

PLANNING COMMISSION STAFF REPORT  
VACATION RENTAL CONDITIONAL USE PERMIT  
3704 E COFFEY LANE

HEARING DATE: July 13, 2023

FILE NO: CUP23-0003

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

LOCATION: 3704 E Coffey Lane

TAX LOT: R3216AC 10400

APPLICANT/OWNER: Kevin Long and Sarah Smith

ZONE: R-1 (Low Density Residential)

PLAN DISTRICT: LDR (Low Density Residential)

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**ATTACHMENTS:**

Planning Commission Order 2023-13 with:  
Exhibit A: Findings  
Exhibit B: Conditions of Approval

Attachment 1: Application  
Attachment 2: Agency 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 3704 E Coffey Lane. The applicant has stated that there will be two off-street parking spaces located in the driveway for use by short-term tenants. The application will have an occupancy limit of six people and enforced quiet hours beginning at 10:00 p.m. The subject property is zoned R-1 (Low Density Residential). Attachment 1 contains the submitted application.

This application is being reprocessed due to a notice error that occurred for the original public hearing on the application held on May 11, 2023.

- B. LOCATION:** 3704 E Coffey Lane



- C. SITE INFORMATION:**

1. Location: 3704 E Coffey Lane
2. Total Lot Size: 9,962 square feet
3. Topography: Flat
4. Current Land Uses: Single family residential
5. Natural Features: Residential landscaping
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-1 (Low Density Residential)
  - b. South: R-1 (Low Density Residential)
  - c. East: R-1 (Low Density Residential)
  - d. West: R-1 (Low Density Residential)
8. Access and Transportation: Access to the vacation rental will occur via E Coffey Lane. E Coffey Lane is classified as a residential street in the City's Transportation System Plan.

9. Utilities:

Water: The City's GIS identifies an 8-inch water main located north of the subject property (front) in E Coffey Lane which provides a connection to the subject property via existing 1-inch service lateral.

Wastewater: The City's GIS identifies an 8-inch wastewater main located north of the subject property (front) in E Coffey Lane provides a connection via an existing service lateral.

Stormwater: The City's GIS identifies stormwater collector located in E Coffey Lane north of the subject property.

Overhead Lines: The property is not served by overhead power lines. Any new overhead utility connections to the property must be undergrounded. See Newberg Municipal Code (NMC) 15.430.010 for exception provisions.

- D. PROCESS:** This CUP request is a Type III application and follows the procedures in NMC Section 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:

2/17/2023: The Community Development Director deemed the application

complete.

- 04/05/23: The Applicant mailed notice to the property owners within 500 feet of the site.
- 04/05/23: The Applicant posted notice on the site.
- 04/19/23: The *Newberg Graphic* published notice of the Planning Commission hearing and notice was posted in four public places.
- 05/11/23: The Planning Commission approved Order 2023-07. Subsequent to the Order approval staff was made aware that the notice was incorrectly mailed and a new hearing would need to be scheduled.
- 06/12/23: The Applicant mailed notice to the property owners within 500 feet of the site.
- 06/12/23: The Applicant posted notice on the site.
- 6/21/23: The *Newberg Graphic* published notice of the Planning Commission hearing and notice was posted in four public places.
- 07/13/23: The Planning Commission will hold a quasi-judicial public hearing to consider the application.

**E. AGENCY COMMENTS:** On March 21, 2023, 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 which are also provided in Attachment 2:

1. Building Official: Reviewed, no conflict.
2. City Manager: Reviewed, no conflict.
3. Community Development Director: Reviewed, no conflict.
4. Finance: Reviewed, no conflict.
5. Police: Reviewed, no conflict.
6. Public Works – Wastewater Treatment: Reviewed, no conflict.
7. Public Works - Engineering: Reviewed, no conflict.
8. Public Works – Water Superintendent: Reviewed, no conflict.

9. Zply Fiber: Reviewed, no conflict.

**F. PUBLIC COMMENTS:** As of the writing of this report, the City has received no public comments on the proposal based on the new public notice.

**G. ANALYSIS:** The proposed vacation rental will be compatible with the surrounding residential uses and neighborhood based on the proposed use, size, and scope. The characteristics of a vacation rental are not dissimilar from other rented and owned dwellings in the vicinity. The maximum occupancy is regulated by the number of bedrooms – two guests per bedroom. Therefore, the maximum number of guests in the house is six (6) based on the current three bedrooms in the home. There are a total of two off-street parking spaces at the subject property for short-term guests.

**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 2023-13, which approves the requested conditional use permit with the attached conditions of approval in Exhibit “B”.*



## **PLANNING COMMISSION ORDER 2023-13**

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**AN ORDER APPROVING CONDITIONAL USE PERMIT CUP23-0003 FOR A VACATION RENTAL HOME AT 3704 E COFFEY LANE, YAMHILL COUNTY TAX LOT R3216AC 10400.**

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### **RECITALS**

1. Sarah Smith and Kevin Long applied for a conditional use permit for a vacation rental home at 3704 E Coffey Lane, Yamhill County Tax Lot R3216AC 10400.
2. After proper notice, the Newberg Planning Commission held a public hearing on July 13, 2023, to consider the application. The Commission considered testimony and deliberated.
3. The Newberg Planning Commission finds that the application 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 CUP23-0003 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 July 27, 2023, 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.
5. Order No. 2023-07 is repealed.

**Adopted by the Newberg Planning Commission this 13<sup>th</sup> day of July 2023.**

ATTEST:

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Planning Commission Chair

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Planning Commission Secretary

List of Exhibits:

Exhibit “A”: Findings

Exhibit “B”: Conditions of Approval

**Exhibit “A” to Planning Commission Order 2023-13  
Findings – File CUP23-0003  
Vacation Rental at 3704 E Coffey Lane**

Formatting notes: The Newberg Municipal Code (NMC) criteria are written in *italic bold* font and the findings are written in regular font. The NMC criteria will be presented first, followed by the findings of fact. Finding of fact with underlined font indicate subsequent inclusion in Exhibit “B” Conditions of Approval.

**I. Conditional Use Permit Criteria That Apply - Newberg Development Code (NMC) Section 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 occur in an existing three-bedroom, single-family dwelling located in a neighborhood north of downtown Newberg. The Applicant’s have proposed to use the dwelling as a short-term vacation rental for families and single groups with a maximum occupancy of six people. This is the Applicant’s primary home, and they intend to rent it out when they are traveling. Guest booking, management and cleaning will be handled by the Applicant/Owner, along with an established team to assist when they are out of the area. A yard maintenance company will be hired for outdoor spaces.

The proposed vacation rental use is similar to a residential use in design and operating characteristics. The home has three bedrooms and is therefore eligible to host a maximum of six occupants. There are a total of two off-street parking spaces in the driveway. There are R-1 designated properties located to the north, south, east and west of the subject property. 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:** According to the application materials, the location of the dwelling is attractive for a vacation rental due to its proximity to downtown Newberg and surrounding amenities. The downtown area is approximately 2 miles southwest of the subject property. A vacation rental is a

compatible use with other residential uses because its operating characteristics are similar in size and scope to a long-term rental (longer than 30-days) or owner occupied 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 proposed project complies with the standards of Article VII. Vacation Rentals (NMC Chapter 15.445) the application will be consistent with code requirements.

**II. Applicable Criteria for Special Use Standards - NMC 15.445.300 to 15.445.350 relating to 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-1. The table below is an excerpt from NMC Chapter 15.305, which states that vacation rental homes are permitted as a conditional use in the R-1 zone. The owner has applied for a conditional use permit for the proposed vacation rental home. The structure was previously approved for occupancy as a single-family dwelling unit.

<u>Use</u>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>R-4</b>	<b>RP</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>
<u>Vacation rental home</u>	C	C	S	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 Applicant's have proposed that the vacation rental will:

- A. Provide two off-street parking spaces in the driveway at the subject property.
- B. Maintain weekly refuse collection on Thursdays. Receptacles be stored adjacent to the driveway.
- C. Offer a vacation rental in an existing three-bedroom single family home with a maximum occupancy of six people.
- D. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.

These criteria are met with the adherence to the 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: Sarah Smith and Kevin Long

Operator Phone Number: (510) 423-1889

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

Max Number of Guests: Six (6)

Trash Pick-Up Day: Thursday

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 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 15.445.350 complaints and revocation of registration. The Applicant's have indicated they understand the potential for an approval to be revoked if the requirements for operating a vacation rental are not

adhered to.

**III. 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 2023-13  
Conditions of Approval – File CUP23-0003  
Vacation Rental Home at 3704 E Coffey Lane**

**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. **Parking:**
  - a. Provide two off-street parking spaces in the driveway at the subject property.
3. **Refuse Collection:**
  - a. Maintain weekly refuse collection on Thursdays. Receptacles be stored adjacent to the driveway.
4. **Maximum Occupancy:**
  - a. Offer a vacation rental in an existing three-bedroom single family home with a maximum occupancy of six people.
5. **Temporary Occupancy Limits:**
  - a. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.
6. **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: Sarah Smith and Kevin Long

Operator Phone Number: (510) 423-1889

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

Max Number of Guests: Six (6)

Trash Pick-Up Day: Thursdays

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.



# TYPE III APPLICATION (QUASI-JUDICIAL REVIEW)

File #: CUP23-0003

**TYPES – PLEASE CHECK ONE:**

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

**APPLICANT INFORMATION:**

APPLICANT: Sarah Smith and Kevin Long  
 ADDRESS: 3704 E Coffey Ln, Newberg, OR 97132  
 EMAIL ADDRESS: sarah@hpenny.com  
 PHONE: 510-423-1889 MOBILE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 OWNER (if different from above): \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 ENGINEER/SURVEYOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**GENERAL INFORMATION:**

PROJECT NAME: \_\_\_\_\_ PROJECT LOCATION: 3704 E Coffey Ln, Newberg  
 PROJECT DESCRIPTION/USE: Conditional Use for Short Term Rental - Vacation Rental  
 MAP/TAX LOT NO. (i.e. 3200AB-400): R3216AC10400 ZONE: R-1 SITE SIZE: 9962 SQ. FT.  ACRE   
 COMP PLAN DESIGNATION: \_\_\_\_\_ TOPOGRAPHY: \_\_\_\_\_  
 CURRENT USE: Single Family Home  
 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:

**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

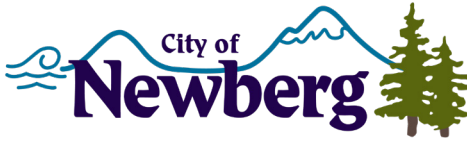
The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application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

*Sarah E. Smith* *Kevin Long* 1/17/23  
 Applicant Signature Date

Sarah E Smith Kevin Long  
 Print Name

*Sarah E. Smith* *Kevin Long* 1/17/23  
 Owner Signature Date

Sarah E Smith Kevin Long  
 Print Name



FILE #: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
(503) 537-1240  
planning@newbergoregon.gov

# VACATION RENTALS CRITERIA APPLICATION

**NOTE TO APPLICANTS - PROVIDE THIS INFORMATION WITH A TYPE II or TYPE III LAND USE APPLICATION AND A BUSINESS LICENSE APPLICATION.**  
For questions on this form, please contact the Planning Division at 503-537-1240 or email: [planning@newbergoregon.gov](mailto:planning@newbergoregon.gov).

## SITE INFORMATION:

Address:	
Applicant Name:	
Mailing Address:	State/Zip:
Phone:	Email:
This is a single-family house: <input type="checkbox"/> Yes <input type="checkbox"/> No House Type: _____	

## FUTURE REQUIREMENTS:

*Initial to commit to meeting these requirements if the vacation rental application is approved.*

- \_\_\_\_\_ I/we will register and pay the transient lodging tax each year.
- \_\_\_\_\_ I/we will post the vacation rental home registration that contains the information listed in the Development Code in [15.445.340](#).
- \_\_\_\_\_ I/we understand the complaint process and revocation of registration listed in the Development Code in [15.445.350](#).

## GENERAL INFORMATION:

*Provide a brief description of your proposed vacation rental including how it will be rented out.*

This three-bedroom home will be rented to no more than six guests on a short term basis. Guests will park in the two parking spaces in the driveway. Guests will access the home through the front door that has a key-code lock. Guests will have access to the fully fenced yard. There will be no smoking allowed either indoors or out. Quiet hours will be enforced from 10pm to 7am both indoors and out. Guest booking, management, and cleaning will be done by the homeowners/applicants. A yard maintenance company will be hired for outdoor spaces. The home will have a smart noise monitor that will text both the guests and the homeowners if noise gets too loud.

The applicants/homeowners will be very selective in choosing guests as this is their home. They will only be renting out to people they see as responsible adults that they would like to have as guests.

**VACATION RENTALS CRITERIA:**

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.445.330](#).

1. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants. Please state where those parking spaces will be located.

Two off-street parking spaces are available in the driveway of the home.

2. The applicant shall provide for regular refuse collection. Please state the location and collection day.

Location: off the driveway  
Collection Day: Thursday

3. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people. Please state how you'll meet this criterion.

There will be no more than two guests per bedroom in the home. The home has three bedrooms so a max of six guests will be allowed.

4. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy. Please state how you'll meet this criterion.

There will not be any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy.



**CONDITIONAL USE CRITERIA:**

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.225.060](#).

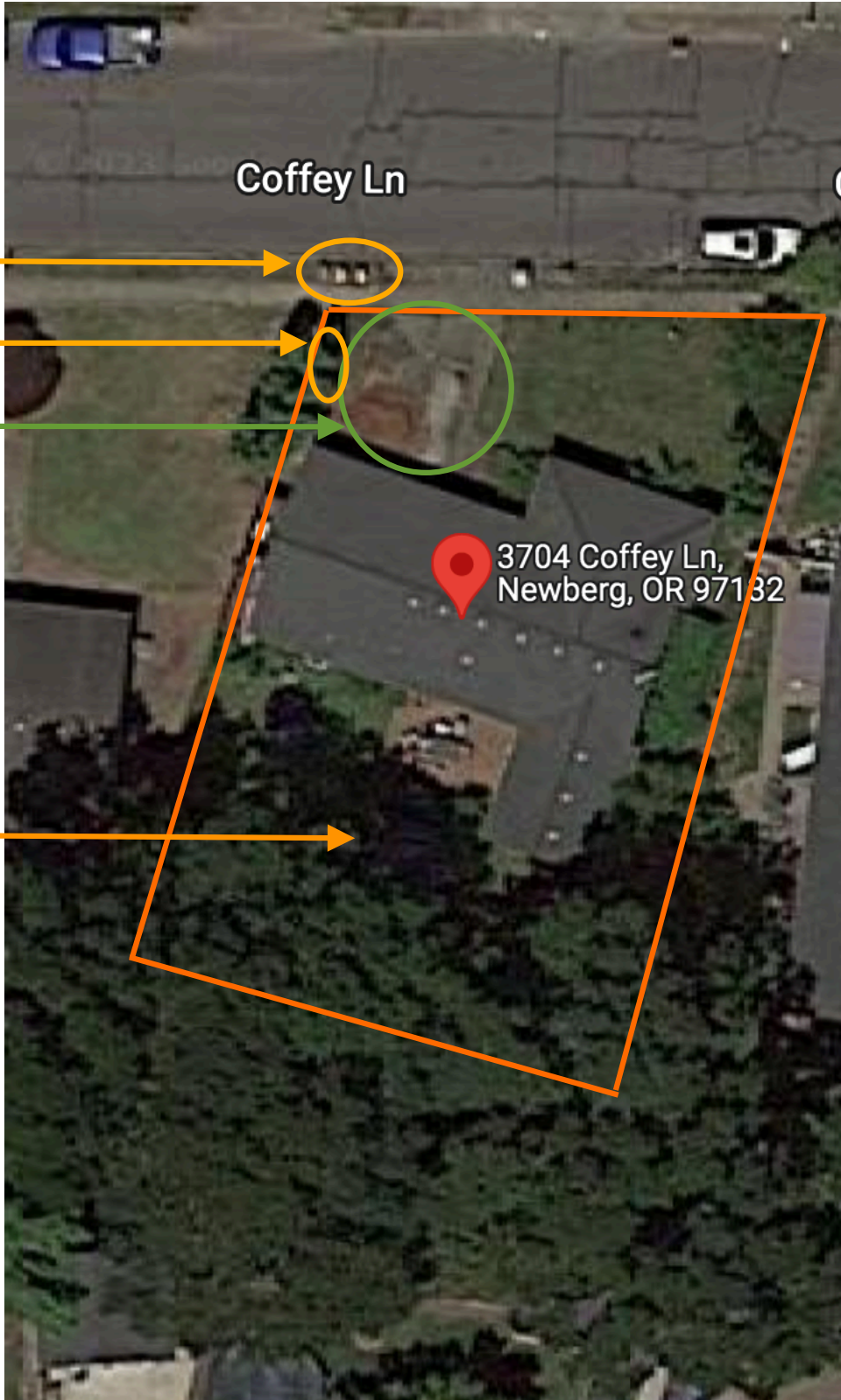
1. The location, size, design and operating characteristics of the vacation rental are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the use.

The applicant believes that the location, size, design and operating characteristics of the proposed use are compatible with and have minimal impact on the livability. As there are no more persons in the home than what it was built for, the available of public facilities, utilities, and street capacity is adequate for this use.

2. The proposed vacation rental 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.

The vacation rental home will continue to be used a functional living space as a single family home. The home will be rented to single groups or families.

Other/Continued Response Section:



Coffey Ln

3704 Coffey Ln,  
Newberg, OR 97132

Garbage when out  
for collection

Garbage bins  
stored here

2 parking spots  
on driveway

Backyard is  
private and not  
overlooked by  
neighbors

3705 Coffey Ln

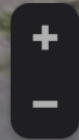
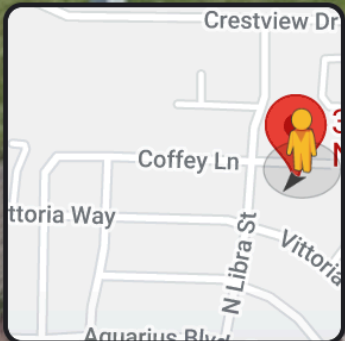
Newberg, Oregon



Street View - Jun 2012



Street Address



Google

Legend ×

Addresses

**Newberg Street Lights**

- MAINTENANC
- NEWBERG
- PGE

Tax Lots

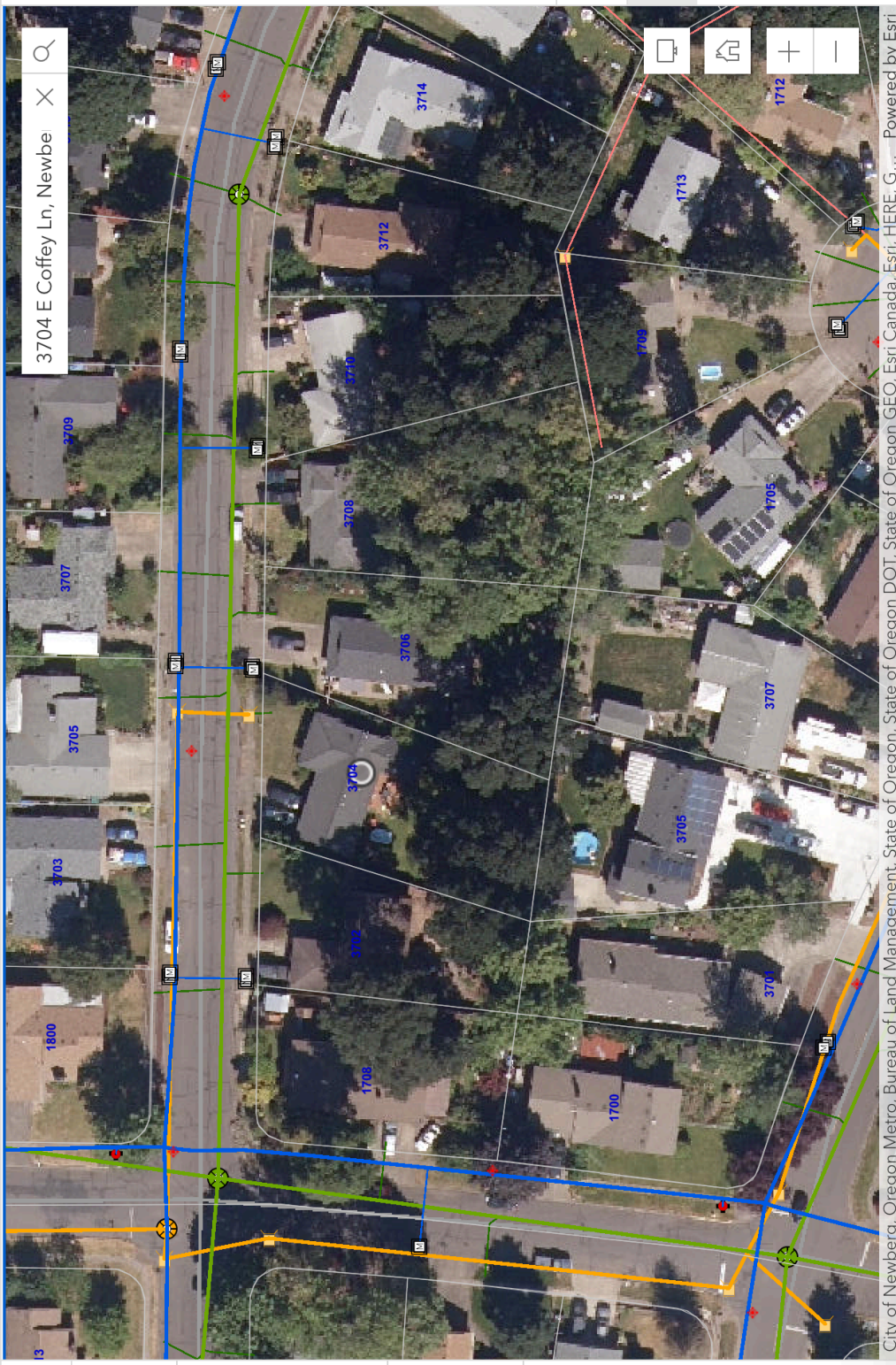
Public\_Utillities

Water Meter

**Water Mains**

- Main
- NonPotable Main
- Reuse

Water Laterals





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

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November 29, 2022  
 File Number: 566553AM  
 Report No.: 5  
 Title Officer: Whitney Estes Email: whitney.estes@amerititle.com

**PRELIMINARY TITLE REPORT**

**Property Address: 3704 E Coffey Lane, Newberg, OR 97132**

<u>Policy or Policies to be issued:</u>	<u>Liability</u>	<u>Premium</u>
OWNER'S STANDARD COVERAGE Proposed Insured: <b>Kevin E. Long and Sarah E. Smith</b>	\$478,000.00	\$1,306.00
ALTA LENDER'S RESIDENTIAL ( X ) EXTENDED ( ) STANDARD (Simultaneous) Proposed Insured: <b>Raymond James Bank, ISAOA</b>	\$382,400.00	\$435.00
Endorsements: OTIRO - End 209.10-06, 222-06 and 208.1-06, OTIRO End 206-06 ARM		\$150.00
Local Government Lien Search		\$50.00

We are prepared to issue ALTA (06/17/06) title insurance policy(ies) of Old Republic 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 29th day of November, 2022 at 7:30 a.m., title is [vested in](#):

**Zachary C. Kokkeler and Christine L. Kokkeler, 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. 30022 Map No. R3216AC 10400

NOTE: The 2022-2023 Taxes: \$2,930.53, are Paid

6. City liens, if any, of the City of Newberg. (None as of October 7, 2022)
7. The property lies within and is subject to the levies and assessments of the Yamhill Soil and Water Conservation District.
8. Easement(s) as shown on the official plat of said land.
9. Covenants, conditions and restrictions, but omitting any covenant or restriction based on race, color, religion, sex, sexual orientation, disability, handicap, familial status, marital status, ancestry, national origin or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law.

Recorded: June 30, 1977

Instrument No.: Film Volume: 121 Page: 744

Amended by instrument,

Recorded: July 14, 1978

Instrument No.: Film Volume: 142 Page: 31

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: \$234,671.00  
Trustor/Grantor: Zachary C. Kokkeler, a married man  
Trustee: First American Title  
Beneficiary: Mortgage Electronic Registration Systems, Inc. (MERS), solely as nominee for Summit Mortgage Corporation dba Summit Home Mortgage, Inc. a Minnesota Corporation  
Dated: September 14, 2009  
Recorded: September 15, 2009  
Instrument No.: [2009-14915](#)
11. Delivery to and approval by the Company of documentation authorizing transaction and setting forth parties authorized to execute documents on behalf of Cartus Financial Corporation.
12. 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.

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.

13. 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:

Kevin E. Long  
Sarah E. Smith

NOTE: We find the following deed affecting said Land recorded within 24 months of the date of this report:

Document: Statutory Warranty Deed  
Grantor: Zachary C. Kokkeler  
Grantee: Zachary C. Kokkeler and Christine L. Kokkeler  
Recorded: March 3, 2022  
Instrument No.: 2022-03319

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: Carolyn Rullo at Old Republic Title Company of Oregon  
Address: 1925 NE Stucki Ave., Ste. 105, Hillsboro, OR 97006  
Phone No.: 503-270-4410  
Reference: 5515003233-CR

(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)

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

1. Update effective date
2. Amend property address (add direction)
3. Add Arm Endorsement

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.

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 EXTRACONTRACTUAL 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.

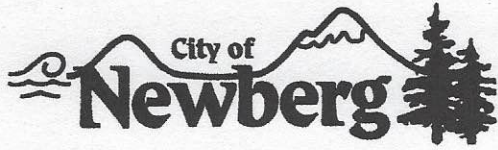
**End of Report**

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



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

Lot 15, Block 6, Spring Meadow Stage 2, in the City of Newberg, County of Yamhill, and State of Oregon.



## Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132  
503-537-1240. Fax 503-537-1272 [www.newbergoregon.gov](http://www.newbergoregon.gov)

### NOTICE OF PLANNING COMMISSION HEARING ON A CONDITIONAL USE PERMIT – VACATION RENTAL

A property owner in your neighborhood submitted an application to the City of Newberg for a conditional use permit to allow operation of a vacation rental home, also called a short-term rental. The Newberg Planning Commission will hold a hearing on May 11, 2023 at 7pm at the Newberg Public Safety Building, 401 E. Third St., Newberg OR, to evaluate the proposal. You are invited to take part in the City's review of this project by sending in your written comments or by testifying before the Planning Commission. For more details about giving comments, please see the last page.

The proposed project includes a request for a conditional use permit to operate a vacation rental home, also called a short-term rental, that would allow a maximum occupancy of six (6) people and include two (2) off-street parking spaces, quiet hours from 10pm to 7am, weekly refuse collection, and will not be occupied by recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy. The homeowners currently live at the home as their primary residence and are seeking approval to rent their home with an approved conditional use permit part of the year when they travel for work.

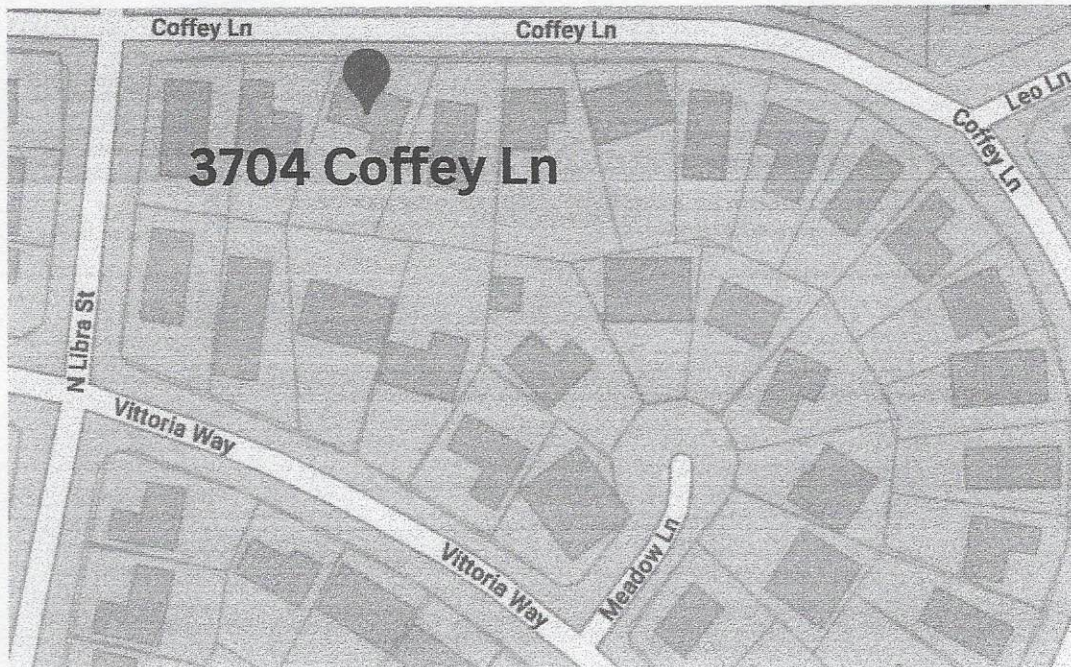
APPLICANT: Sarah Smith & Kevin Long

TELEPHONE: (510)423-1889

PROPERTY OWNER: Sarah Smith & Kevin Long

LOCATION: 3704 E. Coffey Lane. Newberg, OR 97132

TAX LOT NUMBER: R-3216AC10400



We are mailing you information about this project because you own land within 500 feet of the proposed conditional use. We invite you to send any written comments for or against the proposal within 20 days from the date this notice is mailed. We invite you to participate in the land use hearing scheduled before the Planning Commission. If you wish to participate in the hearing, you or a representative may do so in person. Oral testimony typically is limited to five minutes per speaker.

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

Written Comments: File No CUP23-0003  
City of Newberg  
Community Development Department  
PO Box 970  
Newberg, OR 97132

All written comments must be turned in by noon on Monday May 8th, 2023. Written information received after this time will be read out loud at the hearing subject to time limits for speakers and will be included in the record if there are further proceedings.

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. Application material can also be accessed at <https://www.newbergoregon.gov/planning> under the "Current Planning Projects" page.

A staff report relating to the proposal will be available for inspection at no cost seven days prior to the public hearing. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised during the public hearing process. 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 a conditional use and a vacation rental approval are found in Newberg Development Code Sections 15.225.060 and 15.445.300 – 350.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application through a continuance or extension of the record. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the State Land Use Board of Appeals based on that issue.

The Planning Commission will make a decision at the end of the public hearing process. If you participate in the public hearing process, either by testifying during the public hearing, or by sending in written comments, you will be sent information about any decision made by the City relating to this project.

Date Mailed: April 5th, 2023

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:**

*In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at 503-537-1283. For TTY services please dial 711.*

*Working Together For A Better Community-Serious About Service"*

/Users/melissawright/Desktop/STRpermits/City of Newberg/Mailed\_Notice\_TEMPLATE.doc

**CITY OF NEWBERG  
SAMPLE POSTED NOTICE**

**Land Use Notice**

**FILE #** CUP23-0003

**PROPOSAL: ~~VACATION RENTAL~~**

**FOR FURTHER INFORMATION, CONTACT:**

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

Proposal to operate a vacation rental home with a maximum occupancy limit of six (6) people which would include two (2) off-street parking spaces, quiet hours between 10 p.m. and 7 a.m., **2** weekly refuse collection, and will not be occupied by recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.

3'

Notice must be white with black letters, and must be landscape orientation, as shown above.  
The notice must be lettered using block printing or a "sans-serif" font, such as Arial.

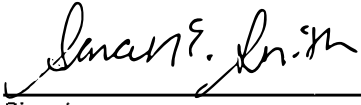
**CITY OF NEWBERG  
AFFIDAVIT OF NOTICING**

**REFERENCE ATTACHED LIST(S)/NOTICE(S)**

I, Sarah Smith, do hereby certify that the attached Notice of Land Use Action was:

- a) mailed to the following list of property owners, by United States mail, postage prepaid on April 5, 2023; (date)
- b) posted on the site according to standards established in Newberg Development Code §15.100.260 on April 5, 2023. (date)

I acknowledge that failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledge that failure to mail will result in the automatic postponement of a decision on the application 15.100.210.(D)(2) April 5, 2023. (date)

  
\_\_\_\_\_  
Signature Date

Sarah Smith  
\_\_\_\_\_  
Print name

OWNERFIRST	OWNERLAST	SITEADDRESS	SITECITY	SITESTATE	SITEZIP
Bruce W	Boeckman	3504 E Coffey Ln	Newberg	Or	97132
Luis M	Sanchez	3508 E Coffey Ln	Newberg	Or	97132
Benjamin	Blount	1708 N Gemini St	Newberg	Or	97132
Constance E	Ottley	3507 E Coffey Ln	Newberg	Or	97132
Thai Dinh	Pham	3503 E Coffey Ln	Newberg	Or	97132
Bryan	Voigt	3512 E Coffey Ln	Newberg	Or	97132
Marla J	Sweeney	3505 E Vittoria Way	Newberg	Or	97132
Steven R	Dodson	3509 E Vittoria Way	Newberg	Or	97132
Walter R	Thomoff	1700 N Gemini St	Newberg	Or	97132
William M	Fox	3501 E Coffey Ln	Newberg	Or	97132
Anne Y	Breeze	3511 E Coffey Ln	Newberg	Or	97132
Dana N	Alteneder	3513 E Vittoria Way	Newberg	Or	97132
Jennifer A	Egan	3600 E Coffey Ln	Newberg	Or	97132
Steven D	Fittinger	3409 E Coffey Ln	Newberg	Or	97132
Nancy	Powers	3408 E Coffey Ln	Newberg	Or	97132
Marjorie	Leaming	3601 E Coffey Ln	Newberg	Or	97132
Norman A	Woolen	1705 N Gemini St	Newberg	Or	97132
Kaitlin M	Murphy	3601 E Vittoria Way	Newberg	Or	97132
Copper W	Chadwick	3608 E Heater St	Newberg	Or	97132
Leland J	Upperman	3604 E Coffey Ln	Newberg	Or	97132
Beal Michael J Living Trust		3407 E Coffey Ln	Newberg	Or	97132
Melissa	Bisset	1701 N Gemini St	Newberg	Or	97132
Jeffrey J	Smith	3605 E Vittoria Way	Newberg	Or	97132
J Barbara	Springer	3404 E Coffey Ln	Newberg	Or	97132
Ronald	Fulham	3504 E Vittoria Way	Newberg	Or	97132
Amanda M	Lamb	3605 E Coffey Ln	Newberg	Or	97132
Tyler A	Dyck	3612 E Heater St	Newberg	Or	97132
Nathan	Wick	3508 E Vittoria Way	Newberg	Or	97132
Wayne A	Harms	1608 N Gemini St	Newberg	Or	97132
Kristen J	Harris	3405 E Coffey Ln	Newberg	Or	97132
Alexander R	Taylor	3405 E Vittoria Way	Newberg	Or	97132
Denise C	Lemen	3512 E Vittoria Way	Newberg	Or	97132
Melanie	Heald	3608 E Coffey Ln	Newberg	Or	97132
Donald G	Davis	3400 E Coffey Ln	Newberg	Or	97132
Bobby W	Wimmer	3609 E Vittoria Way	Newberg	Or	97132
Sechrist-ludwig Trust		3600 E Vittoria Way	Newberg	Or	97132
Jonathan B	Tabor	3408 E Vittoria Way	Newberg	Or	97132
Vicky	Peters	3616 E Heater St	Newberg	Or	97132
Michael J	Nashif	3308 E Coffey Ln	Newberg	Or	97132
Brant	Hawkins	3609 E Coffey Ln	Newberg	Or	97132
Ricky S	Hayes	3403 E Coffey Ln	Newberg	Or	97132
Elizabeth A	Painter	3304 E Coffey Ln	Newberg	Or	97132
Nicole J	Miller	3609 E Heater St	Newberg	Or	97132
Ruben V	Lucescu	3604 E Vittoria Way	Newberg	Or	97132
Jose	Echeverria	3404 E Vittoria Way	Newberg	Or	97132
Benjamin B	Fox	3505 E Madrona Dr	Newberg	Or	97132

MAILADDRESS	MAILCITY	MAILSTATE	MZIPANDZIP	BEDROOMS	BATHTOT	TOTALSF
3504 E Coffey Ln	Newberg	Or	97132	3	2	1426
3508 E Coffey Ln	Newberg	Or	97132	3	1	1024
1708 N Gemini St	Newberg	Or	97132	3	1	1004
3507 E Coffey Ln	Newberg	Or	97132	3	1	1040
13210 37th Ave S	Tukwila	Wa	98168	3	1	1030
3512 E Coffey Ln	Newberg	Or	97132	6	2	2072
3505 E Vittoria Way	Newberg	Or	97132	3	2	1091
3509 E Vittoria Way	Newberg	Or	97132	3	2	1565
1700 N Gemini St	Newberg	Or	97132	3	2	1344
3501 E Coffey Ln	Newberg	Or	97132	3	1	1036
3511 E Coffey Ln	Newberg	Or	97132	3	2	1546
3513 E Vittoria Way	Newberg	Or	97132	3	2	1095
3600 E Coffey Ln	Newberg	Or	97132	3	1	1024
3409 E Coffey Ln	Newberg	Or	97132	3	1	1040
3408 E Coffey Ln	Newberg	Or	97132	3	1	1002
3601 E Coffey Ln	Newberg	Or	97132	3	2	1456
1705 N Gemini St	Newberg	Or	97132	4	2	1764
3601 E Vittoria Way	Newberg	Or	97132	3	2	1456
3608 E Heater St	Newberg	Or	97132	3	2	1435
3604 E Coffey Ln	Newberg	Or	97132	3	1	1040
3407 E Coffey Ln	Newberg	Or	97132	3	1	1020
1701 N Gemini St	Newberg	Or	97132	3	2	1456
3605 E Vittoria Way	Newberg	Or	97132	3	3	1095
3404 E Coffey Ln	Newberg	Or	97132	3	1	1036
3504 E Vittoria Way	Newberg	Or	97132	3	2	1404
3605 E Coffey Ln	Newberg	Or	97132	3	2	1378
	Coppell	Tx	75019	3	2	1520
3508 E Vittoria Way	Newberg	Or	97132	3	1	1040
1608 N Gemini St	Newberg	Or	97132	3	2	1456
3405 E Coffey Ln	Newberg	Or	97132	3	1	1046
3405 E Vittoria Way	Newberg	Or	97132	2	1	934
3512 E Vittoria Way	Newberg	Or	97132	3	2	1020
3608 E Coffey Ln	Newberg	Or	97132	3	2	1418
3400 E Coffey Ln	Newberg	Or	97132	3	1	1024
12103 Columbet Ave	San Martin	Ca	95046	3	2	1418
3600 E Vittoria Way	Newberg	Or	97132	3	1	1334
3408 E Vittoria Way	Newberg	Or	97132	3	1	1032
3616 E Heater St	Newberg	Or	97132	3	1	1100
3308 E Coffey Ln	Newberg	Or	97132	2	1	934
3609 E Coffey Ln	Newberg	Or	97132	3	1	1040
3403 E Coffey Ln	Newberg	Or	97132	4	2	1381
3304 E Coffey Ln	Newberg	Or	97132	2	1	942
3323 Hillcrest Way	Forest Grove	Or	97116	3	2	1364
102 W Taylor Dr	Newberg	Or	97132	3	2	1344
3404 E Vittoria Way	Newberg	Or	97132	2	1	948
3505 E Madrona Dr	Newberg	Or	97132	3	1	1032

Jason A	Arsenault	3509 E Madrona Dr	Newberg	Or	97132
David F	Peck	3613 E Heater St	Newberg	Or	97132
Steven	Digregorio	3501 E Madrona Dr	Newberg	Or	97132
Andrea	Tebo	3513 E Madrona Dr	Newberg	Or	97132
Josiah	Stevens	3700 E Heater St	Newberg	Or	97132
Donald A	Kelley	3401 E Coffey Ln	Newberg	Or	97132
Denise Lingel	Hirschhorn	3612 E Coffey Ln	Newberg	Or	97132
Elizabeth J	Watson	1705 N Libra St	Newberg	Or	97132
Eric R	Funk	1608 E Coffey Ln	Newberg	Or	97132
Gregory E	Sample	3601 E Madrona Dr	Newberg	Or	97132
Kenneth E	Hubel	1701 N Libra St	Newberg	Or	97132
Danielle	Emerson	3608 E Vittoria Way	Newberg	Or	97132
Travis D	Sprecher	3613 E Coffey Ln	Newberg	Or	97132
Hannah	Sanchez	1601 N Gemini St	Newberg	Or	97132
Shauna A	Lisle	3313 E Coffey Ln	Newberg	Or	97132
Lucy L	Gorman	3605 E Madrona Dr	Newberg	Or	97132
Cherie	Tompkins	1604 E Coffey Ln	Newberg	Or	97132
Mekya	Barr	3309 E Coffey Ln	Newberg	Or	97132



3509 E Madrona Dr	Newberg	Or	97132	3	2	1320
3613 E Heater St	Newberg	Or	97132	3	1	1040
3501 E Madrona Dr	Newberg	Or	97132	3	1	1088
3513 E Madrona Dr	Newberg	Or	97132	3	2	1344
34295 Ne Wilsonville Rd	Newberg	Or	97132	3	2	1015
3401 E Coffey Ln	Newberg	Or	97132	3	1	1036
3612 E Coffey Ln	Newberg	Or	97132	3	1	1040
1705 N Libra St	Newberg	Or	97132	3	2	1423
1608 E Coffey Ln	Newberg	Or	97132	2	1	912
3601 E Madrona Dr	Newberg	Or	97132	3	2	1200
1701 N Libra St	Newberg	Or	97132	3	2	1650
3608 E Vittoria Way	Newberg	Or	97132	3	3	1091
327 Se Jackson St	Willamina	Or	97396	3	2	1378
1601 N Gemini St	Newberg	Or	97132	3	1	1040
3313 E Coffey Ln	Newberg	Or	97132	2	1	934
3605 E Madrona Dr	Newberg	Or	97132	3	1	1040
23236 Ne Hagey Rd	Dundee	Or	97115	2	1	912
3309 E Coffey Ln	Newberg	Or	97132	3	1	900



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3704 E Coffey Ln  
**LOCATION:** N/A  
**TAX LOT:** R3216AC 10400  
**FILE NO:** CUP23-0003  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 5/11/2023



Project Information is Attached:

- 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)

*BROOKS BATEMAN*  
Reviewed By:

*3.22.23*  
Date:

*BUILDING*  
Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*Doug Rex*

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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
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**HEARING DATE:** 5/11/2023



Project Information is Attached:

- 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)

*Doug Rex*  
Reviewed By:

4/11/23  
Date:

City of Newberg  
Organization:



# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3704 E Coffey Ln  
**LOCATION:** N/A  
**TAX LOT:** R3216AC 10400  
**FILE NO:** CUP23-0003  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 5/11/2023



Project Information is Attached:

- 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)

Digitally signed by Will  
DNE, CN=US, OU=Will Worthey, O=City of Newberg, CN=Will  
E=will.worthey@newbergoregon.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2023.03.22 10:07:06-0700  
Foxit PhantomPDF, Version: 10.1.9

3/22/23

Reviewed By:

Date:

Will Worthey CM

Organization:



# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3704 E Coffey Ln  
**LOCATION:** N/A  
**TAX LOT:** R3216AC 10400  
**FILE NO:** CUP23-0003  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 5/11/2023



---

Project Information is Attached:

---

- 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)

**Brett Musick**

Digitally signed by Brett Musick  
DN: CN=Brett Musick, E=brett.musick@newbergoregon.gov  
Reason: I have reviewed this document  
Location: your signing location here  
Date: 2023.03.30 15:46:07-07'00'  
Foxit PhantomPDF Version: 10.1.9

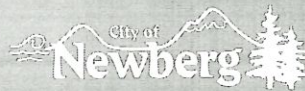
**3/30/23**

Reviewed By:

Date:

**CON PW Engineering**

Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3704 E Coffey Ln  
**LOCATION:** N/A  
**TAX LOT:** R3216AC 10400  
**FILE NO:** CUP23-0003  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 5/11/2023



Project Information is Attached:

- 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)

[Signature]  
Reviewed By:

3/23/23  
Date:

Finance  
Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

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: April 5, 2023  
Please refer questions and comments to: Ashley Smith

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

**APPLICANT:** Sarah Smith & Kevin Long  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3704 E Coffey Ln  
**LOCATION:** N/A  
**TAX LOT:** R3216AC 10400  
**FILE NO:** CUP23-0003  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 5/11/2023



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\_\_\_\_\_  
Reviewed By:

3/30/20  
Date:

Newberg-Dundee Police Dept.  
Organization:



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**April Catan**

Digitally signed by April Catan  
DN: cn=US, ou=Operations, o=City of Newberg, cn=April Catan,  
E=april.catan@newbergoregon.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2023.03.22 06:27:53 -0700  
Foxit PhantomPDF, Version: 10.1.9

**3/22/23**

Reviewed By:

Date:

**City of Newberg**

Organization:





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Organization:



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Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: 503-526-3544 [scott.albert@ziply.com](mailto:scott.albert@ziply.com)