

PLANNING COMMISSION STAFF REPORT
VACATION RENTAL CONDITIONAL USE PERMIT
514 N College Street

HEARING DATE: March 10, 2022

FILE NO: CUP22-0002

REQUEST: Conditional use permit approval to use a single-family dwelling as a vacation rental home

LOCATION: 514 N College Street

TAX LOT: R3218DD 05800

APPLICANT/OWNER: Stacie Athon and Cody Willis

ZONE: R-2 (Medium Density Residential)

PLAN DISTRICT: MDR (Medium Density Residential)

ATTACHMENTS:

Planning Commission Order 2022-03 with:

Exhibit A: Findings

Exhibit B: Conditions of Approval

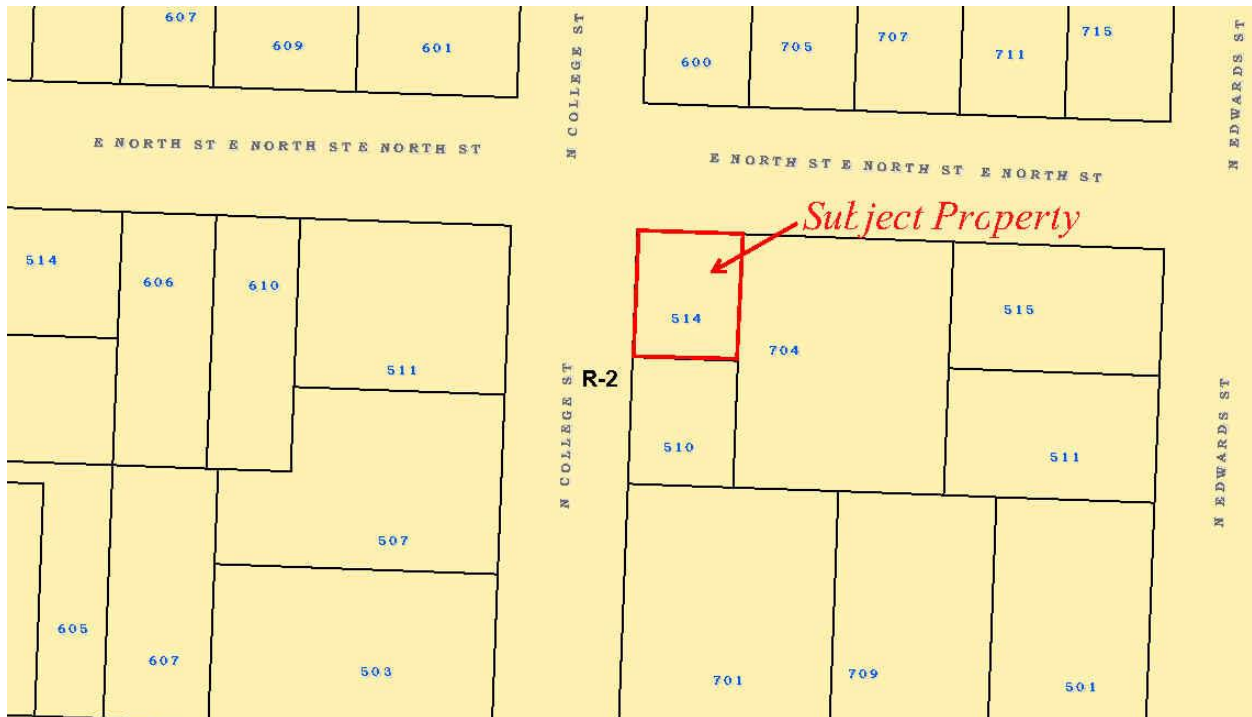
Attachment 1: Application

Attachment 2: Agency Comments

Attachment 3: Public Comments

A. DESCRIPTION OF APPLICATION: The applicant is requesting Conditional Use Permit (CUP) approval to use an existing three-bedroom home as a vacation rental located at 514 N College Street. The use as a vacation rental would consist of friends and family members that are traveling from out of state. The applicant has stated that two off-street parking spaces will be available in the driveway for use by short-term tenants. The subject property is zoned R-2 (Medium Density Residential). Attachment 1 contains the submitted application.

B. LOCATION: 514 N College Street



C. SITE INFORMATION:

1. Location: 514 N College Street
2. Total Lot Size: Approximately .07 acres
3. Topography: The subject property is generally flat.
4. Current Land Uses: Single family residential
5. Natural Features: None
6. Adjacent Land Uses:
 - a. North: Single-family residential

- b. South: Single-family residential
- c. East: Single-family residential
- d. West: Single-family residential

7. Zoning:

- a. North: R-2 (Medium Density Residential)
- b. South: R-2 (Medium Density Residential)
- c. East: R-2 (Medium Density Residential)
- d. West: R-2 (Medium Density Residential)

8. Access and Transportation: Access to the vacation rental will occur via N College Street and E North Street. N College Street is classified as a minor arterial and E North Street a local residential street respectively in the City's Transportation System Plan. N College Street and E North Street are paved roads.

9. Utilities:

Water: The City's GIS illustrates a 6-inch water line in E North Street, and a 4-inch water line in N College Street with an existing service lateral to the property.

Wastewater: The City's GIS illustrates an 8-inch wastewater line in E North Street with an existing service lateral to the property.

Stormwater: The City's GIS illustrates a storm collector system drains into the gutter and then into the City stormwater system.

Overhead Lines: Any new overhead utility connections to the property must be undergrounded. See NMC 15.430.010 for exception provisions.

D. PROCESS: This Conditional Use Permit request is a Type III application and follows the procedures in Newberg Development Code 15.100.050. The Planning Commission will hold a quasi-judicial public hearing on the application. The Commission will make a decision on the application based on the criteria listed in the attached findings. The Planning Commission's decision is final unless appealed. Important dates related to this application are as follows:

2/09/22: The Community Development Director deemed the application complete.

- 2/17/221: The applicant mailed notice to the property owners within 500 feet of the site.
- 2/17/22: The applicant posted notice on the site.
- 2/23/22: The *Newberg Graphic* published notice of the Planning Commission hearing.
- 3/10/22: The Planning Commission will hold a quasi-judicial public hearing to consider the application.

E. AGENCY COMMENTS: The application was routed to several public agencies and City departments for review and comment. Comments and recommendations from City departments have been incorporated into the findings and conditions of approval. As of the writing of this report, the City received the following responses from the following referral agencies (Attachment 2):

City Manager: Reviewed, no conflict

Zipty: Reviewed, no conflict

Finance: Reviewed, no conflict

Police: Reviewed, no conflict

Public Works Maintenance: Reviewed, no conflict

Public Works Maintenance Superintendent: Reviewed, no conflict

Public Works Director: Reviewed, no conflict

Public Works Maintenance Supervisor: Reviewed, no conflict

Public Works Engineering: Reviewed, no conflict

Building Official: Reviewed, no conflict

F. PUBLIC COMMENTS: As of the writing of this report, the City has received one comment on the proposal (Attachment 3). The comment is from Gary Buhler. The information in the letter raises the following concerns.

“I am writing in response to your letter about the short term rental variance request in my neighborhood at 514 N. College. I am against any further variances or exceptions to the

zoning laws in this neighborhood. Please to not allow this exception to occur at this address. Furthermore, I would like the city to restrict further such enterprises that I feel leads to loss of community and livable space for long-term residence. There was another request for this exception in the same block as the 514 N. Edwards St. requested just last month and I intended to express my disapproval of that too but missed the deadline.”

Staff Response:

The submitted application is not a variance or exception request. The request is for a Conditional Use Permit to operate a vacation rental which is allowed by Newberg Municipal Code (NMC) 15.305.020 Zoning use table – Use districts through the conditional use process in NMC Chapter 15.225 CONDITIONAL USE PROCEDURES.

The authority on the use of vacation rentals within Newberg rests with the City Council. The Planning Commission reviews the individual requests. Staff would suggest that Mr. Buhler share his concerns about vacation rentals with City Council either in writing or by attending a City Council meeting and providing comments under the Public Comments section of their agenda. The Planning Commission could also adopt a resolution to be forwarded to the City Council sharing their views on vacation rentals as the group that reviews the individual application to address Mr. Buhler’s comments about loss of community and livable space for long-term residents.

- G. ANALYSIS:** The proposed vacation rental is compatible with the surrounding residential uses and neighborhood due to its size and scope. The characteristics of a vacation rental are not dissimilar to other rented and owned dwellings. The location of the proposed vacation rental is convenient and attractive for visitors to downtown, George Fox University, and surrounding tourist attractions to Newberg.

The maximum occupancy is regulated by the number of bedrooms – two guests per bedroom. Therefore, the maximum number of guests is six (6) in the house based on the current 3-bedrooms in the home. There are two off-street parking spaces in the driveway for short term guests provided on the subject property.

- H. PRELIMINARY STAFF RECOMMENDATION:** The preliminary staff recommendation is made in the absence of public hearing testimony and may be modified after the close of the public hearing. At the time this report was drafted, staff recommends the following motion:

Move to adopt Planning Commission Order 2022-03, which approves the requested conditional use permit with the attached conditions of approval in Exhibit “B”.



PLANNING COMMISSION ORDER 2022-03

AN ORDER APPROVING CONDITIONAL USE PERMIT CUP22-0002 FOR A VACATION RENTAL HOME AT 514 N COLLEGE STREET, YAMHILL COUNTY TAX LOT R3218DD 05800

RECITALS

1. Stacie Athon and Cody Willis applied for a conditional use permit for a vacation rental home at 514 N College Street, Yamhill County Tax Lot R3218DD 05800.
2. After proper notice, the Newberg Planning Commission held a public hearing on March 10, 2022, to consider the application. The Commission considered testimony and deliberated.
3. The Newberg Planning Commission finds that the application, as conditioned in Exhibit “B”, meets the applicable Newberg Municipal Code criteria as shown in the findings in Exhibit “A”.

The Newberg Planning Commission orders as follows:

1. Conditional Use Permit Application CUP22-0002 is hereby approved, subject to the conditions contained in Exhibit “B”. Exhibit “B” is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit “A” are hereby adopted. Exhibit “A” is hereby adopted and by this reference incorporated.
3. This order shall be effective on March 24, 2022, unless appealed prior to this date.
4. This order shall expire one year after the effective date above if the applicant does not commence use of the home as a vacation rental unless an extension is granted per Newberg Development Code 15.225.100.

Adopted by the Newberg Planning Commission this 10th day of March 2022.

ATTEST:

Planning Commission Chair

Planning Commission
Secretary

List of Exhibits:

Exhibit “A”: Findings

Exhibit “B”: Conditions of Approval

**Exhibit “A” to Planning Commission Order 2022-03
Findings – File CUP21-0008
Vacation Rental at 514 N College Street**

A. Conditional Use Permit Criteria That Apply - Newberg Development Code 15.225.060.

- A. The location, size, design and operating characteristics of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the development.*

Finding: The vacation rental would be in an existing three-bedroom, single-family dwelling in a neighborhood north of Downtown Newberg and west of George Fox University. The property owners are planning to use the dwelling as a short-term vacation rental would consist of friends and family members that are traveling from out of state. The site landscaping, maintenance, and management will be managed by the owners.

The proposed vacation rental use is similar to a regular residential use in design and operating characteristics. The home has three bedrooms so a maximum of six renters would be allowed to occupy the home. Two off-street parking spaces are provided on the property. The owner is conditioned to keep at least two off-street parking spaces available for of vacation rental guests. Single-family R-2 zoned properties are located to the north, south, east, and west of the subject property. The subject property is zoned R-2. A vacation rental use is compatible with the surrounding residential neighborhood and would effectively function no differently than the existing residential uses in the surrounding area. This criterion is met.

- B. The location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping or civic environment, and will be as attractive as the nature of the use and its location and setting warrants.*

Finding: The location of the dwelling is attractive for a vacation rental due to its proximity to downtown Newberg and George Fox University. The downtown area is four blocks to the south and two blocks to the west of George Fox University. The home is well maintained and has recent improvements as noted in the application material. A vacation rental is a compatible use with other residential uses because it is similar in size and scope to a long-term rented (longer than 30-days) or owned dwelling. This criterion is met.

- C. The proposed development will be consistent with this code.*

Finding: The vacation rental standards are addressed in findings below; if the development complies with the standards of NMC Section 15.445.300, the application will be consistent with code requirements.

B. Applicable Criteria - NMC 15.445.300 Vacation Rental Homes

15.445.310 Where allowed.

Vacation rental homes are permitted in areas shown on Chapter 15.305 NMC.

The vacation rental home must be a structure approved for occupancy as a single-family dwelling unit.

Finding: The subject property is zoned R-2. The table below is an excerpt from Chapter 15.305 of the NMC, which states vacation rental homes are permitted as a conditional use in the R-2 zone. The owner has applied for conditional use permit approval for the proposed vacation rental home. The structure was previously approved for occupancy as a single-family dwelling unit.

<u>Use</u>	R-1	R-2	R-3	R-4	RP	C-1	C-2	C-3
<u>Vacation rental home</u>	C	C	C	S	S	S(13)	S(13)	S(13)

This criterion is met.

15.445.320 Registration required.

Prior to use or advertising for use of a dwelling as a vacation rental home, the owner or operator shall register the vacation rental home with the city on forms provided by the director. The registration shall include such information required by the director, including the name and contact information for the owner, operator and a local contact.

Finding: As required by NMC 15.445.320, prior to the use of the home as a vacation rental the owner or applicant will be required to register the vacation rental home with the City and will be required to pay the transient lodging tax. This criterion will be met with the adherence to the aforementioned condition of approval.

15.445.330 Standards.

A. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.

B. The applicant shall provide for regular refuse collection.

C. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people.

D. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the

rental occupancy.

Finding: The proposed vacation rental would be in an existing three-bedroom single-family dwelling. There are two off-street parking spaces available on the existing driveway. The applicant will be responsible for providing for regular refuse collection and has indicated that the existing weekly pickup is on Wednesday. Prior to the use of the home as a vacation rental, the property must be enrolled in regular weekly refuse collection services, in order to comply with this Section of the NMC. The home has three bedrooms; therefore, the maximum number of guests is limited to six (6). Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy. The owner is conditioned to keep at least two off-street parking spaces available for use of vacation rental guests. The owner has proposed two off-street parking spaces. These criteria are met with the adherence to the aforementioned conditions of approval.

15.445.340 Registration posting.

The applicant shall post the vacation rental home registration within the dwelling adjacent to the front door. At a minimum, the posting will contain the following information:

- A. The name of the operator and a telephone number where the operator may be reached.*
- B. The telephone number for the police department.*
- C. The maximum number of occupants permitted to stay in the dwelling.*
- D. The standards for the rental occupancy.*
- E. The solid waste collection day.*

Finding: The applicant has acknowledged the requirements listed in NMC Section 15.445.340 and has stated that they will comply with these requirements. Prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Stacie Athon & Cody Willis

Phone Number: (805) 538-3109

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: six (6)

Trash Pick-Up Day: Wednesday

City of Newberg Vacation Rental Standards:

- Each vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.
- The applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 6 people.

- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.

The requirements of Section 15.445.040 will be met with the adherence to the aforementioned conditions of approval.

15.445.350 Complaints and revocation of registration.

If the city receives two or more written complaints within a one-year period regarding a vacation rental home occupancy, and the issues have not been resolved through the code enforcement officer, the city manager may schedule a hearing to consider revoking the vacation rental home registration. The hearing may be conducted by the city manager, or other such hearings officer as the city manager may appoint for this purpose. The city manager shall notify the owner and operator of the hearing, those submitting written complaints, and may invite others to submit testimony at the hearing. After hearing the facts, the city manager may do any of the following:

- A. Revoke the registration for noncompliance with the standards in this section. If this permit is revoked, the premises may not be used as a vacation rental home for a period of two years, or a period of lesser time as determined by the hearings officer.***
- B. Impose additional conditions necessary to fulfill the purpose of this section.***
- C. Establish a probationary period to monitor compliance.***
- D. Dismiss the complaint.***
- E. Refer the matter to the code enforcement officer for citation in municipal court or other appropriate jurisdiction.***

The hearings officer's decision may be appealed to the planning commission by the applicant, owner, or person filing the written complaint within 14 calendar days of the date of the decision in the manner provided in NMC 15.100.170.

Finding: The City will follow the procedures listed above in the event complaints are received about the vacation rental home. The applicant's narrative acknowledges Section 15.445.050 complaints and revocation of registration. The applicants have indicated they understand the potential for an approval to be revoked if the requirements for operating a vacation rental are not adhered to.

C. CONCLUSION:

Based on the above-mentioned findings, the application meets the required criteria within the Newberg Municipal Code, subject to completion of and adherence to the attached conditions of approval in Exhibit "B".

**Exhibit “B” to Planning Commission Order 2022-03
Conditions of Approval – File CUP22-0002
Vacation Rental Home at 514 N College Street**

THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO USE AS A VACATION RENTAL AND ADHERED TO IN ORDER TO CONTINUE THE USE OF A VACATION RENTAL:

1. **Transient Lodging Tax:** Prior to the use of the home as a vacation rental the owner or applicant will be required to register the vacation rental home with the City of Newberg and will be required to pay the transient lodging tax.
2. **Refuse Collection:** Prior to the use of the home as a vacation rental, the property must be enrolled in regular weekly refuse collection services.
3. **Parking:** The owner is conditioned to keep at two least off-street parking spaces available for use of vacation rental guests.
4. **Posting:** Prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Stacie Athon & Cody Willis

Phone Number: (805) 538-3109

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: Six (6)

Trash Pick-Up Day: Wednesday

City of Newberg Vacation Rental Standards:

- Each vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.
- The applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 6 people.
- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.

Attachment 1: Application



TYPE III APPLICATION (QUASI-JUDICIAL REVIEW)

File #: CUP22-0002

TYPES – PLEASE CHECK ONE:

- | | |
|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Comprehensive Plan Amendment (site specific) | <input type="checkbox"/> Type III Major Modification |
| <input type="checkbox"/> Zoning Amendment (site specific) | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Historic Landmark Modification/alteration | <input type="checkbox"/> Other: (Explain) _____ |

APPLICANT INFORMATION:

APPLICANT: _____
 ADDRESS: _____
 EMAIL ADDRESS: _____
 PHONE: _____ MOBILE: _____ FAX: _____
 OWNER (if different from above): _____ PHONE: _____
 ADDRESS: _____
 ENGINEER/SURVEYOR: _____ PHONE: _____
 ADDRESS: _____

GENERAL INFORMATION:

PROJECT NAME: _____ PROJECT LOCATION: _____
 PROJECT DESCRIPTION/USE: _____
 MAP/TAX LOT NO. (i.e. 3200AB-400): _____ ZONE: _____ SITE SIZE: _____ SQ. FT. ACRE
 COMP PLAN DESIGNATION: _____ TOPOGRAPHY: _____
 CURRENT USE: _____
 SURROUNDING USES:
 NORTH: _____ SOUTH: _____
 EAST: _____ WEST: _____

SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED

General Checklist: Fees Public Notice Information Current Title Report Written Criteria Response Owner Signature

For detailed checklists, applicable criteria for the written criteria response, and number of copies per application type, turn to:

Annexationp. 15
Comprehensive Plan / Zoning Map Amendment (site specific)p. 19
Conditional Use Permitp. 21
Historic Landmark Modification/Alterationp. 23
Planned Unit Developmentp.26

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Print Name _____

Print Name _____

514 N College Street
Newberg, OR 97132

Conditional Use Permit
File Number: CUP22-0002

Written Criteria Response:

**NEWBERG MUNICIPAL CODE 15.225.060
GENERAL CONDITIONAL USE PERMIT**

(A) The proposed use is a Short-Term Vacation Rental (STR) when the owners are not occupying the residence.

- (1) The proposed Short-Term Rental is a Single-Family Residence; per public record, the property was built in 1927.
- (2) The property is 2 blocks from George Fox University and a short walk of 3 blocks to downtown businesses, the Cultural Center, and restaurants. Short term rentals will allow a place to stay for parents visiting their student children, and will bring tourists and revenue to local Newberg businesses. As a short-term rental and personal vacation home, the impact to the surrounding properties will not be significantly impacted. We currently use the property for our friends and family members that are traveling from out of state. Cody Willis, owner, works with local wineries and will be utilizing this property for out-of-state employees within his company. Updates to the property include hardware and light fixtures, re-paint front deck (same color) landscaping, front door security hardware, and all add to the value of the home and in turn, the neighborhood. Curb appeal end property will be constantly maintained to keep in line with the neighborhood. Lawn is mowed regularly.
- (3) The property will be managed directly by the owners, Stacie Athon and Cody Willis. Owners' primary residence is in Sherwood, Oregon which is less than 9 miles from the property. For short term guests, we will allow a maximum of 6 adults at one time (2 per room). Guests will be held to standard of respect and awareness of the surrounding properties and homes. The guests will be held to a strict no parties or events policy. No pets will be allowed on the property and quiet hours will begin at 9pm will be enforced with noise monitoring devices that will alert the owners if not in compliance. We also require all short-term guests to be a minimum of 25 years old to book the property which will be verified with a photo ID prior to booking.

(B) The property has a large driveway which can house two vehicles. Street parking will not be permitted. The location, design, and site of the property and home will provide a convenient and functions accommodation to families and couples visiting the Short-Term Rental. Per local ordinance, occupancy is limited to two per bedroom, is not expected to generate any more traffic than long-term residents; and in actuality is expected to

generate less traffic and utility use, as STRs are typically occupied only 45-50% of the time.

- (C) The proposed use, being consistent with zoning regulations and Oregon Supreme Court definitions of residential use (Yogman v Parrott 1997) appears to be consistent with the Newberg Municipal Code.

NEWBERG MUNICIPAL CODE 15.445.300 SPECIAL USE REQUIREMENTS

- (A) **Application and Purpose.** This is a single-family dwelling until that will be used, rented or occupied for periods of less than 30 days.
 - (1) **Where Allowed.** In accordance with the Newberg Municipal Code (NMC) single-family homes require a Conditional Use Permit.
 - (2) **Registration Required.** In accordance with NMC ordinance, the property will be registered with the city on the forms provided, and will include the contact information for the owner, operator and local contact.

NEWBERG MUNICIPAL CODE 15.445.320 REGISTRATION REQUIRED

In accordance with NMC ordinance, the property will be registered with the city on the forms provided, and will include the contact information for the owner, operator and local contact.

NEWBERG MUNICIPAL CODE 15.445.330 STANDARDS

- (A) **Provide a minimum of two parking spaces on site that are available for use for rental occupants:** The property provides two parking spaces in the driveway of the home
- (B) **Provide for regular refuse collection:** Trash, yard debris, and recycle has been arranged through the Newberg Waste management, trash will be picked up weekly
- (C) **Vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people:** The property has three bedrooms available for use and the maximum occupancy will be set to 6.
- (D) **The premise of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter:** Guests will be informed and policy will be enforced: Posting

**NEWBERG MUNICIPAL CODE 15.445.340
REGISTRATION POSTING**

The applicant shall post the vacation rental home registration within the dwelling adjacent to the front door. At a minimum, the posting will contain the following information:

- (A) The name of the operator and a telephone number where the operator may be reached.
- (B) The telephone number for the police department.
- (C) The maximum number of occupants permitted to stay in the dwelling.
- (D) The standards for the rental occupancy.
- (E) The solid waste collection day.

**NEWBERG MUNICIPAL CODE 15.445.350
COMPLAINTS AND REVOCATION OF REGISTRATION**

In the event two or more complaints are received in a calendar year without resolution by the code compliance officer, the applicant understands the following may occur:

- (A) Revoke the registration for noncompliance with the standards in this section. If this permit is revoked, the premises may not be used as a vacation rental home for a period of two years, or a period of lesser time as determined by the hearings officer.
- (B) Impose additional conditions necessary to fulfill the purpose of this section.
- (C) Establish a probationary period to monitor compliance.
- (D) Dismiss the complaint.
- (E) Refer the matter to the code enforcement officer for citation in municipal court or another appropriate jurisdiction.

Project Statement:

The property is 2 blocks from George Fox University and a short walk of 3 blocks to downtown businesses, the Cultural Center, and restaurants. Short term rentals will allow a place to stay for parents visiting their student children, and will bring tourists and revenue to local Newberg businesses.

As a short-term rental and personal vacation home, the impact to the surrounding properties will not be significantly impacted. We currently use the property for our friends and family members that are traveling from out of state. Cody Willis, owner, works with local wineries and will be utilizing this property for out-of-state employees within his company. For short term guests, we hold them to a strict no parties or events policy. No pets will be allowed on the property and quiet hours begin at 9pm will be enforced with noise monitoring devices that will alert the owners if not in compliance. We also require all short-term guests to be a minimum of 25 years old to book the property which will be verified with a photo ID prior to booking.

Tax revenue will support the economy in multiple ways through the annual property tax averaging \$5,900.00 per year and the Short-Term Rental Lodging Tax that is required by each guest booking and is 1.5% of the total rental cost.

In addition, local businesses will be promoted through a welcome book with menus and informational flyers about the local infrastructure.

Updates to the property include hardware and light fixtures, re-paint front deck (same color) landscaping, front door security hardware, and all add to the value of the home and in turn, the neighborhood. Curb appeal end property will be constantly maintained to keep in line with the neighborhood. Lawn is mowed regularly.

File Number: CUP22-0002

Fee:

- \$1,939 Conditional Use Permit Technology Fee $\$1,939 \times 5\% = \96.95 \$2,035.95
- Cashier's Check from OnPoint Credit Union (**attached**)

Public Notice Information:

- Draft of Mailer (**attached**)
- Draft of Sign (**attached**)
- Mailing List properties within 500' (**attached**)

Current Title Report:

- (**attached**)

Written Criteria Response:

We have not altered or changed the property or landscape other than maintenance. The only change we are proposing is the change in use to Lodging / Vacation Home Rental.

The size and design of the home has not changed and therefore will have minimal impact on the livability of the abutting properties. Generation of traffic will not change as there is a no events or parties' policy for the short-term rental and will be monitored by noise signaling devices to ensure quiet hours starting at 9:00 PM are strictly enforced. As owners of the property only 9 miles North, we will be greatly involved in the management and care of this property to ensure all items are being regulated.

Project Statement:

The property is 2 blocks from George Fox University and a short walk of 3 blocks to downtown businesses, the Cultural Center, and restaurants. Short term rentals will allow a place to stay for parents visiting their student children, and will bring tourists and revenue to local Newberg businesses.

As a short-term rental and personal vacation home, the impact to the surrounding properties will not be significantly impacted. We currently use the property for our friends and family members that are traveling from out of state. Cody Willis, owner, works with local wineries and will be utilizing this property for out-of-state employees within his company. For short term guests, we hold them to a strict no parties or events policy. No pets will be allowed on the property and quiet hours begin at 9pm will be enforced with noise monitoring devices that will alert the owners if not in compliance. We also require all short-term guests to be a minimum of 25 years old to book the property which will be verified with a photo ID prior to booking.

Updates to the property include hardware and light fixtures, re-paint front deck (same color) landscaping, front door security hardware, and all add to the value of the home and in turn, the neighborhood. Curb appeal end property will be constantly maintained to keep in line with the neighborhood. Lawn is mowed regularly.



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon
97132

503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

WE WANT YOUR COMMENTS ON A CONDITIONAL USE PERMIT IN YOUR NEIGHBORHOOD

A property owner in your neighborhood submitted an application to the City of Newberg to operate a short-term rental on the subject property. You are invited to take part in the City's review of this project by sending in your written comments. For more details about giving comments, please see the back of this sheet.

The development would include a short-term rental with a limit on occupancy, no pets, and prohibiting events or parties. Quiet hours will be strictly enforced at 9pm. No street parking allowed. No changes to existing structure or site — and to retain an appearance and consistency with the current neighborhood.

APPLICANT: Stacie Athon and Cody Willis
TELEPHONE: (805) 423-3436

PROPERTY OWNER: Stacie Athon and Cody Willis

LOCATION: 514 N College, Newberg, OR 97132

TAX LOT NUMBER: R3218DD 05800



E North Street

N
College
Street

N
Edwards
Street

514 N
College
Street

We are mailing you information about this project because you own land within 500 feet of the proposed new project. We invite you to send any written comments for or against the proposal within 20 days from the date this notice is mailed.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File **CUP22-0002**
City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. Information can also be accessed at <https://www.newbergoregon.gov/cd/page/cup22->

[0002-short-term-vacation-rental-514-n-colleg](#). If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

All written comments must be turned in by 4:30 p.m. on March 9th, 2022. Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be submitted to the City in writing before this date. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for design review approval are found in Newberg Development Code **15.220**.

The Community Development Director will make a decision at the end of a 14-day comment period. If you send in written comments about this project, you will be sent information about any decision made by the City relating to this project.

Date Mailed: February 17th, 2022

First Name	Last Name	First Name	Last Name	State	Zip	Address	City
Christine	Olson	Micah	Olson	OR	97128	730 N College St	Newberg
		Janelle	Baugh	OR	97132	700 N College St	Newberg
		Janet	Land	OR	97132	713 Vermillion St	Newberg
		Peter	Sully	OR	97132	607 E Franklin St	Newberg
			Newberg Industrial Park LLC	OR	97132	803 Vermillion St	Newberg
Kathy	Dexter	Robert	Dexter Jr	OR	97132	500 E Illinois St	Newberg
Mitchell	Ware	Ariana	Ware	OR	97132	801 Vermillion St	Newberg
		Timothy	Forbes	OR	97132	515 E North St	Newberg
Marisa	Mach	Richard	Pierce II	OR	97132	601 E North St	Newberg
		Craig	Reichelt	OR	97132	603 E North St	Newberg
		Elizabeth	Breen	OR	97132	607 E North St	Newberg
		Lisa	Carlson	OR	97132	609 E North St	Newberg
		Lauren	Otto	OR	97132	601 N College St	Newberg
		Elaine	Shevlin	OR	97132	607 N College St	Newberg
			Yamhill Community Action Partnership	OR	97128	611 N College St	Newberg
Ian	Eilert	Samantha	Eilert	OR	97132	615 N College St	Newberg
		Cliff	Rice	OR	97132	612 Vermillion St	Newberg
		Christian	Petersen	OR	97132	606 Vermillion St	Newberg
Teresa	Arnold	Bruce	Arnold	OR	97132	411 N School St	Newberg
		Tamara	Jones	OR	97132	415 N School St	Newberg
Nathan	Macy	Amy	Macy	OR	97132	414 N School St	Newberg
		Colleen	McCombs	OR	97007	406 N School St	Newberg
Sally	Mehler	David	Mehler	OR	97132	404 N School St	Newberg
Connie	Russo	Antonio	Russo	OR	97132	402 N School St	Newberg
		Betsy	Bingham	OR	97229	605 E Sherman St	Newberg
Laurie	Troiani	Martin	Troiani	CA	94582	409 N College St	Newberg
		Patricia	Fitzgerald	OR	97132	415 N College St	Newberg
Maryanne	Samples	Brett	Tallman	OR	97132	608 E Franklin St	Newberg
		Mark	Gaidos	OR	97132	606 E Franklin St	Newberg
Donna	Rohr	Richard	Rohr	OR	97132	414 N College St	Newberg
			Payton Beverly K Trustee Of	OR	97132	410 N College St	Newberg
Stephanie	St Cyr	Evan	Bellingar	OR	97132	600 Vermillion St	Newberg
		Russell	St Cyr	OR	97132	614 N College St	Newberg
						610 N College St	Newberg

Richard	Sutherland	Traci	Sutherland	OR	97132	400 N College St	Newberg
			Crecelius Divonna S Trustee	OR	97132	403 N Edwards St	Newberg
Emily	Forbes	Ryan	Gary	OR	97132	405 N Edwards St	Newberg
			Buhler	OR	97132	411 N Edwards St	Newberg
Marie	Ann	Bryan	Forbes	OR	97132	415 N Edwards St	Newberg
			Lynch	OR	97132	415 N Edwards St	Newberg
Melinda	Babcock	Jerry	Timothy	OR	97132	800 E Franklin St	Newberg
			Timmerman	OR	97132	800 E Franklin St	Newberg
Molly	Johnston	Ryan	Babcock	OR	97132	400 N Edwards St	Newberg
Pedro	Perez	Jose	Johnston	OR	97068	807 E Sherman St	Newberg
Leah	Payne	Thomas	Perez	OR	97128	600 N College St	Newberg
			Payne	OR	97132	705 E North St	Newberg
Barbara	Mitchell	Arnold	Betty	OR	97132	707 E North St	Newberg
			Morisson	OR	97132	707 E North St	Newberg
Brooks	Lampe	Dana	Mitchell	OR	97132	413 N Meridian St	Newberg
			Robinson	OR	97132	415 N Meridian St	Newberg
Laura	Feighery	Timothy	Degaje LLC	OR	97132	804 E Franklin St	Newberg
			Feighery Jr	OR	97132	711 E North St	Newberg
Catherine	Olson	Silas	Olson	OR	97132	715 E North St	Newberg
Sheryle	Stevens	Daniel	Stevens	OR	97132	615 N Edwards St	Newberg
			Tammy	CA	95403	704 Vermillion St	Newberg
John	Czarnecki	Heidemarie	Buckley Charles E & Julia T Trustees	OR	97215	800 Vermillion St	Newberg
			For	OR	97132	610 N Edwards St	Newberg
Kristi	Larsen	Hans	Czarnecki	OR	97132	610 N Edwards St	Newberg
			Larsen	OR	97402	801 E North St	Newberg
Susan	Hampton	David	Shelley	OR	97132	807 E North St	Newberg
			Willmore	OR	97132	807 E North St	Newberg
Elizabeth	Simmons	Michael	Hampton	OR	97132	607 N Meridian St	Newberg
			Simmons	OR	97132	611 N Meridian St	Newberg
Nabor	Pereda	Conrado	Pereda	OR	97132	615 N Meridian St	Newberg
			Kosmicki Craig B Trustee For	OR	97132	515 N Meridian St	Newberg
Denton	Brown	Martha	Timothy	OR	97132	511 N Meridian St	Newberg
			Forsyth	OR	97132	511 N Meridian St	Newberg
Rebecca	Carpenter	Adam	Brown	OR	97132	800 E North St	Newberg
			Carpenter	OR	97132	508 N Edwards St	Newberg
Lori	Hoffman	Timothy	Cheryl	OR	97132	501 N Meridian St	Newberg
			Howard	OR	97132	501 N Meridian St	Newberg
Patricia	Van Marter	Steven	Timothy	OR	97132	515 N Edwards St	Newberg
			Joan	OR	97132	511 N Edwards St	Newberg
		Jose	Van Marter	OR	97132	704 E North St	Newberg
			Vargas	OR	97132	510 N College St	Newberg
			George Fox University	OR	97132	701 E Franklin St	Newberg

Erin	Lynch	Richard	Rupp	OR	97132	709 E Franklin St	Newberg
			James Family Investments LLC	OR	97140	501 N Edwards St	Newberg
Emily	Forbes	Ryan	Forbes	OR	97132	511 N College St	Newberg
Ana	Effingham	William	Effingham	OR	97132	510 N School St	Newberg
Shane	Harker	Gary	Harker	OR	97132	603 E Franklin St	Newberg
		Janet	Romasco	OR	97128	503 N College St	Newberg
			Irwin R Thomas & Christine S Trustees Of	OR	97132	507 N College St	Newberg
		Tiffany	Putman	OR	97132	515 N School St	Newberg
		Nancy	Navejas	OR	97132	511 N School St	Newberg
		Nicole	d'Auray	OR	97132	504 E North St	Newberg
			Corum Cindy Living Trust	OR	97132	505 E Franklin St	Newberg
		Richard	Dupont	MN	55422	515 E Franklin St	Newberg
Lori	Fitzgerald	Dennis	Fitzgerald	OR	97132	607 N Edwards St	Newberg
Matthew	Getsinger	Rachel	Getsinger	OR	97132	603 N Meridian St	Newberg
		Troy	Rose	OR	97132	509 E North St	Newberg
Margart	Hunkins	Jeffrey	Hunkins	WA	98074	517 E North St	Newberg

Land Use Notice

FILE # _____

PROPOSAL:

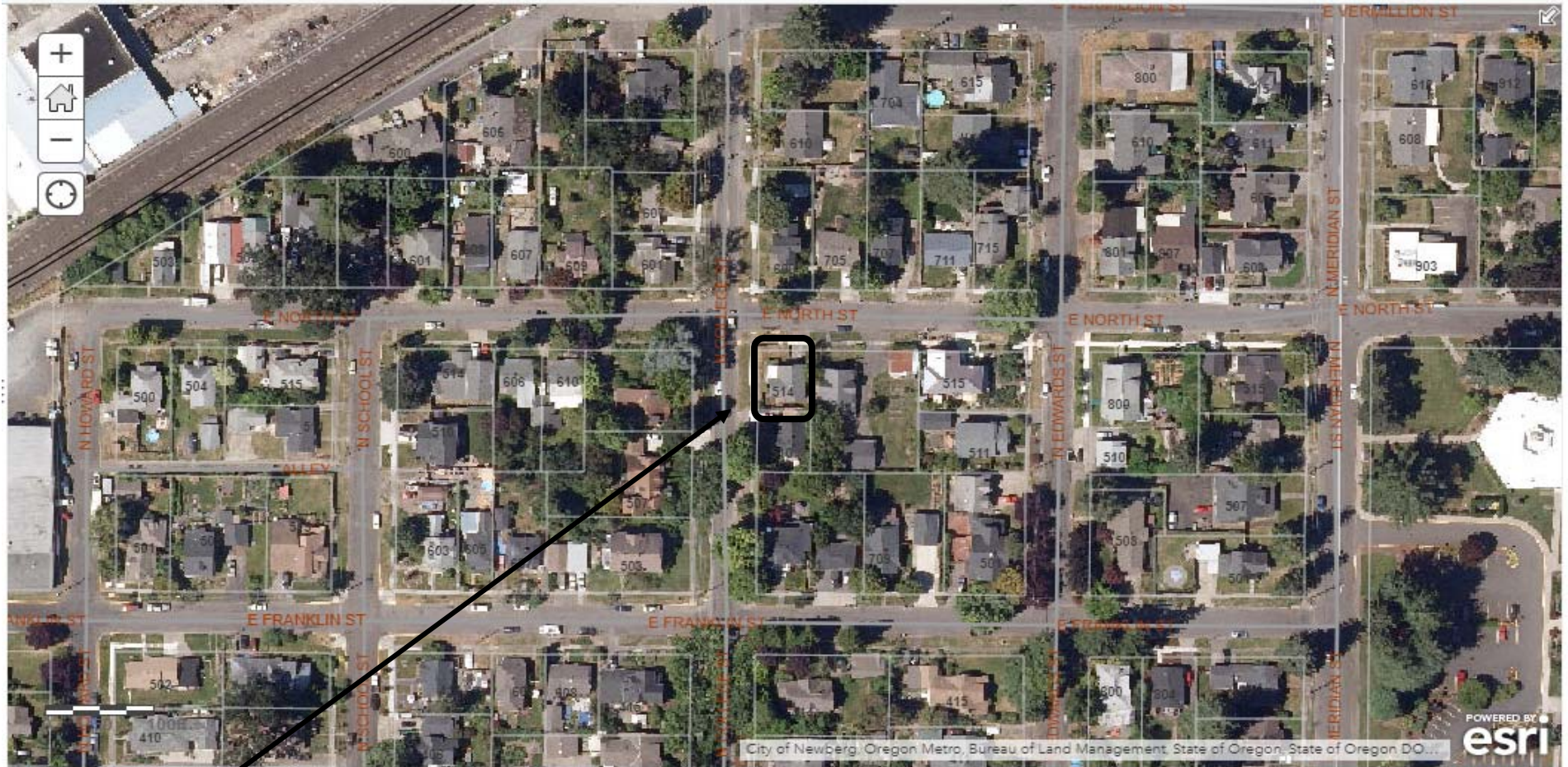
**Application for conditional use: Lodging/ Vacation Home Rental
Maximum Occupancy: 6 Adults, No Pets, No Street Parking, No
Party/Event Policy, Quiet Hours Starting at 9:00 PM**

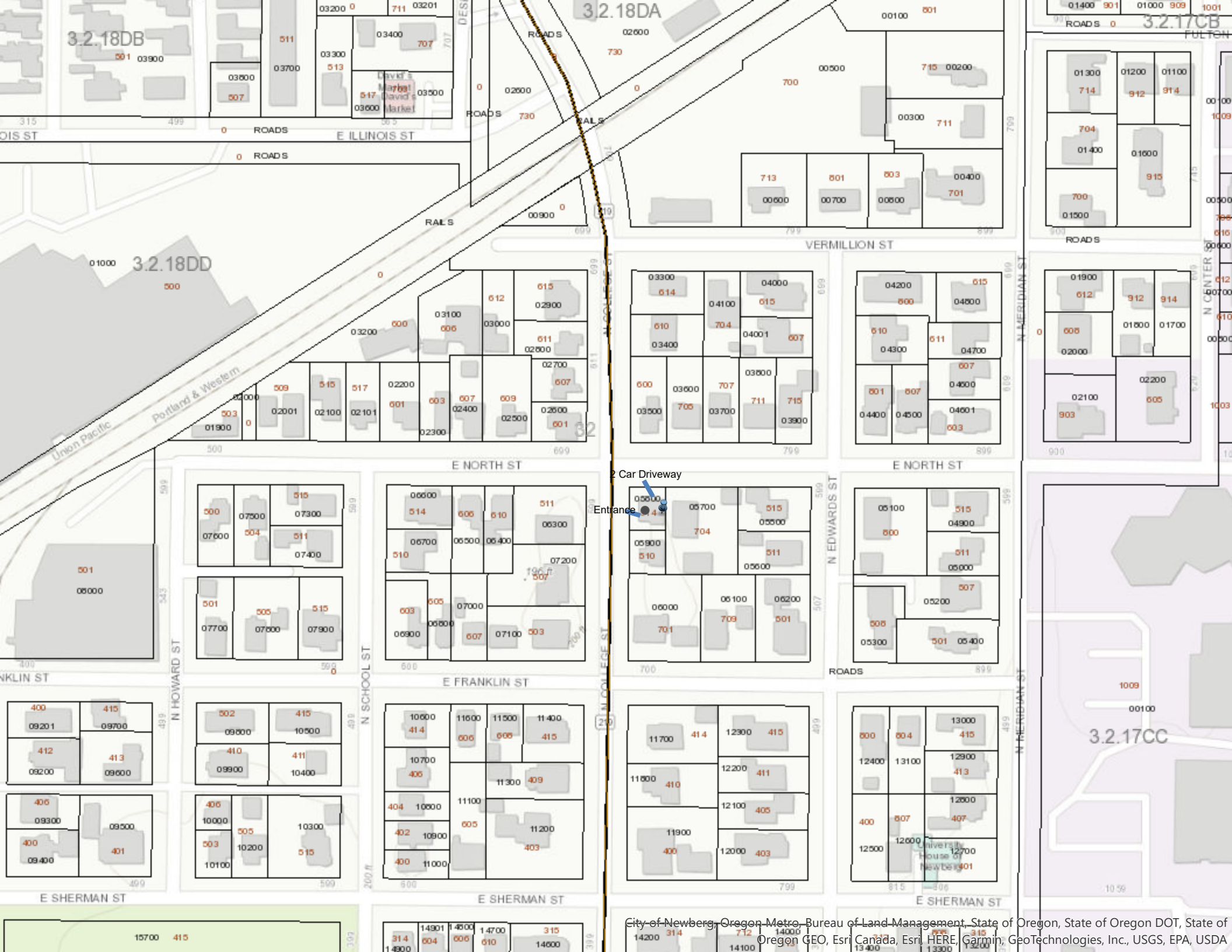
FOR FURTHER INFORMATION, CONTACT:

**City of Newberg Community Development Department 414 E
First St Phone: 503-537-1240**

514 N College Street

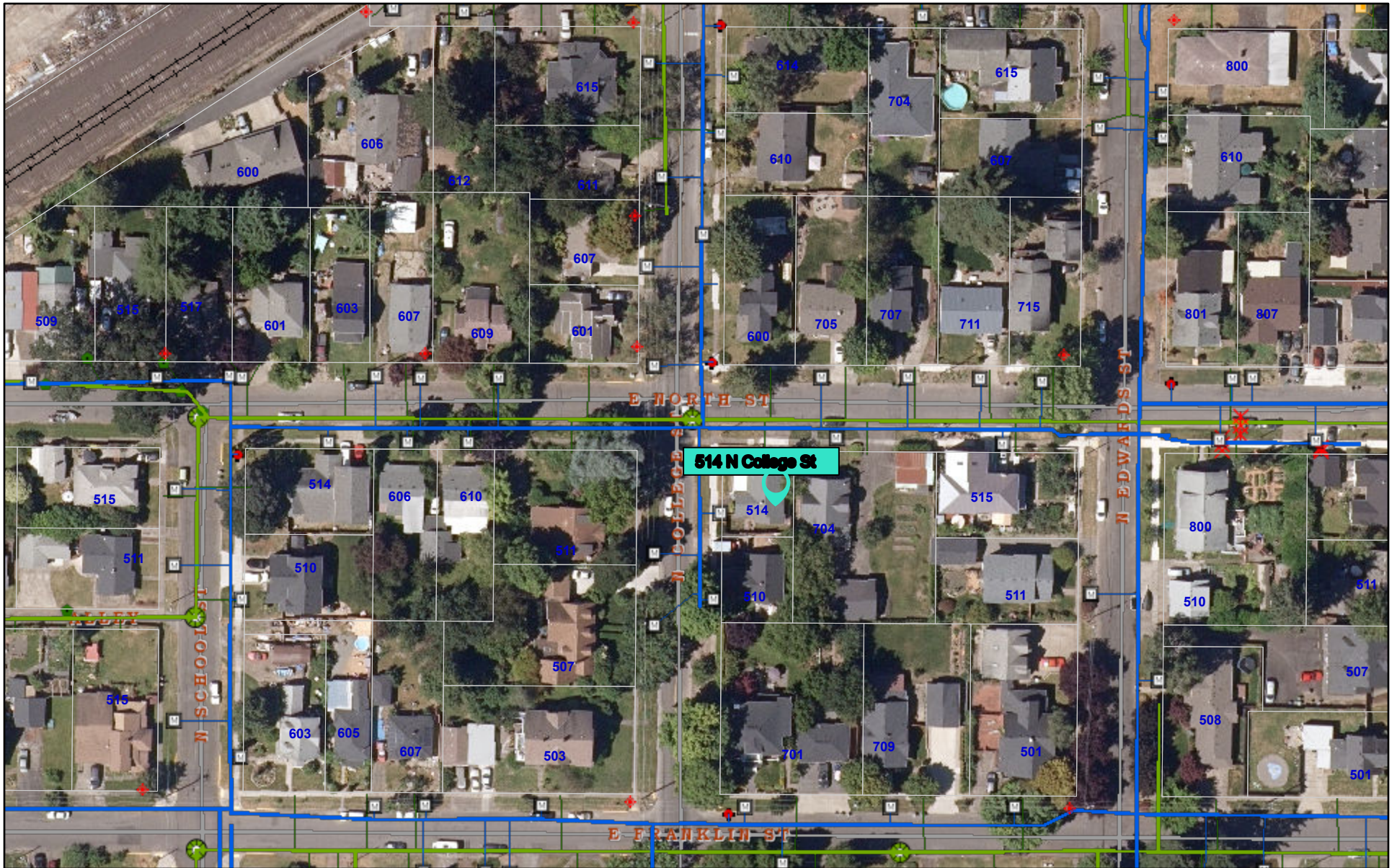
Interactive Map





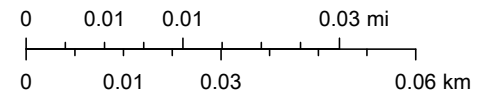
2 Car Driveway
Entrance

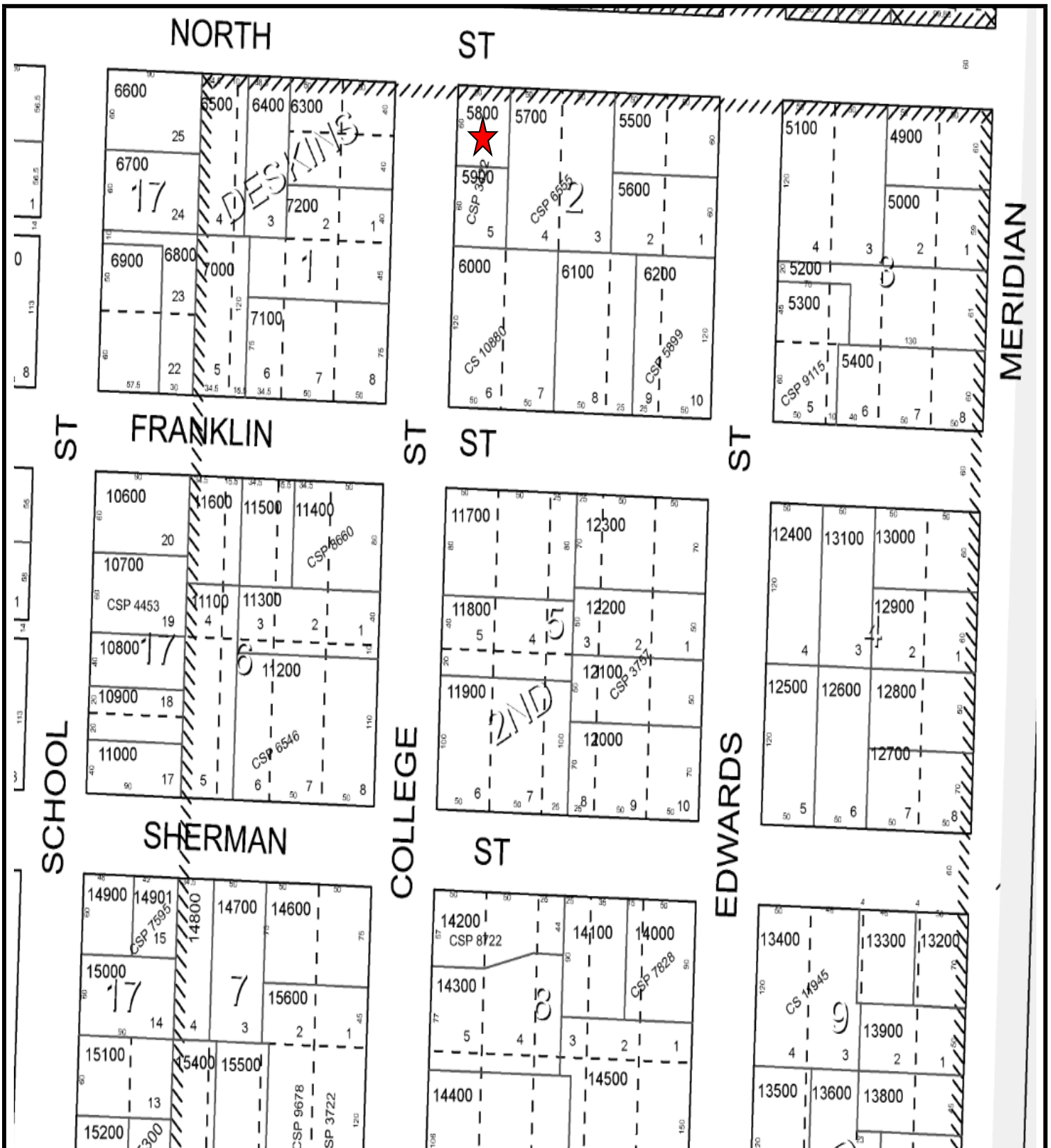
Public Utilities Map



2/12/2022

1:1,653





Tax Parcel: R3218DD 05800, 46505, 514 N
College St.
Newberg, OR 97132

THIS MAP IS FURNISHED AS AN ACCOMMODATION STRICTLY FOR THE PURPOSES OF GENERALLY LOCATING THE LAND. IT DOES NOT REPRESENT A SURVEY OF THE LAND OR IMPLY ANY REPRESENTATIONS AS TO THE SIZE, AREA OR ANY OTHER FACTS RELATED TO THE LAND SHOWN THEREOF

File No.: 21-325968

Grantor
Holster LLC 514 N College Street Newberg, OR 97132
Grantee
Stacie Athon and Cody Willis 23605 SW Brittany Lane Sherwood, OR 97140
After recording return to
Stacie Athon and Cody Willis 514 N College Street Newberg, OR 97132
Until requested, all tax statements shall be sent to
Stacie Athon and Cody Willis 514 N College Street Newberg, OR 97132 Tax Acct No(s): R3218DD 05800, 46505

Yamhill County Official Records	202200758
DMR-DDMR	01/14/2022 12:57:00 PM
Stn=1030 WANNERK	
3Pgs \$15.00 \$11.00 \$5.00 \$60.00	\$91.00
I, Brian Van Bergen, County Clerk for Yamhill County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.	
Brian Van Bergen - County Clerk	

Reserved for Recorder's Use

STATUTORY WARRANTY DEED

Holster LLC, Grantor(s) convey and warrant to Stacie Athon and Cody Willis, Grantee(s), the real property described in the attached Exhibit A, free of encumbrances EXCEPT covenants, conditions, restrictions, easements, and encumbrances of record as of the date hereof.

The true consideration for this conveyance is **\$414,000.00**. (Here comply with requirements of ORS 93.030)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

WFG Title 21-325968 HB

Executed this 13 day of January, 2022

Holster LLC


Vince Rosauer, Manager

STATE OF OREGON
COUNTY OF CLACKAMAS

This instrument was acknowledged before me this 13 day of January, 2022 by Vince Rosauer, as Manager, of Holster LLC, on behalf of the LLC.


Notary Public for Oregon

My Commission Expires: 7-18-2025

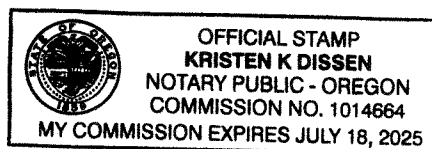


EXHIBIT "A"
LEGAL DESCRIPTION

The North half of Lot 5 in Block 2 of Deskins' Second Addition to the City of Newberg, Yamhill County, Oregon

File No./Escrow No.: 21-325968
Print Date & Time: 1/18/2022 11:32:15 AM
Officer/Escrow Officer: Tonya Weaver

WFG National Title Insurance Company
9200 SE Sunnybrook Blvd.
Suite 350
Clackamas, OR 97015

Property Address: 514 N COLLEGE STREET
NEWBERG, OR 97132 (YAMHILL)
(R3218DD 05800, 46505)

Buyer: STACIE ATHON AND CODY WILLIS
514 N College Street
Newberg, OR 97132

Seller: HOLSTER LLC
429 N. Bridgeton Rd. slip 14
Portland, OR 97217

Settlement Date: 1/13/2022

Disbursement Date: 1/14/2022

Description	Buyer		
	P.O.C.	Debit	Credit
Deposits, Credits, Debits			
Sale Price of Property		\$414,000.00	
Seller Pays Towards Buyer Closing Costs			\$7,756.98
Deposit			\$4,100.00
Funds to Close from Stacie Athon and Cody Willis			\$63,275.78
Prorations			
County Taxes 1/14/2022 to 7/1/2022 @ \$2,563.49/Year		\$1,179.91	
New Loans			
Loan Amount to Caliber Home Loans, Inc,			\$351,900.00
Appraisal Fee to G.R.A.H.M Appraisals, Inc.,		\$800.00	
Credit Report to CoreLogic		\$23.56	
MERS to Merscorp Holdings, Inc		\$24.95	
Tax Service to CoreLogic		\$93.89	
Flood Certification to CoreLogic Flood		\$10.65	
Prepaid Interest (44.4800 per day from 1/14/2022 to 2/1/2022)		\$800.64	
Homeowner's Insurance Premium (12 mo.) to Foremost Insurance		\$734.00	
Homeowner's Insurance \$61.17 per month for 3 mo.		\$183.51	
Property Taxes \$213.62 per month for 5 mo.		\$1,068.10	
Aggregate Adjustment			\$427.23
Underwriting Fee to Caliber Home Loans, Inc,		\$895.00	
Investment Home Appraisal Fees to G.R.A.H.M Appraisals, Inc.,		\$150.00	
Processing Fee to Caliber Home Loans, Inc,		\$400.00	
Title Charges			
Title - Endorsement to AmeriTitle, Inc.		\$100.00	
Title - Lender's Title Insurance to AmeriTitle, Inc.		\$416.00	
Recording Service to WFG National Title Insurance Company		\$10.00	
Title - Settlement or closing fee to WFG National Title Insurance Company		\$857.00	
Government Recording and Transfer Charges			
Recording fees: Deed \$91.00		\$91.00	
Mortgage \$196.00		\$196.00	
Additional Settlement Charges			
Mobile Signing Fee to		\$150.00	
	P.O.C.	Debit	Credit
Subtotals	\$0.00	\$422,184.21	\$427,459.99
Due To Buyer		\$5,275.78	
Totals	\$0.00	\$427,459.99	\$427,459.99

Attachment 2: Agency Comments



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Finance

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:


Reviewed, no conflict. *no city laws*

Reviewed; recommend denial for the following reasons:

Require additional information to review. (Please list information required)

Meeting requested.

Comments. (Attach additional pages as needed)



Reviewed By:

2/16/22

Date:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Police Department Chief Jeff Kosmicki

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.


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REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)



 Reviewed By:

2-16-2022

 Date:



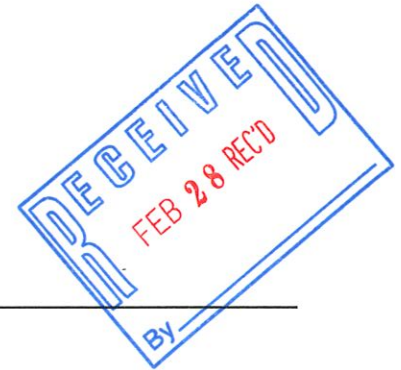
COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Building Official Brooks Bateman

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)



 Reviewed By:

2-28-22

 Date:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: City Manager Will Worthey

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

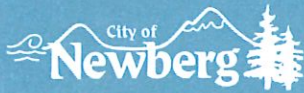
- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

W E [Signature] CM P/T

 Reviewed By:

2/16/22

 Date:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: PWM Supervisor Carl Ramseyer

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

Reviewed, no conflict.

Reviewed; recommend denial for the following reasons:

Require additional information to review. (Please list information required)

Meeting requested.

Comments. (Attach additional pages as needed)

Carl Ramseyer

Reviewed By:

2/16/2022

Date:

REFERRAL TO: Public Works: Maintenance Superintendent Preston Langeliers

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2

HEARING DATE:

- Reviewed, no conflict.
 Reviewed; recommend denial for the following reasons:
 Require additional information to review. (Please list information required)
 Meeting requested.
 Comments. (Attach additional pages as needed)



Reviewed By: 

Date: 2/22/22



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Public Works: Maintenance Vance Barton

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

Vance Barton
Reviewed By:

2/16/2022
Date:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Director of Public Works Russ Thomas

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2

HEARING DATE:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)



Reviewed By:

2/16/2022
Date:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Ziplly Fiber Attn: Engineering

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: March 1, 2022. Please refer questions and comments to Doug Rux.

NOTE: Full size plans are available at the Community Development Department Office.

APPLICANT: Stacie Athon & Cody Willis
REQUEST: Lodging / Vacation / Home Rental
SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2

HEARING DATE:

Reviewed, no conflict.

Reviewed; recommend denial for the following reasons:

Require additional information to review. (Please list information required)

Meeting requested.

Comments. (Attach additional pages as needed)

ziply
fiber

2/18/22

Reviewed By: **Scott Albert - Network Engineer**
ZiPLY Fiber

Date:



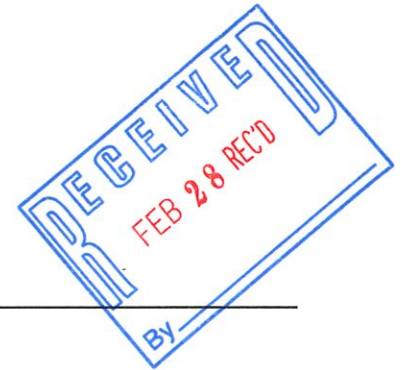
COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

REFERRAL TO: Building Official Brooks Bateman

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SITE ADDRESS: 514 N College Street
LOCATION: The Blue Bird Cottage
TAX LOT: R3218DD 05800
FILE NO: CUP22-0002
ZONE: R-2



HEARING DATE:

- Reviewed, no conflict.
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- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)



 Reviewed By:

2-28-22

 Date:

Attachment 3: Public Comments

RECEIVED

FEB 22 2022

Initial: _____

City of Newberg
Community Development Dept.
PO Box. 970
Newberg, OR 97132

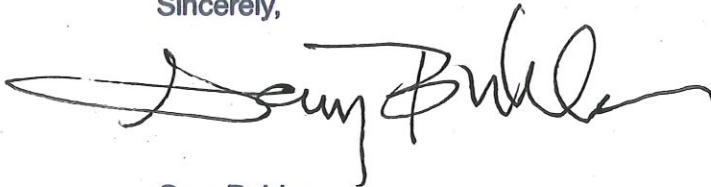
Gary Buhler
405 N. Edwards St
Newberg, OR 97132

To Whom it may concern;

I am writing in response to your letter about the short term rental variance request in my neighborhood at 514 N. College. I am against any further variances or exceptions to the zoning laws in this neighborhood. Please to not allow this exception to occur at this address. Furthermore, I would like the city to restrict further such enterprises that I feel leads to loss of community and livable space for long-term residence. There was another request for this exception in the same block as the 514 N. Edwards St. requested just last month and I intended to express my disapproval of that too but missed the deadline.

Thank you for hearing my views.

Sincerely,



Gary Buhler
405 N. Edwards St.
Newberg, OR 97132
971 217 5003
gbuhler@georgefox.edu