

April 28, 2023

Rob Hankins
808 E Hancock Street
Newberg, OR 97132
Sent by Email: gethankins@gmail.com

Re: Complete Notice – DR223-0003 – 808/814 E Hancock Street

Dear applicant:

Your application materials for the proposed remodel of an existing café and coffee shop were received on April 10, 2023, and reviewed for completeness. The Type II site design review application materials are **deemed complete**.

Please provide three hard copies of all application materials for use in agency referral and design review. Once we receive the additional hard copies of all application materials, the application will be routed for the 15-day agency review and referral period, after which a decision will be issued.

Type II project review also requires public noticing and a public comment period pursuant to adopted procedures in the Newberg Municipal Code. Attached you will find a marked-up version of your neighborhood mailer and sign posting. Please add the missing information to the mailer (in bold) and submit a final copy to me prior to preparing your mailing.

A posted notice sign must be placed on each frontage of the site. Based on City requirements and the length of lot frontages for the subject property, three signs will be required – one on N Edwards Street, one on E Hancock Street, and one on N Meridian Street. The noticing signs must be waterproof, measuring a minimum of two feet by three feet, and if possible, the notice shall be posted within 10 feet of a street lot line and be visible to pedestrians and motorists. Notices shall not be posted in a public right-of-way or on trees.

Within two days of completing the mailing and sign posting, please return the attached affidavit. Please feel free to contact me at clay.downing@newbergoregon.gov or 505-554-7728 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