



March 31, 2023

NOTICE OF DECISION NON-CONFORMING STRUCTURE APPLICATION

Manzanita Apartment Conversion 1477 N Manzanita St. FILE NO. NCS 22-01

A decision regarding NCS 22-01, Manzanita Apartment Conversion, located at **1477 N Manzanita St.** has been made. This is your notice of the decision. Planning Staff have **APPROVED** the application, NCS 22-01, to remodel the site and existing building into a 23-unit apartment building.

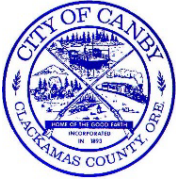
The Staff Report is available online at <https://www.canbyoregon.gov/dev-services/page/ncs-22-01-manzanita-church-conversion>.

The report addresses all applicable criteria and standards for this project. Staff's responses to public comments received prior to the decision can be found in **Section IV.A. of the report.**

According to ORS 227.175, this decision may be appealed to the Canby Planning Commission within ten (10) days of the date this notice was mailed. Request for an appeal must be in writing and be received by the Planning Department by **4:00 p.m. on April 10, 2023.** Following an appeal, a Planning Commission hearing will be scheduled.



Figure 1. Site Aerial (site outlined in red)



City of Canby

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Phone: 503.266.7001
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Development Services

Instructions for an Appeal:

- The deadline for an appeal is 4:00 pm on April 10, 2023.
- An appeal form must be completed. The form can be found at <https://www.canbyoregon.gov/dev-services/page/appeal-planning-decisions-process>, chose "Appeal of Planning Director Decision Type II."
- There is a \$250 fee for an appeal. The fee is refunded if the appellant prevails at the hearing.
- Appeal documents can be emailed to planningapps@canbyoregon.gov or brought to the Planning counter located on the 2nd floor at City Hall (222 NE 2nd Ave., Canby).
- An appeal shall clearly state the nature of the decision being appealed and the reasons why the appellant is aggrieved. According to state law, the appeal "shall be raised with enough specificity so as to afford the governing body, Planning Commission, and parties, an adequate opportunity to respond to each issue."

If you have any questions or concerns, please contact Emma Porricolo, Associate Planner, at porricoloe@canbyoregon.gov or 503-266-0723.

CERTIFICATE OF MAILING

This Notice of Decision for Manzanita Apartment Conversion (NCS 22-01) was postmarked and placed in the mail and/or emailed on **March 31, 2023** and sent to all parties with standing.

The appeal period will end on **April 10, 2023 at 4:00 pm.**

Emma Porricolo, Associate Planner