



NOTICE OF ADMINISTRATIVE DECISION

The City of Bandon has approved a Planning Application requesting approval to construct a new Port office called the “High Dock building,” on property zoned Marine Commercial (C-3). This project is also subject to Off-Street Parking & Loading requirements, Shoreland Overlay, Signage, and Architectural Review Overlay.

Property Owner:	Port of Bandon
Applicant’s Representative:	Coos Curry Consulting, Sheri McGrath
Application Number:	23-026
Lead Staff:	Dana Nichols, Planning Manager
Property Location:	335 1 st St SE (28S-14W-30 BC / TL 995Z1)
Proposal:	Request for approval to construct a new building in the C-3 Zone subject to Off-Street parking & Loading, Shoreland Overlay, Signage, and Architectural Review.
Applicable Criteria List:	16.04 Administration & Enforcement 17.48 Marine Commercial (C-3) Zone 17.76 Shoreland Overlay (SO) Zone 17.84 Architectural Review (AR) Overlay Zone 17.90 Signs 17.96 Off-Street Parking & Loading

Date of Decision:	Tuesday, August 29 th , 2023
Date of Mailing:	Tuesday, August 29 th , 2023
Appeal Deadline:	Friday, September 8th, 2023

On Tuesday, August 29th, the Planning Department approved a request to site a new office building on property zoned C-3 in the City of Bandon. Staff found that the proposal met the criteria listed in the Bandon Municipal Code, as described in the Staff Report. Materials concerning this decision, including the Record of Decision, are available to review online through the city’s website at www.cityofbandon.org. Copies may be purchased from Bandon City Hall located at 555 Hwy 101, Bandon.

This decision may be appealed to the Planning Commission within 10 days from the date of this mailing. Appeals must be submitted in writing and all fees paid no later than **Friday, September 8th, 2023**. The written notice of appeal shall include all matters specifically appealed, including a brief summary of the material submitted by the applicant upon which the decision being appealed was based. Specific statutory citations supporting the appeal shall also be included. Failure to raise an issue accompanied by statements or evidence sufficient to afford relevant parties an opportunity to respond to the issues precludes appeal to the Land Use Board of Appeals (LUBA) based on that issue.

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

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

2) **Notice of Appeal.** Any person with standing to appeal, as provided in Step 1, above, may appeal the decision by filing a Notice of Appeal according to the following requirements:

The Notice of Appeal shall contain:

- An identification of the decision sought to be reviewed, including the name, site, location information and the date of the decision;
- A statement of the interest of the person seeking the review and that the individual was a party to the initial proceedings;
- The specific grounds upon which the review and appeal are being based. The criteria against which the appeal and review are being requested were addressed during the original determination.
- Payment of \$250 deposit.

3) **Time for filing.** A Notice of Appeal, in the form of a business letter and stating the reasoning for the appeal based on the applicable criteria, shall be filed with the City Recorder within 10 calendar days from the date of the Notice of Decision was mailed.

If you need additional information or have questions about the appeals process, please contact the Planning Department at (541) 347-7922 or via e-mail at planning@cityofbandon.org.