

**NOTICE OF DECISION**  
**3841 N SHELLY COURT CONDITIONAL USE PERMIT – CUP23-0014**

October 13, 2023

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

Sent via Email to: [Juliegiffin4@gmail.com](mailto:Juliegiffin4@gmail.com)

Bcc: All persons who provided public comment

On October 12, 2023, the Newberg Planning Commission approved conditional use permit CUP23-0014 for a vacation rental at 3841 N Shelly Court, Yamhill County tax lot 3207AC 00118, subject to the conditions listed in the attached Order. The Commission's decision will become effective on October 27, 2023, unless an appeal is filed.

An affected party may appeal the Commission's decision to the City Council within 14 calendar days of the Commission's written decision in accordance with Newberg Development Code §15.100.170. Affected parties include the applicant, any party entitled to receive notice of the hearing, anyone providing written or oral comments at the hearing, and anyone providing written comments prior to the close of the hearing. All appeals must be in writing on a form provided by the Planning Division. Anyone wishing to appeal must submit the written appeal form together with the required fee of \$1,239.00 plus the 5% Technology Fee to the Planning Division.

**The deadline for filing an appeal is 4:30 pm on October 26, 2023.**

At the conclusion of the appeal period, please remove all notice signs from the site.

The conditional use permit is effective only when the exercise of right granted is commenced within one year of the effective date listed above. If you are approaching the expiration date, please contact the Planning Division regarding extension opportunities.

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

Sincerely,

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

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

Attachment: Order 2023-22