

DLCD Notice of

Adoption of Urban Reserve Areas

(See second page for submittal requirements)

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|------------|------------------------------------|-------------------------------------|---------------------------------|
| DATE STAMP | <input type="checkbox"/> in person | <input type="checkbox"/> electronic | <input type="checkbox"/> mailed |
| | For DLCD Use Only | | |
| | | | |
| | | | |

Jurisdiction City: _____ Adoption Date-City: _____
(Must be filled in) (Must be filled in)

Jurisdiction County: _____ Adoption Date-County: _____
(Must be filled in) (Must be filled in)

Local File No: _____ Date adoption notice mailed: _____
(If no number, use none) (Must be filled in)

Has this URA Adoption previously been submitted to DLCD? Yes No Date: _____

ORS 197.145 been addressed? Yes No

OAR 660-21-0040 been addressed? Yes No

OAR 6660-021-0050 been addressed? Yes No

Statewide Goal 14 been addressed? Yes No

Other Applicable Statewide Goals: Yes No Goal No: _____

Briefly summarize the adoption designating the Urban Reserve Area or Areas:

Location: _____ Acres Involved: _____

Applicable Statewide Planning Goals: _____

Was an exception adopted? Yes No Briefly describe:

Local Contact: _____ Phone Number: _____

Address: _____ City: _____

Email: _____ Zip Code + 4: _____

DO NOT WRITE IN THIS SPACE

DLCD File No.: _____ DLCD 120-Day Action Date: _____ DLCD Referral Date: _____

Appeal Rec'd Date: _____ 21-Day Object Mail Date: _____ LCDC 90-Day Action Date: _____

DLCD Notification of LCDC Meeting Date: _____ Extension of LCDC 90-Day action Date: _____

Submittal Requirements

This form is required from Cities with population of 2,500 or more within the Urban Reserve Area and who designates urban reserve areas under ORS 197.145 and pursuant of ORS 197.628 to 197.644, OAR 660-021, 660-25-0040, 660-025-0130, 660-025-0140 through 660-025-160, and 660-0040-175, and Senate Bill 543 (1999), Section 14.

1. **Send this form and two (2) copies of the Adopted URA Amendment including maps, findings and supplementary information to:**

**ATTENTION: URA AMENDMENT SPECIALIST
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
635 CAPITOL STREET NE, SUITE 150
SALEM, OREGON 97301-2540**

2. Submittal of this adopted URA Amendment must include the text of the amendment plus adopted findings and supplementary information.
3. The adopted URA Urban Reserve Amendment must be approved by the City and County the City is located in. The Date of the adoption must be entered in the appropriate sections for both of the jurisdictions on the front of this form. The form and all materials will be return if the submittal is not complete.
4. The local government shall follow the procedures and requirements and any applicable statewide planning goals and administrative rules in the likeness of Periodic Review in ORS 197.628 to 197.644; and shall submit its final decision amending urban reserve areas, to the Department according to all the requirements for a work task submittal in OAR 660-025-0130, 660-025-0140, and 660-025-0175.
5. For a submittal to be considered complete, a work task must include all of the following: (1) the dates of the adoption must be entered in the appropriate sections of this form for both of the jurisdictions. (2) the adopted, signed ordinances from both the city and county updating the comprehensive plan and/or land use regulations; (3) the complete record of the local government proceedings pursuant to OAR 660-025-0130; (4) notice of the final decision (see reverse side for example of a task notification letter); and (5) a list of persons who requested notice of final decision in writing; (6) the form and all materials will be returned if the submittal is not complete.
6. Stay Provisions: ... interested persons may request a stay of the local government's final decision by filing a request for a stay with the Commission. In taking an action on a request to stay a local government's final decision on a work task, the Commission shall use the standards and procedures contained in OAR Chapter 660, Division 1. (OAR 660-025-0180) The Director may grant a temporary stay of a final decision on a local government decision described in section (1 & 2) of this rule. A temporary stay shall meet applicable stay requirements of the Administrative Procedures Act. A temporary stay issued by the Director shall only be effective until the Commission has acted on a stay request pursuant to section (1 & 2) of this rule. (OAR 660-025-180)
7. **Need More Copies?** Visit our website at <http://www.lcd.state.or.us/>, click on "forms" in the green menu and choose the form needed. Please copy this form on 8-1/2 light blue paper only; or call the DLCDC Office at (503) 373-0050 x283 or x238; or fax your request to: (503) 378-5518; or email your request to larry.french@state.or.us or mara.ulloa@state.or.us – ATTENTION: URA AMENDMENT SPECIALIST.
8. Please see the example on page 3, of a Notice of Urban Reserve Area Adoption.

This sample satisfies the requirements for local government notice of completed Urban Reserve Area amendment in OAR 660-025-0175.

Adapt this sample to:

- 1. describe your URA (*example language in italics*) amendment**
- 2. explain the local procedures for examining and obtaining a copy of the action, and**
- 3. identify the DLCD staff person responsible for accepting objections on your jurisdiction's URA.**

July 1, 2006

NOTICE OF URBAN RESERVE AREA AMENDMENT ADOPTION

On January 1, 2006, River City made its final decision regarding adoption of an amendment to its Urban Reserve Area (URA). *This amendment expands the URA to accommodate planned residential, commercial and industrial growth for the next 20 years. In reaching this decision, the city, in coordination with River County, updated its population forecast in the acknowledged comprehensive plan, analyzed buildable land in the city, and revised comprehensive plan policies about future urban development.*

You may review a copy of this decision at the *River City Planning Department*. The office is at *One Main Street, River City, Oregon 97000*. Office hours are *8:00 a.m. to 5:00 p.m., Monday through Friday*. You may purchase a copy of the decision for *\$5.00* at the planning department or by mailing your request for information along with the payment. Call *Jane at 555-1111* if you have questions.

If you believe the city did not satisfactorily complete the URA amendment or that the amendment does not comply with the statewide planning goals, you may object to DLCD. To file an objection with DLCD, you *must* do three things. First, address these requirements in your objection:

1. Show how you participated in the URA amendment either by speaking at a public meeting or by sending written comments about the proposal;
2. Explain your objection to the adopted amendment. Be as specific as possible, including what goal, rule, or statute has been violated and why; and
3. Recommend a specific change that would resolve your objection.
4. Submit the written objection to:

Attention: Periodic Review Specialist or Plan Amendment Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301

DLCD must receive the objection no later than 21 days from the date the notice was mailed by the local government (i.e., postmark date on envelope). [Or: DLCD must receive the objection by *July 22, 2006*.] Third, send a copy of the objection to the planning department.

If you have questions about DLCD's review of this work task, please contact the city's DLCD Regional Representative: *name, phone number, and e-mail address*.