

NOTICE OF ADMINISTRATIVE DECISION



City of Talent, Community Development Department
P.O. Box 445, Talent, Oregon 97540

Ph: (541) 535-7401

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Notice Date:	July 20, 2016
Planning File No.:	MLP 2016-001
Location:	103 N. Front Street
Map & Tax lot No.:	38-1W-23CD Tax Lot 7900

The Community Development Director has tentatively **approved with conditions** an application to divide a 0.23-acre parcel into two lots. Applicant is John Michael Stevenson. This is a Type-2 (administrative) land use application, which the Community Development Director approves or denies based on the criteria in Talent Subdivision Code 8-2. Appeals are subject to review by the Planning Commission.

All property owners who responded to the original public notice are receiving this Notice of Decision. Written notice of a Type-2 decision shall be mailed to the applicant and to all participants of record after the Community Development Director's tentative decision. Failure of any person to receive mailed notice shall not invalidate the decision, provided that a good faith attempt was made to mail the notice.

Copies of the staff report are available for review or purchase at the Community Development Department during regular business hours.

If you would like to appeal this decision to the Planning Commission, the following standards must be met and steps completed:

Who may appeal? The following people have legal standing to appeal: the applicant; any person who was mailed written notice of the decision; or any other person who participated in the proceeding by submitting written comments; any person who is adversely affected or aggrieved.

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Notice of appeal. Any person with standing to appeal, as provided above may appeal a Type-2 decision by filing a Notice of Appeal according to the following procedures

Time for filing. A Notice of Appeal (in the form of a business letter) shall be filed with the Community Development Director within 14 days of the date the Notice of Decision was mailed;

Content of notice of appeal. The Notice of Appeal shall contain:

- An identification of the decision being appealed, including the date of the decision;
- A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
- A statement explaining the specific issues raised on appeal;
- A \$250 deposit will be required as a filing fee to cover the cost of staff time to process the request for an appeal.

Scope of appeal. The appeal of a Type-2 administrative decision by a person with standing shall be limited to any issue raised during the written comment period, and any other evidence or testimony concerning any other relevant issue during a *de novo* hearing. The appeal shall be a *de novo* hearing and shall be the initial evidentiary hearing required under ORS 197.763 as the basis for an appeal to the Land Use Board of Appeals.

If you need additional information or have questions about the appeals process, please contact Zac Moody at (541) 535-7401 or via e-mail at zmoody@cityoftalent.org.