



City of Canby
Planning & Development Services
222 NE 2nd Ave / PO Box 930 / Canby, OR 97013
Phone: 503.266.7001
www.canbyoregon.gov

September 11, 2023

NOTICE OF DECISION

Caruso Produce Freezer Addition – 2100 SE 4th Avenue
Intermediate Modification
File # MOD 23-05

Decision: The City of Canby Planning Director has **APPROVED** an Intermediate Modification application to allow a 6,706-square-foot freezer addition to the existing Caruso Produce building at 2100 SE 4th Avenue (City File DR 19-02). The City is required to notify all property owners and residents within 100 feet of the site of the decision. Please consider this your notice of decision. Project information, including the applicant submittal and Staff Report, is available at <https://www.canbyoregon.gov/dev-services/page/mod-23-05-caruso-produce-freezer-addition> or a physical copy of these materials can be requested from the City of Canby Planning Department at 222 NE 2nd Avenue.

According to ORS 227.175, this decision may be appealed to the Canby Planning Commission within twelve (12) 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 September 25, 2023**. Following an appeal, a Planning Commission hearing will be scheduled.

Instructions for an Appeal:

- The deadline for an appeal is 4:00 pm on Monday, September 25, 2023.
- An appeal form must be completed. The form can be found at: https://www.canbyoregon.gov/sites/default/files/fileattachments/development_services/page/5061/appeal_plan_dir_to_pc_type_ii_fillable.pdf
- 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 Avenue, 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.”

Contact: If you have any questions about this project, please contact Ryan Potter, AICP, Planning Manager, at (503) 266-0712 or potterr@canbyoregon.gov.

CERTIFICATE OF MAILING

This Notice of Decision was postmarked and placed in the mail and/or emailed on 9/11/2023 and sent to all parties with standing and all property owners and tenants within 100' of the subject parcel. The appeal period for those with standing will end on September 25, 2023

Ryan Potter, AICP, Planning Manager

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