

June 30, 2023

Alvin Elbert  
518 S Springbrook Road  
Newberg, OR 97132  
503-538-0350  
Sent via Email to [rachel@aremanufacturing.com](mailto:rachel@aremanufacturing.com)

Cc: Troy Haworth ([troy@haworthinc.net](mailto:troy@haworthinc.net))  
Ray Duyn ([ray@haworthinc.net](mailto:ray@haworthinc.net))

## Re: Complete Notice – DR223-0005 (518 S Springbrook RD)

Dear applicant:

This letter is to inform you that the above referenced application for a Type II design review of a proposed 10,534 addition to an existing building is deemed **complete**. Application materials were submitted on April 27, 2023, and additional materials were submitted on May 23, May 26, and June 28, 2023. Type II procedures require both agency referral and public noticing to occur.

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 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 waterproof posted notice sign which measures a minimum of two feet by three feet must be placed on the S Springbrook Road frontage of the property. If possible, the posted notice should be posted within 10 feet of a street lot line and will be visible to pedestrians and motorists in clear view S Springbrook Road from a public right-of-way. The notice posted may 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](mailto: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", is positioned above the typed name.

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