



Department of Planning and Building Services
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MODIFICATIONS TO EXISTING OUTDOOR LIGHTING

WHEN ARE THE STANDARDS APPLICABLE?

The lighting standards [LOC 50.06.004.3] are applicable to the following:

- New poles or fixtures and replacement of existing fixtures in an open air parking lot or along a public pathway or accessway;
- New fixtures or replacement of existing fixtures on a building that was subject to a prior development review approval; and
- New or replacement outdoor lighting of any kind located on a site within the PF or PNA zones (see LOC 50.06.004.3.b.iii for exceptions).

These standards do not apply to lots developed with a single-family or duplex dwelling. The lighting modifications are processed either as a ministerial or minor development permit depending on the scope of the project. The review criteria are limited to the lighting standards and any other standards affected by the lighting modifications [LOC 50.07.003.11].

PRE-APPLICATION CONFERENCE

A Pre-Application (Pre-App) Conference is required except where the proposal consists only of the replacement of existing light fixtures. Please consult with the planner on duty to determine the appropriate procedure. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

If the lighting standards can be met by replacing the fixtures on the existing poles or buildings and no new lights are added, the application would be classified as ministerial development per LOC 50.07.003.13.a.ii(3) and a pre-app conference would not be required.

APPLICATION PROCEDURE

NEW LIGHT POLES OR FIXTURES

The applicant files a Minor Development application with the Planning and Building Services Department using the Land Use Application form available at the department (and on our website at www.ci.oswego.or.us). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for a modification application. A complete list of the required application materials for your proposal will be provided at the Pre-App. Submitted plans and attachments are routed to all concerned city departments for review. The City has 30 days to determine whether the modification application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating

what additional information is necessary. When an application is deemed "complete," the City mails a Notice of Application to surrounding property owners, which begins a 14 day comment period.

Replacement of Existing Light Fixtures

The applicant provides a narrative addressing the lighting standards [LOC 50.06.004.3] and photometric plans to the Planning Department that illustrate either (1) that the proposed lighting meets the standards, or (2) if the existing lighting is nonconforming, the fixture replacement does not increase the degree of nonconformity. This process is a Ministerial review, which does not require public notice or opportunity for appeal. An electrical permit is also required.

Note: the lighting standards only apply to open air parking lots, public pathways or accessways, and outdoor lighting in the PF and PNA zones. Changes to other building or site lighting are only reviewed to assure compliance with design requirements or conditions of approval of prior Development Permits.

WHO MAKES THE DECISION

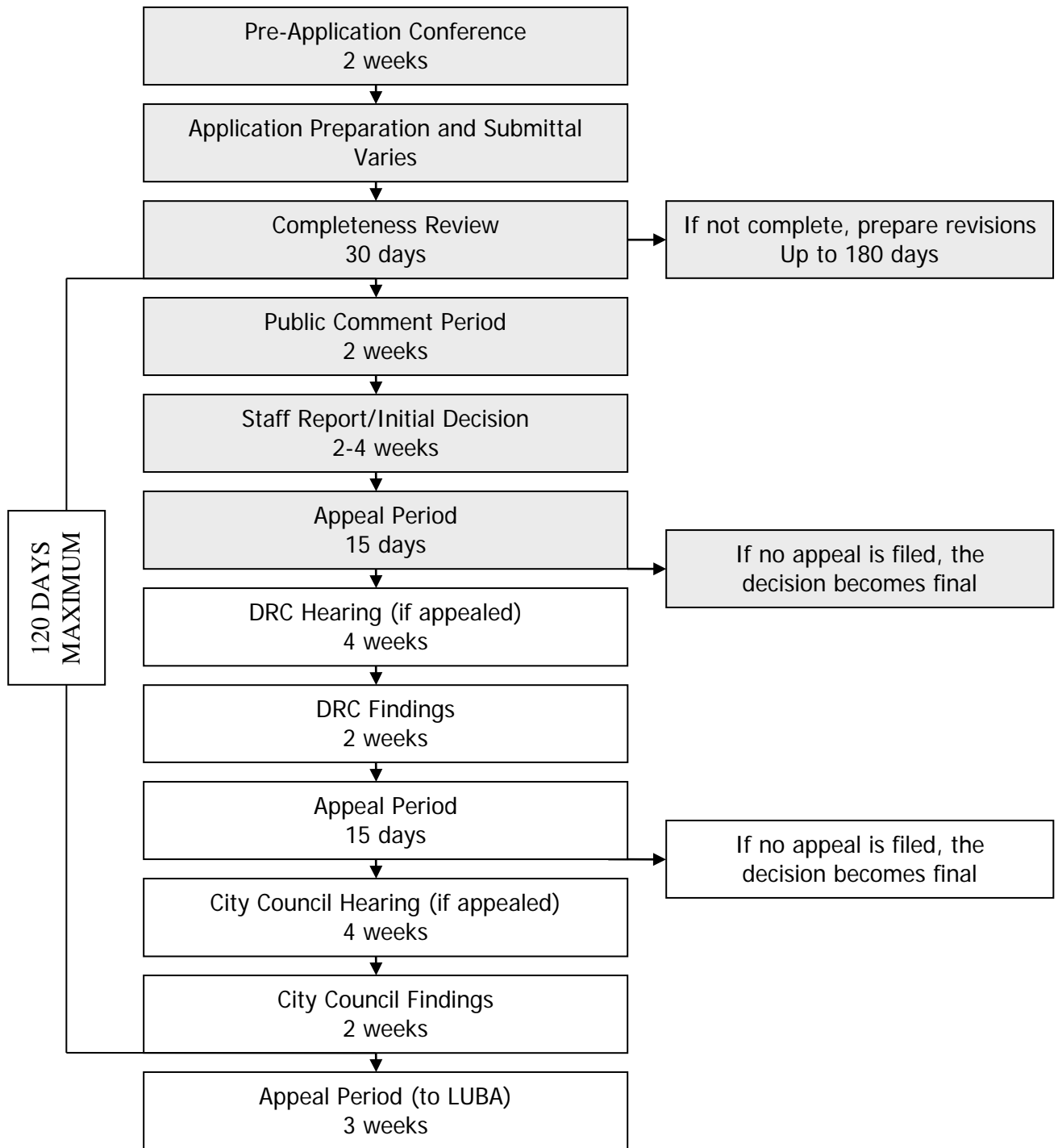
NEW LIGHT POLES OR FIXTURES

In most cases, Planning staff will make the decision on the modification application following the comment period. The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code, and other codes, public comment, and inspection of the property. Appeals of the staff decision can be made to the DRC. Appeals of the DRC's decision can be made to the City Council. The flow charts on the following page identify the typical review process for modification applications that are reviewed administratively and by the DRC; however, special circumstances may increase certain processing times.

Replacement of Existing Light Fixtures

Planning staff will review the proposed modifications for compliance with the applicable Code and make the decision. There is no public notice or opportunity for an appeal.

DEVELOPMENT REVIEW PROCESS (MINOR DEVELOPMENT DECISION)



SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for modification applications; however, as each request is unique, additional items may be identified at the Pre-App Conference. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public information.

MINISTERIAL REVIEW (REPLACEMENT OF EXISTING FIXTURES)

The following items are generally required to be submitted; however, please consult with Planning staff to verify the necessary materials based on the scope of the project:

- A narrative addressing all the applicable lighting standards in LOC 50.06.004.3.
- Existing lighting plan (if nonconforming) showing:
 - All existing site features include structures, parking lot, trees and landscape areas.
 - Location of all existing poles/fixtures.
 - Mounting height of fixtures, wattage, shielding, and photometrics.
- Proposed lighting plan showing:
 - All existing site features include structures, parking lot, trees and landscape areas
 - Clearly identify the location of the replacement fixtures, proposed mounting height of fixtures, wattage, shielding, and photometrics.
- Cut sheets for light fixtures.

MINOR DEVELOPMENT REVIEW (NEW LIGHTING)

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Additional information as identified by the City in the Pre-App Checklist.
- A scaled site plan showing:
 - All existing site features include structures, parking lot, trees and landscape areas.
 - Location of all existing and proposed light poles/fixtures
- Detailed lighting plan illustrating mounting height of fixtures, wattage, shielding, and photometrics.
- Cut sheets for light fixtures.
- Proof of ownership such as a copy of deed or title report (**TWO SETS**).
- Sticky back address labels with name and addresses of at least 50 properties within 300+ feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records (**TWO SETS**). Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- 8 x 11 ½ reductions of all oversized materials (**TWO SETS**).
- Payment of application fee.