



April 19, 2021

Mr. Keith Leonard, AICP  
Associate Planner  
City of Newberg  
P.O. Box 970  
414 E. First Street  
Newberg, OR 97132

**RE: CUP Application Number CUP21-0001 for 412 W. 5th Street**

Dear Keith,

Attached for your review please find a revised application package for 412 W. 5th.

I appreciate your assistance in guiding me through the process.

Please let me know should you have any questions or require additional information.

Thank you.

Regards,

A handwritten signature in black ink that reads "Lauri Hines". The signature is written in a cursive, flowing style.

Lauri Hines, CCIM, CPM  
President  
Dream Homes of Oregon



TYPE III APPLICATION - 2021
(QUASI-JUDICIAL REVIEW)

File #: CUP21-0001

TYPES - PLEASE CHECK ONE:

- Annexation
Comprehensive Plan Amendment (site specific)
Zoning Amendment (site specific)
Historic Landmark Modification/alteration
X Conditional Use Permit
Type III Major Modification
Planned Unit Development
Other: (Explain)

APPLICANT INFORMATION: Application for Short Term Vacation Rental (STR) CUP

APPLICANT: Lauri Hines
ADDRESS: 412 W. 5th Street, Newberg OR 97132
EMAIL ADDRESS: dreamhomesoforegon@gmail.com
PHONE: 541-414-6600 MOBILE: 858-688-8261 FAX:
OWNER (if different from above): Lauri Hines and Roy Neff PHONE: N/A
ADDRESS: 944 N. Bayview Road, Waldport OR 97394
ENGINEER/SURVEYOR: N/A PHONE: N/A
ADDRESS: N/A

GENERAL INFORMATION:

PROJECT NAME: Farmhouse on Fifth PROJECT LOCATION: 412 W. 5th Street, Newberg OR 97132
PROJECT DESCRIPTION/USE: Short Term Vacation Rental
MAP/TAX LOT NO. (i.e. 3200AB-400): R3219CA-00100 ZONE: R1 SITE SIZE: .82 SQ. FT. ACRE
COMP PLAN DESIGNATION: 00100-412 TOPOGRAPHY: d Level sloping to creek in back
CURRENT USE: SFR
SURROUNDING USES:
NORTH: SFR SOUTH: SFR
EAST: SFR WEST: SFR

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:

Annexation p. 15
Comprehensive Plan / Zoning Map Amendment (site specific) p. 19
Conditional Use Permit p. 21
Historic Landmark Modification/Alteration p. 23
Planned Unit Development p. 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.

Lauri Hines 4-20-2021
Applicant Signature Date

Lauri Hines, Roy S. Neff 4-20-2021
Owner Signature Date

Lauri Hines Roy S. Neff
Print Name

Lauri Hines Roy S. Neff
Print Name

Attachments: General Information, Fee Schedule, Noticing Procedures, Planning Commission Schedule, Criteria, Checklists

**CONDITIONAL USE PERMIT CHECKLIST**

The following items must be submitted with each application. Incomplete applications will not be processed. Incomplete or missing information may delay the review process. Check with the Planning Division regarding additional requirements for your project.

FEES

PUBLIC NOTICE INFORMATION – Draft of mailer / notice and sign; mailing list of all properties within 500’.

CURRENT TITLE REPORT (within 60 days old)

Submit one original 8 1/2" x 11" or 11" x 17" reproducible document together with 10 copies of the following information. In addition, submit two (2) full size copies of all plans.

WRITTEN CRITERIA RESPONSE – Address the criteria listed on page 21.

PROJECT STATEMENT – Provide a written statement that addresses the operational data for the project, including hours of operation, number of employees, traffic information, odor impacts, and noise impacts.

SITE DEVELOPMENT PLAN. Make sure the plans are prepared so that they are at least 8 1/2 x 11 inches in size and the scale is standard, being 10, 20, 30, 40, 50, 100 or multiples of 100 to the inch (such as 1":10', 1":20' or other multiples of 10). Include the following information in the plan set (information may be shown on multiple pages):

X  Existing Site Features: Show existing landscaping, grades, slopes and structures on the site and for areas within 100' of the site. Indicate items to be preserved and removed.

Drainage & Grading: Show the direction and location of on and off-site drainage on the plans. This shall include site drainage, parking lot drainage, size and location of storm drain lines, and any retention or detention facilities necessary for the project. Provide an engineered grading plan if necessary.

Utilities: Show the location of and access to all public and private utilities, including sewer, water, storm water and any overhead utilities.

N/A  Public Improvements: Indicate any public improvements that will be constructed as part of the project, including sidewalks, roadways, and utilities.

Access, Parking, and Circulation: Show proposed vehicular and pedestrian circulation, parking spaces, parking aisles, and the location and number of access points from adjacent streets. Provide dimensions for parking aisles, back-up areas, and other items as appropriate. Indicate where required bicycle parking will be provided on the site along with the dimensions of the parking spaces.

Site Features: Indicate the location and design of all on-site buildings and other facilities such as mail delivery, trash disposal, above ground utilities, loading areas, and outdoor recreation areas. Include appropriate buffering and screening as required by the code.

Exterior Lighting Plan: Show all exterior lighting, including the direction of the lighting, size and type of fixtures, and an indication of the amount of lighting using foot candles for analysis.

Landscape Plan: Include a comprehensive plan that indicates the size, species and locations of all planned landscaping for the site. The landscape plan should have a legend that indicates the common and botanical names of plants, quantity and spacing, size (caliper, height, or container size), planned landscaping materials, and description of the irrigation system. Include a calculation of the percentage of landscaped area.

N/A  ADA Plan Compliance: Indicate compliance with any applicable ADA provisions.

Architectural Drawings: Provide floor plans and elevations for all planned structures.

Signs and Graphics: Show the location, size, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features if applicable.

Other: Show any other site elements which will assist in the evaluation of the site and the project.

N/A  **TRAFFIC STUDY**. A traffic study shall be submitted for any project that generates in excess of forty (40) trips per p.m. peak hour. This requirement may be waived by the Director when a determination is made that a previous traffic study adequately addresses the proposal and/or when off-site and frontage improvements have already been completed which adequately mitigate any traffic impacts and/or the proposed use is not in a location which is adjacent to an intersection which is functioning at a poor level of service. A traffic study may be required by the Director for projects below forty (40) trips per p.m. peak hour where the use is located immediately adjacent to an intersection functioning at a poor level of service.



AmeriTitle, LLC  
 320 Church St. NE, Salem, OR 97301  
 PHONE (503)581-1431 FAX (503)364-8716

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December 4, 2020  
 File Number: 417294AM  
 Report No.: 5  
 Title Officer: Whitney Estes

**PRELIMINARY TITLE REPORT**

**Property Address: 412 W 5th Street, Newberg, OR 97132**

<b><u>Policy or Policies to be issued:</u></b>	<b><u>Liability</u></b>	<b><u>Premium</u></b>
<b>OWNER'S STANDARD COVERAGE</b>	<b>\$415,000.00</b>	<b>\$885.00</b>
<b>Proposed Insured: Lauri Hines and Roy S Neff III</b>	<b>Reissue Rate</b>	

<b>ALTA LENDER'S RESIDENTIAL ( X ) EXTENDED ( ) STANDARD (Simultaneous)</b>	<b>\$496,000.00</b>	<b>\$665.00</b>
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**Proposed Insured: PacWest Funding Inc, dba Precision Capital, its  
 successors and/or assigns as their interest may appear**

<b>Endorsements: OTIRO - End 209.10-06, 222-06 and 208.1-06</b>		<b>\$100.00</b>
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<b>Local Government Lien Search</b>		<b>\$40.00</b>
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We are prepared to issue ALTA (06/17/06) title insurance policy(ies) of WFG National Title Insurance Company, in the usual form insuring the title to the land described as follows:

**Legal description attached hereto and made a part hereof marked Exhibit "A"**

and dated as of 10th day of November, 2020 at 7:30 a.m., title is vested in:

**John Allen Bertoglio and Janice L. Bertoglio, as Tenants by the Entirety**

The estate or interest in the land described or referred to in this Preliminary Title Report and covered herein is:

**FEE SIMPLE**

Except for the items properly cleared through closing, Schedule B of the proposed policy or policies will not insure against loss or damage which may arise by reason of the following:

**GENERAL EXCEPTIONS:**

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject Land onto adjoining Land or of existing improvements located on adjoining Land onto the subject Land) encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental, or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

EXCEPTIONS 1 THROUGH 5 ABOVE APPLY TO STANDARD COVERAGE POLICIES AND MAY BE MODIFIED OR ELIMINATED ON AN EXTENDED COVERAGE POLICY.

**SPECIAL EXCEPTIONS:**

**Tax Information:**

Taxes assessed under Code No. 29.0 Account No. 53836 Map No. R3219CA 00100

NOTE: The 2020-2021 Taxes: \$3,863.42, are Paid

6. City liens, if any, of the City of Newberg. (None as of November 5, 2020)
7. The property lies within and is subject to the levies and assessments of the Yamhill Soil and Water Conservation District.  
  
None as of the effective date herein.
8. The rights of the public in and to that portion of the herein described property lying within the limits of public roads, streets or highways.
9. Possession right lines as per Survey F-6822 as disclosed by instrument.  
Recorded: February 15, 1979  
Instrument No.: Film Volume: 137 Page: 584
10. A Deed of Trust, including the terms and provisions thereof, to secure the amount noted below and other amounts secured thereunder, if any:  
Amount: \$292,000.00  
Trustor/Grantor: John Allen Bertoglio and Janice L. Bertoglio, as Tenants by the Entirety  
Trustee: Western Title & Escrow  
Beneficiary: Mortgage Electronic Registration Systems, Inc. (MERS), solely as nominee for Directors Mortgage, Inc.  
Dated: February 1, 2018  
Recorded: February 12, 2018  
Instrument No.: 2018-02077

11. Any statutory lien for labor or material, which now has gained, or hereafter may gain priority over the lien of the insured mortgage.

To remove this item, the Company will require an affidavit and indemnity on a form supplied by the Company.

IF THE ABOVE EXCEPTION IS TO BE REMOVED FROM A FORTHCOMING POLICY PRIOR TO THE EXPIRATION OF THE STATUTORY LIEN PERIOD, THE COMPANY MUST BE CONTACTED REGARDING ITS UNDERWRITING REQUIREMENTS FOR EARLY ISSUE.

12. Persons in possession or claiming the right of possession.

To remove this item, the Company will require an affidavit and indemnity on a form supplied by the Company.

**INFORMATIONAL NOTES:**

NOTE: As of the date hereof, there are no matters against the party(ies) shown below which would appear as exceptions to coverage in a title insurance product:

Parties:

Lauri Hines  
Roy S. Neff III

NOTE: We find no activity in the past 24 months regarding transfer of title to subject property.

NOTE: The following is the last deed of record affecting said land.

Document: Statutory Warranty Deed  
Grantor: Larry L. Martin and Sharlene V. Martin  
Grantee: John Allen Bertoglio and Janice L. Bertoglio  
Recorded: May 28, 1985  
Instrument No.: MF Volume: 194 Page: 1418

NOTE: THIS IS A TITLE ONLY ORDER, and as such this office will not be performing any escrow functions such as document preparation, wiring or payoff information, signings, closing protection letters and/or sub-escrows. For questions pertaining to your escrow, Please contact: Liza Wheeler at WFO National Title  
Address: 2430 NE John Olsen Ave., Ste. 125, Beaverton, OR 97006  
Reference: 20-335927

(If full escrow functions are needed on this transaction by this office, please contact us immediately.) (To release recordings for title only files, please contact our recording desk at (503)581-1431 or email [salemrecorder@amerititle.com](mailto:salemrecorder@amerititle.com))

NOTE: This Report No. 5 was updated to reflect the following changes:

1. Update loan amount

NOTE: Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.

NOTE: Your application for title insurance was placed by reference to only a street address or tax identification number. Based on our records, we believe that the legal description in this report covers the parcel(s) of Land that you requested. If the legal description is incorrect, the parties to the transaction must notify the Company and/or the settlement company in order to prevent errors and to be certain that the correct parcel(s) of Land will appear on any documents to be recorded in connection with this transaction and on the policy of title insurance.

File No. 417294AM

Page 4

**NOTE:** Due to current conflicts or potential conflicts between state and federal law, which conflicts may extend to local law, regarding marijuana, if the transaction to be insured involves property which is currently used or is to be used in connection with a marijuana enterprise, including but not limited to the cultivation, storage, distribution, transport, manufacture, or sale of marijuana and/or products containing marijuana, the Company declines to close or insure the transaction, and this Preliminary Title Report shall automatically be considered null and void and of no force and effect.

**THIS PRELIMINARY TITLE REPORT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACTIONAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.**

This report is preliminary to the issuance of a policy of title insurance and shall become null and void unless a policy is issued and the full premium paid.

**End of Report**

***"Superior Service with Commitment and Respect for Customers and Employees"***

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

Being a part of the David Ramsey and wife Donation Land Claim Notification No. 1436 Claim No. 40 in Section 19, Township 3 South, Range 2 West, of the Willamette Meridian in Yamhill County, Oregon, more particularly described as follows:

**BEGINNING** at an iron rod found as per survey CSP 5606 and being the Northwest corner of that certain tract of land described in Book 35, Page 631, Deed Records, said point being also South, 179.8 feet and West 266.6 feet from the intersection of centerline of 5th street in the City of Newberg and the West line of Lot 23, LITTLE HOMES SUBDIVISION; thence North  $00^{\circ}05'18''$  West, 179.83 feet to the centerline of 5th street; thence South  $89^{\circ}55'$  West, 104.69 feet; thence South  $00^{\circ}05'18''$  East to a point on the South line of that tract of land deeded to Larry L. Martin, et ux, by deed recorded November 9, 1977, in Film Volume 124, Page 1326, Deed Records of Yamhill County, Oregon; thence Easterly along the South line of said Martin tract to the Southeast corner thereof; thence Northerly along the East line of said Martin tract to the PLACE OF BEGINNING.



417294AM Amerititle

File No.: 20-335927

<b>Grantor</b>
John Allen Bertoglio and Janice L. Bertoglio 412 W 6th Street Newberg, OR 97132
<b>Grantee</b>
Lauri Hines and Roy S. Neff III 944 N Bayview Road Waldport, OR 97384
<b>After recording return to</b>
Lauri Hines and Roy S. Neff III 944 N Bayview Road Waldport, OR 97384
<i>(Until requested, all tax statements shall be sent to</i>
Lauri Hines and Roy S. Neff III 944 N Bayview Road Waldport, OR 97384 Tax Acct No(s): 63936, 29

Yamhill County Official Records	<b>202022417</b>
DMR-DDMR	12/10/2020 02:50:00 PM
Str=4 JENSENC	
SPgs \$15.00 \$11.00 \$6.00 \$60.00	<b>\$91.00</b>
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**

John Allen Bertoglio and Janice L. Bertoglio, Grantor(s) convey and warrant to Lauri Hines and Roy S. Neff III, 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 \$415,000.00. (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 195.338 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 555, 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 02.010 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 30.830, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.338 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 555, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Executed this 30 day of November, 2020

By: *John Allen Bertoglio*  
John Allen Bertoglio

By: *Janice L. Bertoglio*  
Janice L. Bertoglio

STATE OF OREGON  
COUNTY OF Yamhill

This instrument was acknowledged before me this 30 day of November, 2020 by John Allen Bertoglio and Janice L. Bertoglio.

*Keith Paul Fritz*  
Notary Public for Oregon  
My Commission Expires: Sept 13, 2021



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

Being a part of the David Ramsey and wife Donation Land Claim Notification No. 1498 Claim No. 40 in Section

19, Township 3 South, Range 2 West, of the Willamette Meridian in Yamhill County, Oregon, more particularly

described as follows:

**BEGINNING** at an iron rod found as per survey CSP 8808 and being the Northwest corner of that certain tract of

land described in Book 36, Page 631, Deed Records, said point being also South, 179.8 feet and West 269.8 feet from the intersection of centerline of 5th street in the City of Newberg and the West line of Lot 23, LITTLE

**HOMES SUBDIVISION**; thence North 00°05'18" West, 179.83 feet to the centerline of 5th street; thence South

88°58' West, 104.89 feet; thence South 00°05'18" East to a point on the South line of that tract of land deeded to

Larry L. Martin, et ux, by deed recorded November 9, 1977, in Film Volume 124, Page 1328, Deed Records of

Yamhill County, Oregon; thence Easterly along the South line of said Martin tract to the Southeast corner thereof; thence Northerly along the East line of said Martin tract to the **PLACE OF BEGINNING**.

5th Street Farmhouse  
412 W. 5th Street  
Newberg, OR 97132

**CONDITIONAL USE PERMIT FILE NO:CUP21-0001**

**WRITTEN CRITERIA RESPONSE:**

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

(A) The proposed use is as a Short Term Vacation Rental (STR) when owners are not in residence.

- (1) The proposed STR is a SFR that is listed on the Yamhill County tax rolls as having been built in 1920; although prior owners believe at least part of it was constructed in the 1800's by the original Land Grant owner David Ramsey (Donation Land Claim 1436) in 1857 as the original structure on the Land Grant. We have not verified this, and will be researching with the Yamhill Historical Society; regardless the site has a long-established history as a residential use.
- (2) The property is situated in a semi-rural location on a .82 acre lot. Major renovations to the property include removing 200-300 yards of trash from the lot, repairing or replacing all existing fences, removing deteriorated exterior structures (collapsing treehouse, play structure) from lot, and replacing roof, siding and multiple areas of wood-rot. Blackberry vines covering much of the lot have been removed; foundation plantings and some very old grapevines have been cleared out and will be cared for by a professional landscaper.
- (3) The property will be occupied part-time by the owners, and when the owners are not in residence the planned use is as an STR. Owners are experienced STR operators with more than 10 years of operating history providing upscale accommodations to families and couples seeking to visit the local region. Guests are pre-screened and pay a premium price for the accommodations, including a significant security deposit. Guests are also required to sign a Good Neighbor agreement as part of their lodging agreement, including specifically that no noise is permitted that can be heard from the residence prior to 9:00 AM or after 10:00 PM, an acknowledgment that they will be considerate of local residents in terms of parking, trash and general demeanor, and that canine companions must be crated inside the home when the guests are not in residence; as well as a requirement that dogs may not be left unattended outside and may not be allowed to bark at passers by.
- (4) The property has two driveways, one extending almost the depth of the lot, and therefore has significant parking for guests in addition to the existing three-car garage.

(B) The Location, Design and Site of this STR will provide convenient and functional accommodations to families or couples staying here. The property has a long-term history as residential use. 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 - 15.445.350 SPECIAL USE REQUIREMENTS**

1. **Application and Purpose.** This is a single-family dwelling unit that will be used, rented or occupied for periods of less than 30 days.
2. **Where Allowed.** In accordance with the Newberg Municipal Code (NMC) single-family homes require a Conditional Use Permit.
3. **Registration Required.** In accordance with NMC ordinance, the property will be registered with the city on the forms provided, and will include the name and contact information for the owner, operator and local contact.
4. **Standards.** In accordance with NMC ordinance, the applicant will:
  - A. Provide a minimum of two parking spaces. There are two driveways, one running almost the length of the property, providing more than ample parking.
  - B. Provide regular refuse pickup. There is a service agreement in place with Waste Management for weekly pickup of trash, recycling and yard greens.
  - C. Occupancy. Per NMC ordinance, there is an occupancy limit of two people per bedroom up to 15 occupants. The property has five conforming bedrooms so the occupancy limit is expected to be set at 10.
  - D. Posting
5. **Registration Posting.** The applicant operator shall post the vacation rental home registration adjacent to the front door with 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.
6. **Complaints.** 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 other appropriate jurisdiction.

**Fifth Street Farmhouse  
412 W 5th St  
Newberg, OR 97132**

**CONDITIONAL USE PERMIT FILE NO:CUP21-0001**

**PROJECT STATEMENT**

- (1) We are Oregonians who delight in sharing our amazing Oregon with visitors from out of the region or state, while recognizing that we are a part of the community and that our guests must respect our neighbors, our house rules and local ordinances while staying in our homes.**
- (2) We live here too. We may be unusual in that Lauri Hines, the operating spouse, moves into the home for a period of time prior to offering the home to guests. This is to allow her to get to know the property, the neighbors, and set guest expectations for stays once they are allowed.**
- (3) As a vacation destination, the Yamhill County economy is reliant on visitors and the lodging taxes and visitor spending they bring to the area. We are always cognizant of this, and actively seek local businesses and retailers that we can refer our guests to.**
- (4) We do not operate in a vacuum. Our guests seek out STRs to be able to safely travel (in current times) while socially distancing, and also to experience the local community while observing Community social distancing standards.**
- (5) We require our guests to meet minimum age requirements (25 years of age and up, no significant unfavorable Host reviews) and they also must comply with a Good Neighbor policy through the lodging agreement. We do not accept guests who have multiple negative reviews from hosts, or who exceed our occupancy or minimum length of stay standards.**
- (6) Our goal and our intent is to be an asset and a good neighbor to the community, while helping visitors enjoy this beautiful area.**



**CUP21-0001 412 W. 5th Street**

**Existing Site Narrative**

- The home and all permanent structures will be retained.
- Existing mature landscaping will be retained if healthy. One tree encroaching against the SW side of the house will be removed
- The existing fence at the front of the property was collapsing and had to be removed. It will be replaced with a cedar and wrought iron fence along the front. Existing fences along the sides will be retained and repaired
- Blackberry vines covering the back of the property were removed

**Drainage and Grading**

- No grading is being done on site.
- 412 W. 5th Street is a gravel road. No storm drains have been observed.
- Aside from the structures, the entire surface of the lot is permeable/non-paved except for a short driveway to the north and a driveway extending approximately  $\frac{3}{4}$  of the lot on the south side.
- The east side of the lot has a steep slope down to the creek

**Utilities**

- A map of all public utilities is attached

Respectfully Submitted,

*Lauri Hines*

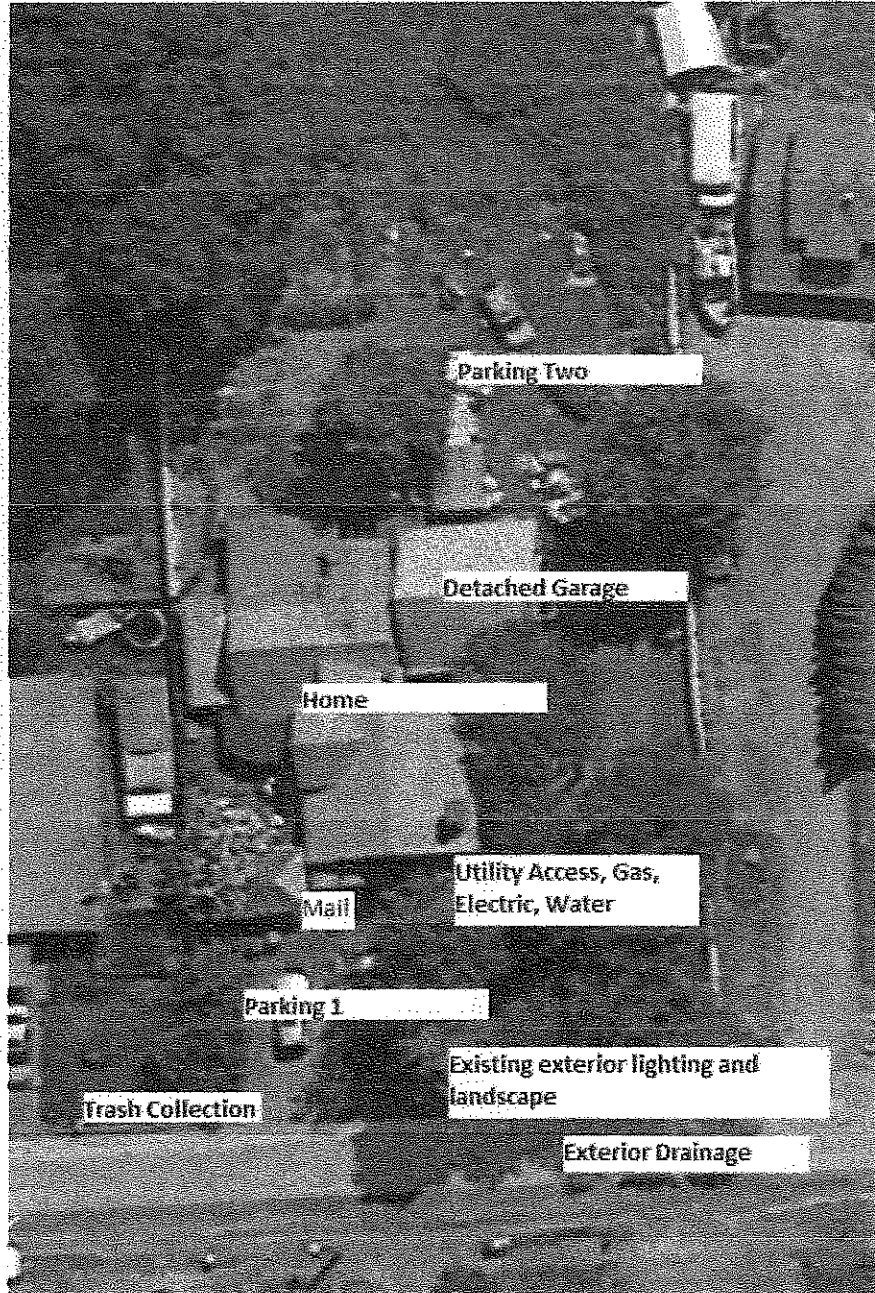
Lauri Hines, CCIM, CPM  
President

# Public Utilities Map



City of Newberg, Oregon Metro, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | City of Newberg, Oregon Metro, Geoterra | Originally created by Jan Wolf 2007-present





Parking Two

Detached Garage

Home

Utility Access, Gas,  
Electric, Water

Mail

Parking 1

Existing exterior lighting and  
landscape

Trash Collection

Exterior Drainage

