

May 25, 2023

Kelly and Bryan Voigt
3512 E Coffey Lane
Newberg, OR 97132
Email: kelly.voigt35@gmail.com

Re: Vacation Rental – Completeness Notice for CUP23-0008 (3512 E Coffey Lane)

This letter is to inform you that the above referenced application submitted on April 13, 2023, for a conditional use permit for a vacation rental operation at 2512 E Coffey Lane is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **July 13, 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 June 22, 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 June 23, 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 E Coffey Lane frontage. 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 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