



# AFFIDAVIT OF ROUTING

**FILE #:** CUP23-0012

**REFERRAL OF APPLICATION**

**INFO:** Vacation Rental

## CITY OF NEWBERG AFFIDAVIT OF ROUTING

REFERENCE ATTACHED LIST(S)/NOTICE(S)

I, Fé Bates, for the City of Newberg, Oregon, do hereby certify that the attached referral was;

- A. Routed/mailed referral to the following list, by Email or United States mail, postage prepaid & interoffice mail Aug 30, 2023.

Office Assistant II

8/30/23

Signature

Title

Date



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*Doug Rye*

The enclosed material has been referred to you for your information and comment. Any comments you wish to make should be returned to the Community Development Department prior to: September 14, 2023  
Please refer questions and comments to: James Dingwall

**NOTE: Full size plans are available at the Community Development Department Office.**

**APPLICANT:** Gabriel & Charlotte Louthan  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 509 N Grant StN/A  
**LOCATION:**  
**TAX LOT:** R3218DC 07501  
**FILE NO:** CUP23-0012  
**ZONE:** R-2(Residential Medium Density Zoning)  
**HEARING DATE:** 10/12/2023

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Project Information is Attached:

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- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

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Reviewed By:

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Date:

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Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*Brooks Bateman*

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Reviewed By:

---

Date:

---

Organization:

## Fe Bates

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**From:** Fe Bates  
**Sent:** Wednesday, August 30, 2023 1:39 PM  
**Cc:** Fe Bates; James Dingwall  
**Subject:** City of Newberg Referral Request: CUP23-0012

Good Day,

Below is a link to : Referral CUP23-0012 for a Vacation Rental:

 [Referral - CUP23-0012.pdf](#)

Please fill out the Referral Sign Off sheet and email it back no later than **September 14, 2023** to [Planning@newbergoregon.gov](mailto:Planning@newbergoregon.gov).

Please reach out if you have any questions.

Thank you,

**Fé Bates**

Community Development

*Administrative Assistant*

**City of Newberg**

City Hall: 503-537-1240

Direct: 503-554-7788

**Members:**

April Catan	<a href="mailto:april.catan@newbergoregon.gov">april.catan@newbergoregon.gov</a>
Barbara Davis	<a href="mailto:barbara.davis@newbergoregon.gov">barbara.davis@newbergoregon.gov</a>
Brett Musick	<a href="mailto:Brett.Musick@newbergoregon.gov">Brett.Musick@newbergoregon.gov</a>
Carl Ramseyer	<a href="mailto:carl.ramseyer@newbergoregon.gov">carl.ramseyer@newbergoregon.gov</a>
Craig Pack	<a href="mailto:craig.pack@newbergoregon.gov">craig.pack@newbergoregon.gov</a>
Dan Wilson	<a href="mailto:dan.wilson@newbergoregon.gov">dan.wilson@newbergoregon.gov</a>
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Karyn Hanson	<a href="mailto:karyn.hanson@newbergoregon.gov">karyn.hanson@newbergoregon.gov</a>
Karyn Hanson - personal email	<a href="mailto:kghkeatingeng@gmail.com">kghkeatingeng@gmail.com</a>
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Vance Barton	<a href="mailto:vance.barton@newbergoregon.gov">vance.barton@newbergoregon.gov</a>
Will Worthey	<a href="mailto:Will.Worthey@newbergoregon.gov">Will.Worthey@newbergoregon.gov</a>

**Members:**

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Comcast Business (Jason\_carroll@cable.comcast.com)

Don Clements

Newberg Postmaster

NW Nat-Brian Kelley

ODOT - Planing

ODOT Rail-Manager Rail Safety

PGE-Service & Design

Sportsman Airpark-Jason

Sportsman Airpark-Jerry

thompsonc@co.yamhill.or.us

TVFR Deputy Fire Marshall-Ty Darby

Waste Management

Yamhill County Planning-Ken Friday

Yamhill County Roads Dept

ZiPLY Fiber Engineering

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jerry@sportsmanairpark.com

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tcarter4@wm.com

fridayk@co.yamhill.or.us

haffnerg@co.yamhill.or.us

scott.albert@ziPLY.com





COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*Brooks Bateman*

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FILE NO: CUP23-0012  
ZONE: R-2(Residential Medium Density Zoning)  
HEARING DATE: 10/12/2023



Project Information is Attached:

- Reviewed, no conflict.
- Reviewed; recommend denial for the following reasons:
- Require additional information to review. (Please list information required)
- Meeting requested.
- Comments. (Attach additional pages as needed)

*[Signature]*  
Reviewed By:

9.8.23  
Date:

*BUILDING*  
Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

*Doug Rye*

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*1. Are there really 6 bedrooms? Assessor's data indicates 4 bedrooms.*



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*James Dingwall*  
Reviewed By:

*9/1/23*  
Date:

*City of Newberg*  
Organization





# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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8/31/23

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Reviewed, no conflict.

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Require additional information to review. (Please list information required)

Meeting requested.

Comments. (Attach additional pages as needed)

Digitally signed by Will  
DNE, CN=US, OU=Will Worthey, O=City of Newberg, CN=Will,  
E=will.worthey@newbergoregon.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2023.08.31 08:47:29-0700  
Foxit PhantomPDF, Version: 10.1.10

8/31/23

Reviewed By:

Date:

**Will Worthey CM**

Organization:



# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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**Brett Musick**

Digitally signed by Brett Musick  
DN: CN=Brett Musick, E=brett.musick@newbergoregon.gov  
Reason: I have reviewed this document  
Location: your signing location here  
Date: 2023.09.13 14:55:32-07'00'  
Foxit PhantomPDF Version: 10.1.10

**9/13/23**

Reviewed By:

Date:

**CON PW-Engineering**

Organization:



COMMUNITY DEVELOPMENT  
LAND USE APPLICATION REFERRAL

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[Signature]  
Reviewed By:

8/30/23  
Date:

Finance  
Organization:

## City of Newberg Interest In Real Property

**Internal Municipality Use Only  
Not Valid for Commercial Title Search**

This document serves as constructive notice of the City of Newberg's interest in the real property identified below.

Property Address	509
Zone	
Maptaxlot Number	03S02W18DC07501

Search performed by **Barbara Davis** of **City of Newberg** on Aug 30, 2023 at 04:11:54 P.M. PDT

Tracking Number: 2274281

Access PIN: 78030

**No items found for this property**



Save changes

Referral - CUP23-001... - Editing



Please refer questions and comments to: James Dingwall

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8/30/23

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Reviewed By:

08/30/2023

Date:

Newberg-Dundee Police Dept.  
Organization:

Newberg Community Development • 414 E First Street, Newberg, OR 97132 • 503-537-1240 • planning





# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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8/30/23

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**April Catan**

Digitally signed by April Catan  
DN: cn=US, ou=Operations, o=City of Newberg, cn=April Catan,  
E=april.catan@newbergoregon.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2023.08.30 13:49:01-07'00'  
Foxit PhantomPDF, Version: 10.1.10

**8/30/23**

Reviewed By:

Date:

**City of Newberg**

Organization:



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Reviewed By:

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Date:

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Organization:



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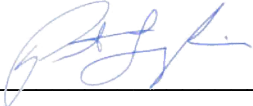


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\_\_\_\_\_  
Reviewed By:

8/30/23

Date:

**Maintenance Superintendent**

Organization:



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RECEIVED

8/30/23

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8/30/23

Date:

City of Newberg - Operations

Organization: