



February 7, 2023

Debbie Griffin, Smartlink
1997 Annapolis Exchange Pkwy, Ste 200
Annapolis, MD 21401

Sent via email: debra.griffin@smartlinkgroup.com

Re: CUP23-0002 (MIMD123-0001) – 500 E Illinois Street – Tower Modifications – Completeness Notice

Dear Debbie,

This letter is to inform you that the above referenced application submitted for a conditional use permit and minor modification for a tower extension, collocation of antennas, and expansion of ground facilities has been deemed complete.

We have tentatively scheduled your Planning Commission Public Hearing for March 9, 2023.

Please provide 3 hardcopies of your application for review by referral agencies. Staff will complete the newspaper notice and postings on 2/23. Your mailing and posting must be completed by 2/17 to make the hearing. All postings must stay up until after the final decision is issued.

Attached is a revised mailer and approved notice posting. Once you have mailed and posted your notice you must provide the attached affidavit within two days of the mailing and posting.

Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and placed on the Illinois St frontage of the property. If possible, the notice shall be posted within 10 feet of a street lot line and shall be visible to pedestrians and motorists. Notices shall not be posted in a public right-of-way or on trees.

If you have any questions, please contact me at sam.gudmestad@newbergoregon.gov or (503) 554-7764.

Sincerely,

Sam Gudmestad
Assistant Planner
City of Newberg