



TYPE III APPLICATION (QUASI-JUDICIAL REVIEW)

File #: CUP23-0011

TYPES – PLEASE CHECK ONE:

- Annexation
- Comprehensive Plan Amendment (site specific)
- Zoning Amendment (site specific)
- Historic Landmark Modification/alteration
- Conditional Use Permit
- Type III Major Modification
- Planned Unit Development
- Other: (Explain) _____

APPLICANT INFORMATION:

APPLICANT: Carley and Garret Lukens

ADDRESS: 13047 SW 62nd Ave CITY: Portland STATE: OR ZIP: 97219

EMAIL ADDRESS: carleyjlukens@gmail.com PHONE: (503) 330-2030 MOBILE: (503) 621-7278

OWNER (if different from above): _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ENGINEER/SURVEYOR: _____ CONTACT: _____

EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

GENERAL INFORMATION:

PROJECT LOCATION: 1208 E 10th St, Newberg, OR 97132 PROJECT VALUATION: \$ _____

PROJECT DESCRIPTION/USE: Vacation rental

MAP/TAX LOT NO. (i.e. 3200AB-400): R3220CC 02300 SITE SIZE: 5900 SQ. FT. ACRE

COMP PLAN DESIGNATION: _____ CURRENT ZONING: _____

CURRENT USE: Single-family residential TOPOGRAPY: _____

SURROUNDING USES:

NORTH: _____ SOUTH: _____

EAST: _____ WEST: _____

ATTACHED PROJECT CRITERIA AND REQUIREMENTS (check all that is included)

- General Checklist:** Fees Public Notice Information Current Title Report Written Criteria Response Owner Signature
- 2 -Hard copies of full Application Packet 1 -Digital Copy of Full Application Packet

For detailed checklists, applicable criteria for the written criteria response, and number of copies per application type, turn to:

| | |
|---|-------|
| Annexation | p. 11 |
| Comprehensive Plan / Zoning Map Amendment (site specific) | p. 18 |
| Conditional Use Permit | p. 22 |
| Short Term Rental | p. 26 |
| Historic Landmark Modification/Alteration | p. 37 |
| Planned Unit Development | p. 41 |

The Application Packet can be submitted to Planning@newbergoregon.gov or at 414 E First St., Newberg OR. 97132
2 physical copies must be mailed or brought into the Community Development Department

Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief.

Carley Lukens
Digitally signed by Carley Lukens
Date: 2023.07.07 16:45:09 -07'00'

 Applicant Signature Date

Garret Lukens
Digitally signed by Garret Lukens
Date: 2023.07.07 16:46:22 -07'00'

 Owner Signature Date

Carley Lukens

 Print Name

Garret Lukens

 Print Name

TYPE III SHORT TERM RENTAL CRITERIA

THERE ARE SEVERAL TYPES OF SHORT-TERM RENTALS:

BED & BREAKFAST ESTABLISHMENT (2 OR FEWER ROOMS): *(Only Zones R-1 is Type III Process)*

Is a structure designed as a single-family dwelling and occupied by an on-site manager (property occupant/property owner) in which 2 or fewer sleeping units are provided for periods of less than 30 days for use by travelers or transients for a charge or fee paid or to be paid for the rental or use of the facility.

BED & BREAKFAST ESTABLISHMENT (3 OR MORE ROOMS):

Is a structure designed as a single-family dwelling and occupied by an on-site manager in which 3 or more sleeping units are provided for periods of less than 30 days for use by travelers or transients for a charge or fee paid or to be paid for the rental or use of the facility. This use is also typically known as a traditional bed & breakfast.

GENERAL REQUIREMENTS: [NMEC15.445.010](#)

- The structure used for a [bed and breakfast establishment](#) shall be designed for and occupied as a single-family residence. The structure shall maintain the characteristics of a single-family residence.
- All residences used for bed and breakfast establishments shall be applicant occupied.
- A minimum of one off-street [parking space](#) shall be provided for every two permitted guest sleeping rooms. In addition, parking standards normally required for single-family residences will apply.
- The duration of each guest's stay at the bed and breakfast establishment shall be limited to no more than seven consecutive days and no more than 15 days within a 30-day period.
- Bed and breakfast establishments located in other than single-story buildings shall provide permanent or portable fire escape systems from the upper floor(s) in a manner acceptable to the Newberg fire department.
- All bed and breakfast establishments shall conform to the requirements of the current edition of the Oregon Structural Specialty Code and Oregon Fire [Code](#).

VACATION RENTAL HOMES: *(Only Zones R-1 & R-2 is Type III process)*

A single-family dwelling unit that is used, rented or occupied for periods of less than 30 days, or is available, advertised, or listed by an agent as available for use, rent for occupancy for periods of less than 30 days. The purpose is to maintain the peace, quiet, traffic patterns, and property maintenance typical for the residential neighborhood.

GENERAL REQUIREMENTS: [NMC15.445.300-340](#)

- The [vacation rental home](#) must be a structure approved for occupancy as a [single-family dwelling](#) unit.
- The vacation rental home shall provide a minimum of two [parking spaces](#) on the site that are available for use of the rental occupants.
- The applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people.
- The premises of the vacation rental home may not include any occupied [recreational vehicle](#), [trailer](#), tent or temporary shelter during the rental occupancy.
- Prior to use or advertising for use of a dwelling as a vacation rental home, the [owner](#) or operator shall register the vacation rental home with the city on forms provided by City Staff. The registration shall include such information required by the City, including the name and contact information for the [owner](#), operator and a local contact.

- The [applicant](#) shall post the vacation rental home registration within the dwelling adjacent to the front door. At a minimum, the posting will contain the following information:
 - A. The name of the operator and a telephone number where the operator may be reached.
 - B. The telephone number for the police department.
 - C. The maximum number of occupants permitted to stay in the [dwelling](#).
 - D. The standards for the rental occupancy.
 - E. The solid waste collection day.

COMPLAINTS AND REVOCATION OF REGISTRATION. [NMC15.445.350](#)

If the City receives two or more written complaints within a one-year period regarding a vacation rental home occupancy, and the issues have not been resolved through the Code Enforcement Officer, the City Manager may schedule a [hearing](#) to consider revoking the vacation rental home registration. The hearing may be conducted by the City Manager, or other such hearings officer as the City Manager may appoint for this purpose.

The City Manager shall notify the owner and operator of the hearing, those submitting written complaints, and may invite others to submit testimony at the hearing. After hearing the facts, the City Manager may do any of the following:

- A. Revoke the registration for noncompliance with the standards in this section. If this permit is revoked, the premises may not be used as a vacation rental home for a period of two years, or a period of lesser time as determined by the hearings officer.
- B. Impose additional conditions necessary to fulfill the purpose of this section.
- C. Establish a probationary period to monitor compliance.
- D. Dismiss the complaint.
- E. Refer the matter to the [code](#) enforcement officer for citation in municipal court or other appropriate jurisdiction.

The hearings officer's decision may be appealed to the planning commission by the [applicant](#), [owner](#), or [person](#) filing the written complaint within 14 calendar days of the date of the decision in the manner provided in NMC [15.100.170](#).

VACATION RENTALS AND BED AND BREAKFAST CONDITIONAL USE PERMIT CHECKLIST

The following items must be submitted with each application. Incomplete applications will not be processed. Incomplete or missing information may delay the review process. Check with the Planning Division regarding additional requirements for your project.

Submit one (1) original 8 ½" x 11" or 11" x 17" reproducible document together with 2 copies of the following information:

FEES

PUBLIC NOTICE INFORMATION – Draft of mailer notice and sign; mailing list of all properties within 500'. *(This can be requested from a title company.)*

CURRENT TITLE REPORT (within 60 days old)

WRITTEN CRITERIA RESPONSE - Address the criteria listed on page 21 and [15.445.330](#) Vacation Rental Home standards or [15.445.010](#) Bed and Breakfast Establishments standards.

PROJECT STATEMENT - Provide a written statement that addresses the operational data for the project, including hours of operation, number of employees, traffic information, odor impacts, and noise impacts.

EXISTING PROPERTY MAP - Make sure the maps are at least 8 ½ x 11 inches in size and the scale is standard. An aerial picture of the property can be used as the existing property map (such as Google Maps). Where applicable, include the following information in the map(s) (information may be shown on multiple pages):

Site Features: Indicate the location and footprint of all on-site buildings and other facilities such as mail delivery, and trash disposal.

Off-Street Parking: Show proposed vehicular parking spaces and how the spaces meet the off-street parking requirements.

Signs and Graphics: Show the location, size, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features.

Other: Show any other site elements which will assist in the evaluation of the site and the project.



FILE #: _____

COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

VACATION RENTALS CRITERIA FORM

NOTE TO APPLICANTS - PROVIDE THIS INFORMATION WITH A TYPE II or TYPE III LAND USE APPLICATION AND A BUSINESS LICENSE APPLICATION.
For questions on this form, please contact the Planning Division at 503-537-1240 or email: planning@newbergoregon.gov.

SITE INFORMATION:

| | |
|---|------------|
| Address: | |
| Applicant Name: | |
| Mailing Address: | State/Zip: |
| Phone: | Email: |
| This is a single-family house: <input type="checkbox"/> Yes <input type="checkbox"/> No House Type: _____ | |

FUTURE REQUIREMENTS:

Initial to commit to meeting these requirements if the vacation rental application is approved.

- _____ I/we will register and pay the transient lodging tax each year.
- _____ I/we will post the vacation rental home registration that contains the information listed in the Development Code in [15.445.340](#).
- _____ I/we understand the complaint process and revocation of registration listed in the Development Code in [15.445.350](#).

GENERAL INFORMATION:

Provide a brief description of your proposed vacation rental including how it will be rented out.

VACATION RENTALS CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.445.330](#).

1. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants. Please state where those parking spaces will be located.

2. The applicant shall provide for regular refuse collection. Please state the location and collection day.

3. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people. Please state how you'll meet this criterion.

4. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy. Please state how you'll meet this criterion.

CONDITIONAL USE CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.225.060](#).

1. The location, size, design and operating characteristics of the vacation rental are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the use.

2. The proposed vacation rental will provide a convenient and functional living, working, shopping or civic environment, and will be as attractive as the nature of the use and its location and setting warrants.

Other/Continued Response Section:

1208 E 10th St - Off-Street Parking



1208 E 10th St - Site Features





1455 SW Broadway, Suite 1450
(503)646-4444

OWNERSHIP AND ENCUMBRANCES REPORT WITH GENERAL INDEX LIENS
Informational Report of Ownership and Monetary and Non-Monetary Encumbrances

To ("Customer"): Platypus Rentals
1208 E 10th Street
Newberg, OR 97132

Customer Ref.: _____
Order No.: 471823125898
Effective Date: June 16, 2023 at 08:00 AM
Charge: \$300.00

The information contained in this report is furnished by Ticor Title Company of Oregon (the "Company") as a real property information service based on the records and indices maintained by the Company for the county identified below. THIS IS NOT TITLE INSURANCE OR A PRELIMINARY TITLE REPORT FOR, OR COMMITMENT FOR, TITLE INSURANCE. No examination has been made of the title to the herein described property, other than as specifically set forth herein. Liability for any loss arising from errors and/or omissions is limited to the lesser of the charge or the actual loss, and the Company will have no greater liability by reason of this report. THIS REPORT IS SUBJECT TO THE LIMITATIONS OF LIABILITY STATED BELOW, WHICH LIMITATIONS OF LIABILITY ARE A PART OF THIS REPORT.

THIS REPORT INCLUDES MONETARY AND NON-MONETARY ENCUMBRANCES.

Part One - Ownership and Property Description

Owner. [The apparent vested owner](#) of property ("the Property") as of the Effective Date is:

Garret A. Lukens and Carley J. Lukens, as tenants by the entirety

Premises. The Property is:

(a) Street Address:

1208 E 10th Street, Newberg, OR 97132

(b) Legal Description:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Part Two - Encumbrances

Encumbrances. As of the Effective Date, the Property appears subject to the following monetary and non-monetary encumbrances of record, not necessarily listed in order of priority, including liens specific to the subject property and general index liens (liens that are not property specific but affect any real property of the named person in the same county):

EXCEPTIONS

Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2022-2023
Amount: \$1,573.47
Levy Code: 29.0
Account No.: [61514](#)
Map No.: R3220CC 02300

1. City Liens, if any, in favor of the City of Newberg.
2. A deed of trust to secure an indebtedness in the amount shown below,

Amount: \$349,000.00
Dated: August 16, 2021
Trustor/Grantor: Garret A. Lukens and Carley J. Lukens, as tenants by the entirety
Trustee: Ticor Title
Beneficiary: Mortgage Electronic Registration Systems, Inc., acting solely as nominee for Pacific Residential Mortgage
Loan No.: 16A0094630
Recording Date: August 20, 2021
Recording No.: [202117071](#)

End of Reported Information

There will be additional charges for additional information or copies. For questions or additional requests, contact:

Deborah Clark
5035353743
deborah.clark@titlegroup.fntg.com

Ticor Title Company of Oregon
1455 SW Broadway, Suite 1450
Portland, OR 97201

EXHIBIT "A"
[Legal Description](#)

For APN/Parcel ID(s): 61514
For Tax Map ID(s): R3220CC02300

Lot 3, Block 6, CITY PARK ADDITION, in the City of Newberg, County of Yamhill and State of Oregon.

LIMITATIONS OF LIABILITY

"CUSTOMER" REFERS TO THE RECIPIENT OF THIS REPORT.

CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES THAT IT IS EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE, TO DETERMINE THE EXTENT OF LOSS WHICH COULD ARISE FROM ERRORS OR OMISSIONS IN, OR THE COMPANY'S NEGLIGENCE IN PRODUCING, THE REQUESTED REPORT, HEREIN "THE REPORT." CUSTOMER RECOGNIZES THAT THE FEE CHARGED IS NOMINAL IN RELATION TO THE POTENTIAL LIABILITY WHICH COULD ARISE FROM SUCH ERRORS OR OMISSIONS OR NEGLIGENCE. THEREFORE, CUSTOMER UNDERSTANDS THAT THE COMPANY IS NOT WILLING TO PROCEED IN THE PREPARATION AND ISSUANCE OF THE REPORT UNLESS THE COMPANY'S LIABILITY IS STRICTLY LIMITED. CUSTOMER AGREES WITH THE PROPRIETY OF SUCH LIMITATION AND AGREES TO BE BOUND BY ITS TERMS

THE LIMITATIONS ARE AS FOLLOWS AND THE LIMITATIONS WILL SURVIVE THE CONTRACT:

ONLY MATTERS IDENTIFIED IN THIS REPORT AS THE SUBJECT OF THE REPORT ARE WITHIN ITS SCOPE. ALL OTHER MATTERS ARE OUTSIDE THE SCOPE OF THE REPORT.

CUSTOMER AGREES, AS PART OF THE CONSIDERATION FOR THE ISSUANCE OF THE REPORT AND TO THE FULLEST EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS FOR ANY AND ALL CLAIMS, LIABILITIES, CAUSES OF ACTION, LOSSES, COSTS, DAMAGES AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY'S FEES, HOWEVER ALLEGED OR ARISING, INCLUDING BUT NOT LIMITED TO THOSE ARISING FROM BREACH OF CONTRACT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF WARRANTY, EQUITY, THE COMMON LAW, STATUTE OR ANY OTHER THEORY OF RECOVERY, OR FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THE REPORT OR ANY OF THE MATERIALS CONTAINED THEREIN OR PRODUCED, **SO THAT THE TOTAL AGGREGATE LIABILITY OF THE COMPANY AND ITS AGENTS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS SHALL NOT IN ANY EVENT EXCEED THE COMPANY'S TOTAL FEE FOR THE REPORT.**

CUSTOMER AGREES THAT THE FOREGOING LIMITATION ON LIABILITY IS A TERM MATERIAL TO THE PRICE THE CUSTOMER IS PAYING, WHICH PRICE IS LOWER THAN WOULD OTHERWISE BE OFFERED TO THE CUSTOMER WITHOUT SAID TERM. CUSTOMER RECOGNIZES THAT THE COMPANY WOULD NOT ISSUE THE REPORT BUT FOR THIS CUSTOMER AGREEMENT, AS PART OF THE CONSIDERATION GIVEN FOR THE REPORT, TO THE FOREGOING LIMITATION OF LIABILITY AND THAT ANY SUCH LIABILITY IS CONDITIONED AND PREDICATED UPON THE FULL AND TIMELY PAYMENT OF THE COMPANY'S INVOICE FOR THE REPORT.

THE REPORT IS LIMITED IN SCOPE AND IS NOT AN ABSTRACT OF TITLE, TITLE OPINION, PRELIMINARY TITLE REPORT, TITLE REPORT, COMMITMENT TO ISSUE TITLE INSURANCE, OR A TITLE POLICY, AND SHOULD NOT BE RELIED UPON AS SUCH. THE REPORT DOES NOT PROVIDE OR OFFER ANY TITLE INSURANCE, LIABILITY COVERAGE OR ERRORS AND OMISSIONS COVERAGE. THE REPORT IS NOT TO BE RELIED UPON AS A REPRESENTATION OF THE STATUS OF TITLE TO THE PROPERTY. THE COMPANY MAKES NO REPRESENTATIONS AS TO THE REPORT'S ACCURACY, DISCLAIMS ANY WARRANTY AS TO THE REPORT, ASSUMES NO DUTIES TO CUSTOMER, DOES NOT INTEND FOR CUSTOMER TO RELY ON THE REPORT, AND ASSUMES NO LIABILITY FOR ANY LOSS OCCURRING BY REASON OF RELIANCE ON THE REPORT OR OTHERWISE.

IF CUSTOMER (A) HAS OR WILL HAVE AN INSURABLE INTEREST IN THE SUBJECT REAL PROPERTY, (B) DOES NOT WISH TO LIMIT LIABILITY AS STATED HEREIN AND (C) DESIRES THAT ADDITIONAL LIABILITY BE ASSUMED BY THE COMPANY, THEN CUSTOMER MAY REQUEST AND PURCHASE A POLICY OF TITLE INSURANCE, A BINDER, OR A COMMITMENT TO ISSUE A POLICY OF TITLE INSURANCE. NO ASSURANCE IS GIVEN AS TO THE INSURABILITY OF THE TITLE OR STATUS OF TITLE. CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES IT HAS AN INDEPENDENT DUTY TO ENSURE AND/OR RESEARCH THE ACCURACY OF ANY INFORMATION OBTAINED FROM THE COMPANY OR ANY PRODUCT OR SERVICE PURCHASED.

NO THIRD PARTY IS PERMITTED TO USE OR RELY UPON THE INFORMATION SET FORTH IN THE REPORT, AND NO LIABILITY TO ANY THIRD PARTY IS UNDERTAKEN BY THE COMPANY.

CUSTOMER AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS, AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES AND SUBCONTRACTORS BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES, OR LOSS OF PROFITS, REVENUE, INCOME, SAVINGS, DATA, BUSINESS, OPPORTUNITY, OR GOODWILL, PAIN AND SUFFERING, EMOTIONAL DISTRESS, NON-OPERATION OR INCREASED EXPENSE OF OPERATION, BUSINESS INTERRUPTION OR DELAY, COST OF CAPITAL, OR COST OF REPLACEMENT PRODUCTS OR SERVICES, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, STRICT LIABILITY, BREACH OF WARRANTIES, FAILURE OF ESSENTIAL PURPOSE, OR OTHERWISE AND WHETHER CAUSED BY NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE OR ANY OTHER CAUSE WHATSOEVER, AND EVEN IF THE COMPANY HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OR KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY FOR SUCH DAMAGES.

END OF THE LIMITATIONS OF LIABILITY



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132

503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

NOTICE OF PLANNING COMMISSION HEARING ON A CONDITIONAL USE PERMIT

A property owner in your neighborhood submitted an application to the City of Newberg for a conditional use permit to allow operation of a short-term vacation rental. The Newberg Planning Commission will hold a hearing on September 14, 2023 at 7 p.m. at the Newberg Public Safety Building, 401 E. Third Street, Newberg, OR, to evaluate the proposal. You are invited to take part in the City's review of this project by sending in your written comments or by testifying before the Planning Commission. For more details about giving comments, please see the back of this sheet.

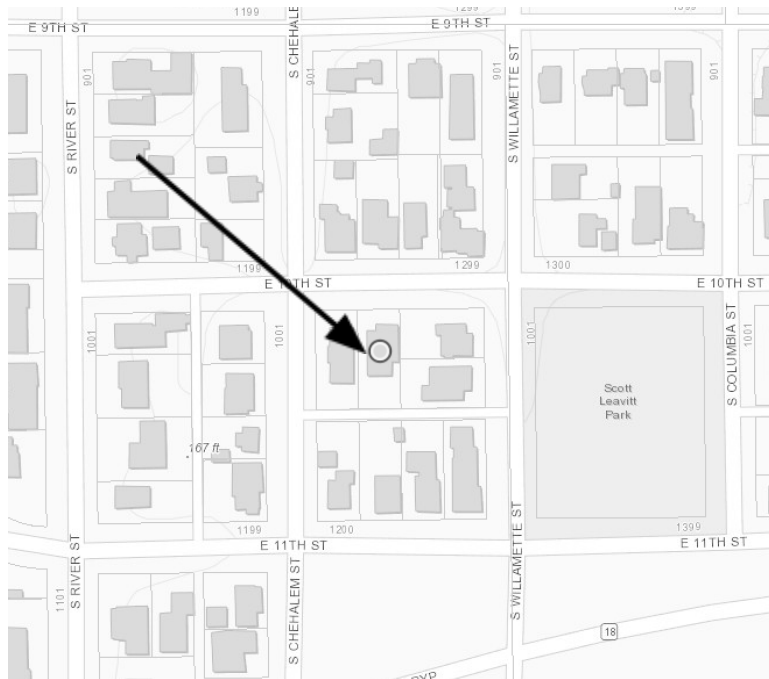
The application requests a conditional use permit to operate a vacation rental home in an existing 3-bedroom dwelling that would allow a maximum occupancy of six (6) people, with the property owners ensuring that two (2) off-street parking spaces are provided, quiet hours are from 10 PM to 7 AM, refuse will be collected weekly, and no recreational vehicles, trailers, tents, or temporary shelters will be allowed during the rental occupancy.

APPLICANT: Carley and Garret Lukens
TELEPHONE: (503) 330-2030

PROPERTY OWNER: Carley and Garret Lukens

LOCATION: 1208 E 10th St, Newberg, OR 97132

TAX LOT NUMBER: R3220CC 02300



We are mailing you information about this project because you own land within 500 feet of the proposed subdivision. We invite you to participate in the land use hearing scheduled before the Planning Commission. If you wish to participate in the hearing, you may do so in person or be represented by someone else. Oral testimony typically is limited to five minutes per speaker.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No. CUP23-0011
City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

All written comments must be turned in by noon on Monday, September 11, 2023. Written information received after this time will be read out loud at the hearing subject to time limits for speakers and will be included in the record if there are further proceedings.

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. Application material can also be accessed at <https://www.newbergoregon.gov/planning> under the "Current Planning Projects" page.

A staff report relating to the proposal will be available for inspection at no cost seven days prior to the public hearing. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised during the public hearing process. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for a conditional use permit are found in Newberg Development Code Sections 15.225.060 and 15.445.330.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application through a continuance or extension of the record. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the State Land Use Board of Appeals based on that issue.

The Planning Commission will make a decision at the end of the public hearing process. If you participate in the public hearing process, either by testifying at the public hearing, or by sending in written comments, you will be sent information about any decision made by the City relating to this project.

Date Mailed: August 21, 2023

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at 503-537-1283. For TTY services please dial 711.

Working Together For A Better Community-Serious About Service"

TRAVIS DUVAL
OR CURRENT HOMEOWNER
1407 E 10TH ST
NEWBERG OR 97132

SAMUEL BARNES
OR CURRENT HOMEOWNER
1401 E 10TH ST
NEWBERG OR 97132

STEVEN HERMAN
OR CURRENT HOMEOWNER
1009 11TH CT
NEWBERG OR 97132

NERY FLORES
OR CURRENT HOMEOWNER
1315 E 10TH ST
NEWBERG OR 97132

DALE HOWARD
OR CURRENT HOMEOWNER
1106 S RIVER ST
NEWBERG OR 97132

EILEEN MAY
OR CURRENT HOMEOWNER
812 S CHEHALEM ST
NEWBERG OR 97132

DEREK WESTHORA
OR CURRENT HOMEOWNER
1009 S WILLAMETTE ST
NEWBERG OR 97132

ASHLEY VELASQUEZ
OR CURRENT HOMEOWNER
916 S RIVER ST
NEWBERG OR 97132

MARIA RODRIGUEZ
OR CURRENT HOMEOWNER
1315 E 9TH ST
NEWBERG OR 97132

DENNIS BENJAMIN
OR CURRENT HOMEOWNER
1207 E 10TH ST
NEWBERG OR 97132

DANIELLE MONROE
OR CURRENT HOMEOWNER
1007 S CHEHALEM ST
NEWBERG OR 97132

ALTON FUNK
OR CURRENT HOMEOWNER
917 S RIVER ST
NEWBERG OR 97132

KASANDRA NORGAARD
OR CURRENT HOMEOWNER
NEWBERG OR 97132

NWT DEVELOPMENT LLC
OR CURRENT HOMEOWNER
925 S RIVER ST
NEWBERG OR 97132

JOSE RANGEL
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 1
NEWBERG OR 97132

MICHELLE CONRAD
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 2
NEWBERG OR 97132

SCOTT MCDONALD
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 3
NEWBERG OR 97132

MATTHEW GROSS
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 14
NEWBERG OR 97132

TAMRA KLUGH
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 15
NEWBERG OR 97132

NICHOLAS BANBURY
OR CURRENT HOMEOWNER
925 S RIVER ST UNIT 16
NEWBERG OR 97132

AGUSTIN ESPINOZA
OR CURRENT HOMEOWNER
1311 E 9TH ST
NEWBERG OR 97132

JOHN MCGLOTHLAN
OR CURRENT HOMEOWNER
1115 E 11TH ST
NEWBERG OR 97132

VERONIKA HOFSTETTER
OR CURRENT HOMEOWNER
902 S CHEHALEM ST
NEWBERG OR 97132

JAMIE WHITEAKER
OR CURRENT HOMEOWNER
904 S CHEHALEM ST
NEWBERG OR 97132

KWI PARK
OR CURRENT HOMEOWNER
1210 E 9TH ST
NEWBERG OR 97132

KAY KOCH
OR CURRENT HOMEOWNER
901 S WILLAMETTE ST
NEWBERG OR 97132

DONALD HUNDLEY
OR CURRENT HOMEOWNER
921 S WILLAMETTE ST
NEWBERG OR 97132

DONALD HUNDLEY
OR CURRENT HOMEOWNER
NEWBERG OR 97132

CHRIS ANDERSON
OR CURRENT HOMEOWNER
1209 E 10TH ST
NEWBERG OR 97132

RACHEL ADAMS
OR CURRENT HOMEOWNER
918 S CHEHALEM ST
NEWBERG OR 97132

ANDREW BARBAGELATA
OR CURRENT HOMEOWNER
921 S CHEHALEM ST
NEWBERG OR 97132

KENT ROBERTS
OR CURRENT HOMEOWNER
915 S CHEHALEM ST
NEWBERG OR 97132

MICHAEL HENLEY
OR CURRENT HOMEOWNER
901 S CHEHALEM ST
NEWBERG OR 97132

BRUCE BERG
OR CURRENT HOMEOWNER
900 S RIVER ST
NEWBERG OR 97132

904 RIVER LLC
OR CURRENT HOMEOWNER
904 S RIVER ST
NEWBERG OR 97132

MARGARET MARTYN
OR CURRENT HOMEOWNER
908 S RIVER ST
NEWBERG OR 97132

RUBEN PEREZ
OR CURRENT HOMEOWNER
918 S RIVER ST
NEWBERG OR 97132

ANICETO MORALES
OR CURRENT HOMEOWNER
1000 S RIVER ST
NEWBERG OR 97132

MARILYN HARMON
OR CURRENT HOMEOWNER
1006 S RIVER ST
NEWBERG OR 97132

ROBERT AMY
OR CURRENT HOMEOWNER
1010 S RIVER ST
NEWBERG OR 97132

SCOTT PATRICK
OR CURRENT HOMEOWNER
1018 S RIVER ST
NEWBERG OR 97132

JOHN MCGLOTHLAN
OR CURRENT HOMEOWNER
1115 E 11TH ST
NEWBERG OR 97132

KASANDRA NORGAARD
OR CURRENT HOMEOWNER
1015 S CHEHALEM ST
NEWBERG OR 97132

RICHARD DECKER II
OR CURRENT HOMEOWNER
1001 S CHEHALEM ST
NEWBERG OR 97132

STEVEN NEWBERRY
OR CURRENT HOMEOWNER
1000 S CHEHALEM ST
NEWBERG OR 97132

THOMAS RUSSELL
OR CURRENT HOMEOWNER
1003 S WILLAMETTE ST
NEWBERG OR 97132

MARK THOMAS
OR CURRENT HOMEOWNER
1090 S WILLAMETTE ST
NEWBERG OR 97132

JILLIAN GLAZER
OR CURRENT HOMEOWNER
1211 E 11TH ST
NEWBERG OR 97132

MARY WOOD
OR CURRENT HOMEOWNER
1207 E 11TH ST
NEWBERG OR 97132

ERIC GOEDHART
OR CURRENT HOMEOWNER
1201 E 11TH ST
NEWBERG OR 97132

CHRISTOPHER STRUB
OR CURRENT HOMEOWNER
1107 S CHEHALEM ST
NEWBERG OR 97132

COLLING NEWBERG
PROPERTIES LLC
OR CURRENT HOMEOWNER
1110 E 11TH ST
NEWBERG OR 97132

CRAIG PUBOLS
OR CURRENT HOMEOWNER
1100 E 11TH ST
NEWBERG OR 97132

CRAIG LEE
OR CURRENT HOMEOWNER
1110 S RIVER ST
NEWBERG OR 97132

ROSALES SALAS
OR CURRENT HOMEOWNER
1309 E 9TH ST
NEWBERG OR 97132

TERESA KANE
OR CURRENT HOMEOWNER
1301 E 9TH ST
NEWBERG OR 97132

MICHAEL BEACH
OR CURRENT HOMEOWNER
806 S WILLAMETTE ST
NEWBERG OR 97132

PAUL MIKE & CINDY FAMILY
TRUST
OR CURRENT HOMEOWNER
1213 9TH ST
NEWBERG OR 97132

BYRON GAROUTTE
OR CURRENT HOMEOWNER
1207 E 9TH ST
NEWBERG OR 97132

GWENDA
THOMPSON-JACKSON
OR CURRENT HOMEOWNER
817 S CHEHALEM ST
NEWBERG OR 97132

BRIAN LOVE
OR CURRENT HOMEOWNER
815 S CHEHALEM ST
NEWBERG OR 97132

SARAH BARTEN
OR CURRENT HOMEOWNER
820 S RIVER ST
NEWBERG OR 97132

DUANE DURAN
OR CURRENT HOMEOWNER
816 S RIVER ST
NEWBERG OR 97132

ROGERS LANDING
APARTMENTS LLC
OR CURRENT HOMEOWNER
1109 S RIVER ST
NEWBERG OR 97132

JANICE ELBERT
OR CURRENT HOMEOWNER
1015 S RIVER ST
NEWBERG OR 97132

TRONCIN RALOND & RUBY
TRUSTEES FOR
OR CURRENT HOMEOWNER
1009 S RIVER ST
NEWBERG OR 97132

MELBA CLOYD
OR CURRENT HOMEOWNER
1101 S RIVER ST
NEWBERG OR 97132

JOHN SCHLECHT
OR CURRENT HOMEOWNER
1001 S RIVER ST
NEWBERG OR 97132

CASH SKONDIN
OR CURRENT HOMEOWNER
913 S RIVER ST
NEWBERG OR 97132

ANDREW SCHWAB
OR CURRENT HOMEOWNER
901 S RIVER ST
NEWBERG OR 97132

NEWBERG OR LLC
OR CURRENT HOMEOWNER
1201 S PACIFIC ST
NEWBERG OR 97132

KODY MAYBERRY
OR CURRENT HOMEOWNER
1400 E 9TH ST
NEWBERG OR 97132

DAVID GRAU JR
OR CURRENT HOMEOWNER
901 S COLUMBIA ST
NEWBERG OR 97132

NATHAN MILLER
OR CURRENT HOMEOWNER
1308 E 9TH ST
NEWBERG OR 97132

SHERRIE BENSON
OR CURRENT HOMEOWNER
1304 E 9TH ST
NEWBERG OR 97132

ZACHARY OLSON
OR CURRENT HOMEOWNER
1300 E 9TH ST
NEWBERG OR 97132

JUAN ZARAGOZA
OR CURRENT HOMEOWNER
904 S WILLAMETTE ST
NEWBERG OR 97132

SHALLAY BOOKER
OR CURRENT HOMEOWNER
1303 E 10TH ST
NEWBERG OR 97132

LESLIE BAKER
OR CURRENT HOMEOWNER
1309 E 10TH ST
NEWBERG OR 97132

TIMOTHY DODDS
OR CURRENT HOMEOWNER
910 S COLUMBIA ST
NEWBERG OR 97132

DORIS MEREDITH
OR CURRENT HOMEOWNER
1402 E 10TH ST
NEWBERG OR 97132

WILLIAM RENEGAR
OR CURRENT HOMEOWNER
1400 E 10TH ST
NEWBERG OR 97132

NEWBERG CITY OF
OR CURRENT HOMEOWNER
1310 E 10TH ST
NEWBERG OR 97132

ROBERTO
FLORES-HERNANDEZ
OR CURRENT HOMEOWNER
1010 S COLUMBIA ST
NEWBERG OR 97132

BRENDAN RICE
OR CURRENT HOMEOWNER
1401 E 11TH ST
NEWBERG OR 97132

NEWBERG OR LLC
OR CURRENT HOMEOWNER
1112 S WILLAMETTE ST
NEWBERG OR 97132

NEWBERG OR LLC
OR CURRENT HOMEOWNER
1309 E 12TH ST
NEWBERG OR 97132

DIANE HURST
OR CURRENT HOMEOWNER
1215 E 9TH ST
NEWBERG OR 97132

STEVEN KAUFFMAN
OR CURRENT HOMEOWNER
811 S WILLAMETTE ST
NEWBERG OR 97132

JESSICA GARZA
OR CURRENT HOMEOWNER
809 S WILLAMETTE ST
NEWBERG OR 97132

Land Use Notice

FILE # CUP23-0011

PROPOSAL: Operate a short-term vacation rental home

FOR FURTHER INFORMATION, CONTACT:
City of Newberg
Community Development Department
414 E First Street
Phone: 503-537-1240

3'

2'