

PLANNING DIVISION FILE #: CUP23 - 0014

**CITY OF NEWBERG
AFFIDAVIT OF NOTICING**

REFERENCE ATTACHED LIST(S)/NOTICE(S)

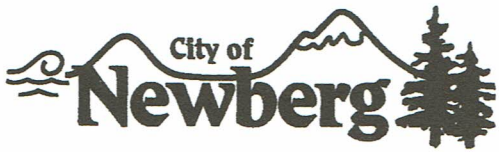
I, JULIE FOSTER GIFFAN do hereby certify that the attached Notice of Land Use Action was:

- a) mailed to the following list of property owners, by United States mail, postage prepaid on 9.19.23 (date);
- b) posted on the site according to standards established in Newberg Development Code §15.100.260 on 9.19.23 (date).

I acknowledge that failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledge that failure to mail will result in the automatic postponement of a decision on the application 15.100.210.(D)(2) 9.19.23 (date).

Julie Giffan : 9.19.23
Signature Date

JULIE FOSTER GIFFAN
Print name



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 – VACATION RENTAL

A property owner in your neighborhood submitted an application to the City of Newberg for a conditional use permit to operate a Vacation Rental Home. The Newberg Planning Commission will hold a hearing on **October 12, 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.

This application would allow for the approval of a conditional use permit to operate a Vacation Rental Home, also referred to as a short-term rental, in an existing single family dwelling. This application requests to allow a maximum of 8 occupants and will serve as a vacation rental year-round. The property will be managed locally by the applicant listed below. The owners will employ a landscaping service to maintain the property as well as a cleaning service to clean and maintain the home. There will be 2 parking spaces in the driveway, 2 in the garage, and 2 alongside the house.

APPLICANT: *Julie Foster Giffin*
TELEPHONE: *818-468-4266*
PROPERTY OWNER: *David & Ellen Hendry*
LOCATION: *3841 Shelly Ct, Newberg, OR 97132*
TAX LOT NUMBER: *Yamhill County Tax Map and Lot Number R3207AC 00118*



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. CUP23-0014
City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

All written comments must be turned in by noon on Monday, **October 9, 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 per page. Application material can also be accessed at <https://www.newbergoregon.gov/planning/page/cup23-0014-vacation-rental-home-3841-n-shelly-court>.

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 and a vacation rental home are found in Newberg Development Code Section 15.225.060 and 15.445.300-350.

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: **September 19, 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"