

February 17, 2023

Sarah Smith and Kevin Long  
3704 E Coffey LN  
Newberg, OR 97132  
Email: sarah@hpenny.com

Re: Vacation Rental – Completeness Notice for CUP22-0003 (3704 E Coffey LN)

Dear Ms. Smith:

This letter is to inform you that the above referenced application submitted on January 30, 2023, for a conditional use permit for a vacation rental operation at 3704 E Coffey LN is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **May 11, 2023**.

Please provide 3 hardcopies of your application for review by referral agencies. Staff will send out the newspaper notice and post in four public places the hearing notice on April 27, 2023. 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 no later than April 21, 2022. Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and placed on the N School Street 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.

Please feel free to contact me at [clay.downing@newbergoregon.gov](mailto:clay.downing@newbergoregon.gov) or 503-554-7728 if you have any further questions.

Regards,

A handwritten signature in black ink, appearing to read "Clay Downing".

Clay Downing, Planning Manager  
City of Newberg, Community Development Department

**Attachments:** Revised Mailer Notice  
Revised Posted Notice  
Affidavit of Routing