

March 20, 2023

Kirby & Louthan LLC  
204 W 3<sup>rd</sup> Street  
Newberg, OR 97132  
Email: gabriel@louthanconsulting.com

Re: Vacation Rental – Completeness Notice for CUP23-0005 – 204 W 3<sup>rd</sup> Street

This letter is to inform you that the above referenced application submitted on February 21, 2023, for a conditional use permit for a vacation rental operation at 204 W 3<sup>rd</sup> Street is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **June 8, 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 May 25, 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 May 19, 2023. Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and placed on the frontage of the property along W 3<sup>rd</sup> Street. 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