

TO: Newberg Planning Commission

FROM: Clay Downing, Planning Manager

SUBJECT: CUP23-0009

DATE: August 2, 2023

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The applicant has requested that the public hearing on the case be continued. The attached email details the continuance request. The next available date to continue the public hearing to is September 14, 2023. The applicant has also granted a 60-day extension to the City's 120-day decision limit to account for the continuance and any potential appeals, if one was to occur, to the City Council.

The Planning Commission will need to meet on August 10, 2023, in order to continue the public hearing to a date specific, place, and time. A quorum will be necessary to continue the hearing.

### Recommendation

Continue the hearing for CUP23-0009 to September 14, 2023, at 7 pm at the Newberg Public Safety Building, 401 E Third Street.

Attachment: 1. Hearing Continuance Request

## Clay Downing

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**From:** Jason Phillips <west1homes@gmail.com>  
**Sent:** Wednesday, August 2, 2023 8:06 AM  
**To:** Clay Downing  
**Subject:** Re: CUP23-0009: No Certificate of Occupancy for 3238 E Province CT

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Clay.

Due to my lack of obtaining the CofO on this property in time for the staff report, I would like to request an extension to continue the Planning Commission hearing to September 14, 2023 and extend the 120 day decision limit by 60 days to account for the continuance of any potential appeals, should any occur to the City Council.

Thank you.

Jason Phillips  
503-830-6360

On Aug 2, 2023, at 7:33 AM, Clay Downing <Clay.Downing@newbergoregon.gov> wrote:

- Continue the Planning Commission hearing to a future date (September 14, 2023) pending completion of the building permit and issuance of the Certificate of Occupancy and
- Extending the 120-day decision limit by 60 days to account for the continuance any potential appeals, if one was to occur, to the City Council.