

August 1, 2023

Carley and Garret Lukens  
13047 SW 62<sup>nd</sup> Ave  
Portland, OR 97219  
Email: [carleyjlukens@gmail.com](mailto:carleyjlukens@gmail.com)

Re: Vacation Rental – Completeness Notice for CUP23-0011 – 1208 E Tenth Street

This letter is to inform you that the above referenced application submitted on July 10, 2023, for a conditional use permit for a vacation rental operation at 1208 E Tenth Street is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **September 14, 2023**.

At your earliest convenience, please provide 2 additional hardcopies of your application materials for review by referral agencies. Hard copies for this process must be received no later than August 24, 2023. Separately, on August 31, 2023, staff will place the hearing notice in the newspaper and post in four public places as required by the Newberg Municipal Code.

Attached is a revised mailer and approved posted notice. Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and be placed along the E Tenth Street frontage of the property. 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. Once you have mailed and posted your notice you must provide the attached affidavit within two days of the distributing the mailed notice and posting no later than August 24, 2023.

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".

Clay Downing, Planning Manager  
City of Newberg | Community Development Department |  
Cell. 971-281-6995 | Direct. 503-554-7728 | [clay.downing@newbergoregon.gov](mailto:clay.downing@newbergoregon.gov)