Jun 13	Jul 12
Jun 10	Jun 27	Jul 26
Jun 24	Jul 11	Aug 09
Jul 08	Jul 25	Aug 23
Jul 29	Aug 15	Sep 13
Aug 12	Aug 29	Sep 27
Aug 26	Sep 12	Oct 11
Sep 09	Sep 26	Oct 25
Sep 23	Oct 10	Nov 08
Oct 07	Oct 24	Nov 22
Oct 28	Nov 14	Dec 13
No Meeting December 27, 2016		
Nov 23	Dec 12	Jan 10, 2017
Dec 09	Dec 23	Jan 24, 2017

¹ City staff needs a minimum of 46 days to prepare an application for hearing.

² Items needed for application completeness vary by application type and project complexity. If a preapplication conference is required for an application and/or for a related traffic impact study, the City will not accept the application until the required conferences are held.

³ Under Oregon law, the City has 30 days to review an application for completeness. The City's goal is to review an application for completeness within 10 working days of submission.

⁴ As required by Oregon law, the City will issue a decision within 120 days of the deemed complete date, unless you grant a waiver.

⁵ For most current info, see Planning Commission page: <http://www.milwaukieoregon.gov/planning/planning-commission-2>