

August 25, 2023

Lisa Waelde and Mark Waelde  
38215 Clear Creek Street  
Murrieta, CA 92562  
Email: [lisawaelde@verizon.net](mailto:lisawaelde@verizon.net)

Re: Vacation Rental – Completeness Notice for CUP23-0013 at 1025 E Ginger Root CT

This letter is to inform you that the above referenced application submitted on July 26, 2023, for a conditional use permit for a vacation rental operation at 1025 E Ginger Root CT is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **October 12, 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 September 18, 2023. Separately, on September 28, 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 posted notice. Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and be placed along the E Ginger Root CT 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 September 22, 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)