

August 31, 2023

Julie Foster Giffin
637 SW Keck Drive #221
McMinnville, OR 97128

Sent via email: Juliegiffin4@gmail.com

Re: Completeness Notice for Conditional Use Permit (Vacation Rental) Application at 3841 N Shelley Court (File No. CUP23-0014)

Dear Applicant,

This letter is to inform you that the above referenced application submitted August 21, 2023 for a Conditional Use Permit for a vacation rental home at 3841 N Shelley Court has been **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **October 12, 2023**.

Conditional Use Permits are considered a Type III project which require public noticing and a public comment period pursuant to adopted procedures in the Newberg Municipal Code. Staff will send out the newspaper notice and post the hearing notice in four public places on September 28, 2023.

An incorrect mailed notice template was submitted with your applications materials. Attached you will find a marked-up version of the correct template of your neighborhood mailer and sign posting. Please add the missing information to the mailer (in bold) and submit a final copy to me prior to your mailing for review. Based on City requirements and the length of lot frontages for the subject property, one noticing sign is required along N Shelley Court. The noticing sign must be waterproof, measuring a minimum of two feet by three feet, and if possible, the notice shall be posted within 10 feet of a street lot line and be visible to pedestrians and motorists. Notices shall not be posted in a public right-of-way or on trees. All postings must stay up until after the final decision is issued.

Within two days of completing the mailing and sign posting, please return the attached affidavit no later than **September 21, 2023**.

Although not related to the completeness of the application materials provided, during review observations were made related to your project's application materials. The application materials indicate that the structure has four bedrooms and a maximum of eight vacation rental home

occupants. However, the Yamhill County Assessor Department lists the property with three bedrooms. The City does not have records indicating that additional bedrooms were approved under a land use process or the structure received a Certificate of Occupancy for four bedrooms. As submitted, the application will be processed with three bedrooms and a maximum of six occupants. If you have additional materials or documentation showing an approved additional bedroom, the additional materials can be submitted in addition to the materials already included in your application. For additional information on receiving approval for additional bedrooms, contact the City of Newberg Building Department at (503) 537-1240 or at building@newbergoregon.gov.

If you have any questions, please contact me at james.dingwall@newbergoregon.gov or (503) 554-7764.

Sincerely,

A handwritten signature in blue ink that reads "James Dingwall".

James Dingwall, Assistant Planner
City of Newberg, Community Development Department