



TYPE II APPLICATION – LAND USE

File #: **MISC223-0002**

TYPES – PLEASE CHECK ONE:

- Design review
- Tentative Plan for Partition
- Tentative Plan for Subdivision
- Type II Major Modification
- Variance _____
- Other: (Explain) Vacation Rental

APPLICANT INFORMATION:

APPLICANT: Stephan R Thornton
 ADDRESS: 301 N Meridian St CITY: Newberg STATE: Or ZIP: 97132
 EMAIL ADDRESS: taildragger2k@yahoo.com PHONE: _____ MOBILE: 503-380-2021

OWNER (if different from above): _____ PHONE: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ENGINEER/SURVEYOR: _____ CONTACT: _____
 EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

GENERAL INFORMATION:

PROJECT LOCATION: 301 N Meridian St PROJECT VALUATION: \$ 0
 PROJECT DESCRIPTION/USE: Vacation Rental
 MAP/TAX LOT NO. (i.e.3200AB-400): R3218DD 13700 SITE SIZE: 5776 SQ. FT. ACRE
 COMP PLAN DESIGNATION: _____ CURRENT ZONING: R3
 CURRENT USE: Residential
 SURROUNDING USES:
 NORTH: Residential SOUTH: Commercial
 EAST: Commercial (George Fox Campus) WEST: Residential

ATTACHED PROJECT CRITERIA AND REQUIREMENTS (check all that apply)

- General Checklist:** Fees Public Notice Information Current Title Report Written Criteria Response Owner Signature
 1 Digital copy of complete Application Packet 2 Hard copies of complete Application Packet

For detailed checklists, applicable criteria for the written response, and other requirements per application type, turn to:

Design Review	p. 13
Land Division (Partition & Subdivision Tentative Plat)	p. 15
Variance Checklist	p. 20
Short-term Rental	p. 22

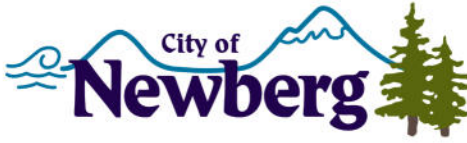
The Application Packet can be submitted to Planning@newbergoregon.gov or at 414 E First St., Newberg OR. 9713
2 physical copies of the Applications must be mailed or brought into the Community Development Department

Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief.

 Applicant Signature Date
 Stephan R Thornton
 Print Name

 Owner Signature Date
 Stephan R Thornton
 Print Name



FILE #: _____

COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

VACATION RENTALS CRITERIA FORM

NOTE TO APPLICANTS - PROVIDE THIS INFORMATION WITH A TYPE II or TYPE III LAND USE APPLICATION AND A BUSINESS LICENSE APPLICATION.
For questions on this form, please contact the Planning Division at 503-537-1240 or email: planning@newbergoregon.gov.

SITE INFORMATION:

Address:	
Applicant Name:	
Mailing Address:	State/Zip:
Phone:	Email:
This is a single-family house: <input type="checkbox"/> Yes <input type="checkbox"/> No House Type: _____	

FUTURE REQUIREMENTS:

Initial to commit to meeting these requirements if the vacation rental application is approved.

- _____ I/we will register and pay the transient lodging tax each year.
- _____ I/we will post the vacation rental home registration that contains the information listed in the Development Code in [15.445.340](#).
- _____ I/we understand the complaint process and revocation of registration listed in the Development Code in [15.445.350](#).

GENERAL INFORMATION:

Provide a brief description of your proposed vacation rental including how it will be rented out.

VACATION RENTALS CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.445.330](#).

1. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants. Please state where those parking spaces will be located.

2. The applicant shall provide for regular refuse collection. Please state the location and collection day.

3. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people. Please state how you'll meet this criterion.

4. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy. Please state how you'll meet this criterion.

CONDITIONAL USE CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.225.060](#).

1. The location, size, design and operating characteristics of the vacation rental are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the use.

2. The proposed vacation rental will provide a convenient and functional living, working, shopping or civic environment, and will be as attractive as the nature of the use and its location and setting warrants.

Other/Continued Response Section:

Stephan R Thornton

301 N Meridian St.

Newberg, OR. 97132

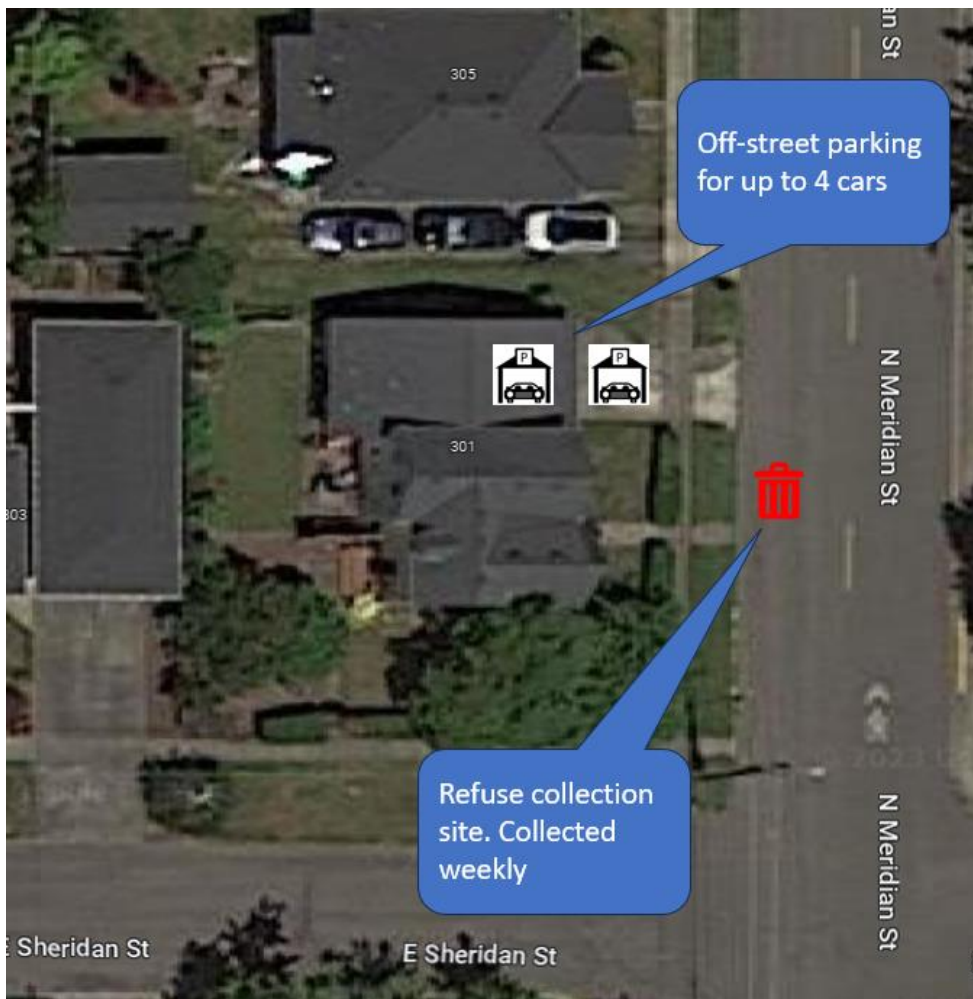
Type II Application – Land use

Project Description

The proposed project will utilize the residence at 301 N. Meridian St. as a Short Term Rental property when not occupied by the owner. The property will be listed on either VRBO, Airbnb, or both. This proposed use will have no impact on traffic or parking in the area as compared to when it is in use by the owner.

Key operational considerations are:

1. A self-check in system will be employed
2. Check-in will be at 4:00 pm, Check out will be 11:00 am
3. There will be no employees, a service will be contracted to manage cleaning



Written Criteria Response:

City of Newberg Municipal Code 15.225.06

Proposed use will be a short-term vacation rental while owner is not in the residence

1. The proposed Short Term Rental is a Single Family Residence
2. The house has 2 stories, 3 bedrooms, and 2 full baths on a 5,776 SQ FT lot.
3. Nearby by property types:
 - a. To the North and West are residential properties.
 - b. There are office buildings to the South
 - c. The George Fox campus is to the East
4. The property will be occupied by the owner part-time. When the owner is not in the home it would be used as a Short Term Rental property.
5. The Short Term Rental operation will be managed by the owner using either VRBO, Airbnb, or both. The owner will be responsible for screening guests, providing 24- hour local assistance to guests, maintenance, and providing up to two parking spaces in the 2-car car port, and 2 paved parking spaces in the driveway
6. The location, design, and site of this proposed Short Term Rental will provide functional accommodation to families, or individuals who have business or pleasure in our area. This type of use will not increase traffic any more than current occupancy
7. The proposed Short Term Rental use will be consistent with Ord. 2451, 12-2-96. Code 2001 151.210

City of Newberg Municipal code 15.445.300 – 15.445.350

15.445.300 – Application and purpose.

301 N. Meridian St. Newberg, OR. 97132 is a single-family home that will be available, advertised, or listed by an agent as available for use, rent for occupancy for periods of less than 30 days.

15.445.310 – Where allowed

This home is zoned R-3 for use as a vacation rental

15.445.320 – Registration Requirement

In alignment with this application all information will be submitted with the forms and will include the name and contact info for the owner, operator, and local contact

15.445.330 – Standards

1. **Provide a minimum of 2 parking spaces** – There is off street parking for up to 4 cars:
 - a. Up to two in the garage
 - b. Up to two in the driveway
2. **Provide regular refuse pick up** – Waste Management collects refuse, recycling and yard debris, removal is each week on Wednesday.
3. **Occupancy** – The Single Family Residence will have two of the three conforming bedrooms made available for Short Term Rental. The occupancy limit will be set at four people
4. **Premises** – This Short Term Rental will not allow the use of any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy.

15.445.340 – Registration Postings - This Short Term Rental will have a vacation rental home registration adjacent to the front door with the following information:

1. The name of the operator and a telephone number where the operator may be reached
2. The telephone number of the police
3. The maximum number of occupants permitted to stay in the dwelling (4 occupants)
4. The standards for the rental occupancy
5. The solid waste collection day

15.445.350 – Complaints and revocation of registration -

The property will be maintained, and Short Term Rental terms and condition will explicitly set expectations for occupants behavior, e.g. noise levels, outdoor activities and quiet times. The owner will at all times endeavor to follow up on complaints in a timely manner.

Utilities and drainage

Newberg Street Lights

- NEWBERG
- PGE

Wastewater Manholes

- Manhole

Storm Inlet

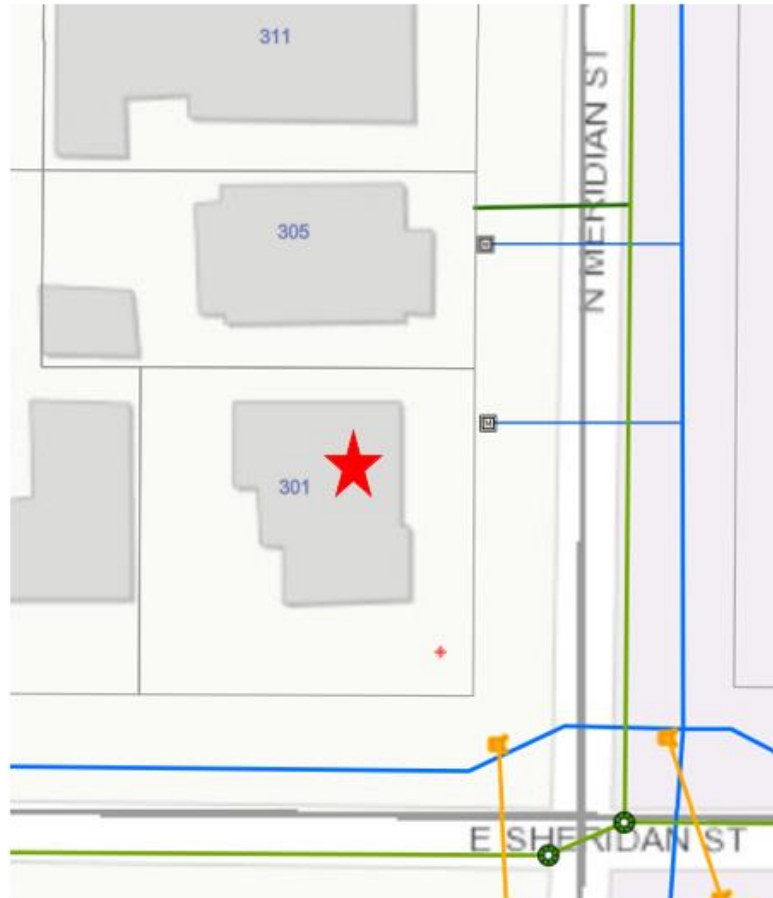
- Active

Storm Pipe

- Collector

Water Mains

- CITY OF NEWBERG, Potable Main





First American Title™

First American Title Insurance Company

775 NE Evans Street
McMinnville, OR 97128
Phn - (503)376-7363
Fax - (866)800-7294

YAMHILL COUNTY TITLE UNIT
FAX (866)800-7294

Title Officer: Clayton Carter
(503)376-7363
ctcarter@firstam.com

**Supplemental
LOT BOOK SERVICE**

Steve Thornton
301 N. Meridian St.
Newberg, OR 97132

Order No.: 1039-4066813
July 20, 2023

Attn:
Phone No.: - Fax No.:
Email:

Re:

Fee: \$350.00

We have searched our Tract Indices as to the following described property:

The land referred to in this report is described in Exhibit A attached hereto.

and as of July 17, 2023 at 8:00 a.m.

We find that the last deed of record runs to

Stephan R. Thornton, Trustee of the Stephan R. Thornton Trust, U/A dated June 4, 2021

We find the following apparent encumbrances within ten (10) years prior to the effective date hereof:

1. Taxes for the fiscal year 2023-2024 a lien due, but not yet payable.
2. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.

3. Deed of Trust and the terms and conditions thereof.
 Grantor/Trustor: Stephan R. Thornton, Trustee of the Stephan R. Thornton Trust, U/A dated June 24, 2021
 Grantee/Beneficiary: Navy Federal Credit Union, a Corporation
 Trustee: Malcolm & Cisneros, a Law Corporation
 Amount: \$200,000.00
 Recorded: February 22, 2022
 Recording Information: Instrument No. 202202767, Deed and Mortgage Records

4. Deed of Trust and the terms and conditions thereof.
 Grantor/Trustor: Stephan R. Thornton Sr, Stephan R. Thornton Trustee of the Stephan R. Thornton Trust, U/A dated June 4, 2021
 Grantee/Beneficiary: Bank of America, NA
 Trustee: First American Title Insurance Company
 Amount: \$100,000.00
 Recorded: June 29, 2022
 Recording Information: Instrument No. 202209210, Deed and Mortgage Records

Note: This Deed of Trust contains Line of Credit privileges. If the current balance owing on said obligation is to be paid in full in the forthcoming transaction, confirmation should be made that the beneficiary will issue a proper request for full reconveyance.

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens:

1. Taxes for the year 2022-2023

Tax Amount	\$	2,292.34
Unpaid Balance:	\$	1,528.22 , plus interest and penalties, if any
Code No.:		29.0
Map & Tax Lot No.:		R3218DD 13700
Property ID No.:		46202

2. City liens, if any, of the City of Newberg.

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.

Exhibit "A"

Real property in the County of Yamhill, State of Oregon, described as follows:

Lots No. 7 and 8 in Block 9 of DESKINS' SECOND ADDITION to the Town (now city) of Newberg, in Yamhill County, Oregon.

SAVING AND EXCEPTING THEREFROM the following described part thereof:

Beginning at the Northeast corner of said Lot 8 and running thence South along the East line thereof 45 feet; thence West 100 feet parallel with the North line of said Lots; thence North 45 feet parallel with the East line of said Lot 8; thence East to the POINT OF BEGINNING.

ALSO EXCEPTING THEREFROM that portion conveyed to Leonard A. Hammer, et ux, by deed recorded June 23, 1958, in Book 187, Page 758, Deed Records.

NOTE: This legal description was created prior to January 1, 2008.



First American Title[™]

First American Title Insurance Company
775 NE Evans Street
McMinnville, OR 97128

Illegal Restrictive Covenants

Please be advised that any provision contained in this document, or in a document that is attached, linked, or referenced in this document, that under applicable law illegally discriminates against a class of individuals based upon personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or any other legally protected class, is illegal and unenforceable by law.



Community Development Department

P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132

503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

WE WANT YOUR COMMENTS ON A PROPOSED VACATION RENTAL IN YOUR NEIGHBORHOOD

A property owner in your neighborhood submitted an application to the City of Newberg for a Vacation Rental. You are invited to take part in the City's review of this project by sending in your written comments. For more details about giving comments, please see the back of this sheet.

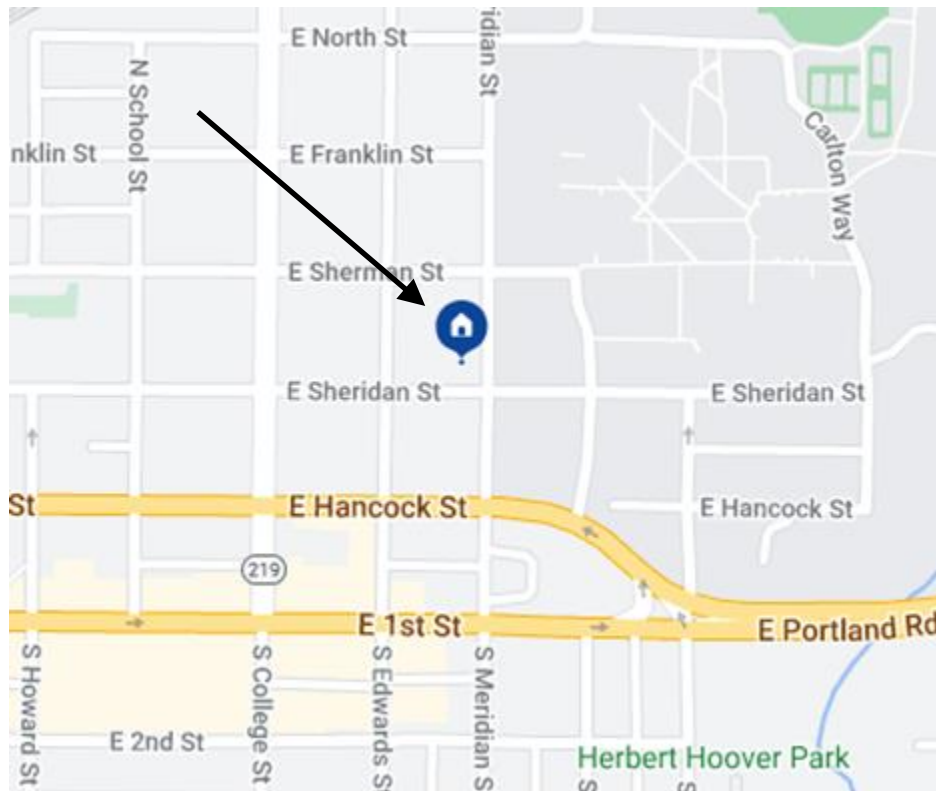
The Vacation Rental will be managed by the owner using either VRBO, Airbnb, or both. The maximum occupancy will be four. Off street parking spaces are available in the carport, and paved driveway. Short Term Rental terms and conditions will explicitly set expectations for occupants behavior, e.g. noise levels, outdoor activities and quiet times.

APPLICANT: Stephan Thornton
TELEPHONE: **503-380-2021**

PROPERTY OWNER: *Stephan Thornton*

LOCATION: **301 N. Meridian St**

TAX LOT NUMBER: **R3218DD 13700**



Working Together For A Better Community-Serious About Service"

We are mailing you information about this project because you own land within 500 feet of the proposed new project. We invite you to send any written comments for or against the proposal within 14 days from the date this notice is mailed.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No.XX **(City staff will give you the file number for
City of Newberg your project at the time of application)**
Community Development Department
PO Box 970
Newberg, OR 97132

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 a page. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

All written comments must be turned in by 4:30 p.m. on **enter date two weeks from date you mailed notice**. Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be submitted to the City in writing before this date. 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 design review approval are found in Newberg Development Code 15.220.050(B).

The Community Development Director will make a decision at the end of a 14-day comment period. If you send in written comments about this project, you will be sent information about any decision made by the City relating to this project.

Date Mailed: ***Date notice is mailed***

Posted notice:

Land Use Notice

FILE # (insert the file number assigned to you at the time of application)

PROPOSAL: Short Term Vacation Rental

FOR FURTHER INFORMATION, CONTACT:
City of Newberg
Community Development Department
414 E First Street
Phone: 503-537-1240

3'

2'

R3219AA 01200
Dalshi Investments LLC
16872 SW Edy Rd UNIT 211
Sherwood, OR 97140

R3219AA 01300
Whopper Properties LLC
Chris Brecke
Wilsonville, OR 97070

R3219AA 06400
Dragonfly Properties Of Oregon
Po Box 571
Salem, OR 97308

R3218DD 12900
Arnold & Barbara Mitchell
1001 E Fulton St APT 3208
Newberg, OR 97132

R3219AA 07000
Sasi Real Estate Holdings LLC
817 E 1st St
Newberg, OR 97132

R3219AA 06900
112 N Meridian LLC
18450 NE Hillside Dr
Newberg, OR 97132

R3219AA 06300
Danny & Laurie Gardner
22000 NE Mountain Top Rd
Newberg, OR 97132

R3218DD 13400
David Wellikoff & Leigh Kane-Wellikoff
Po Box 713
Newberg, OR 97132

R3218DD 13000
Dana Robinson & Brooks Lampe
415 N Meridian St
Newberg, OR 97132

R3219AA 02000
Degaje LLC
708 E Sheridan St
Newberg, OR 97132

R3219AA 01800
Michael & Heidi Pender
708 E Sheridan St
Newberg, OR 97132

R3218DD 12300
Bryan & Ann Lynch
415 N Edwards St
Newberg, OR 97132

R3218DD 11700
Mark Gaidos
414 N College St
Newberg, OR 97132

R3218DD 15600
Larry & Anna Hindman
301 N College St
Newberg, OR 97132

R3219AA 01000
215 Meridian LLC
17410 Schalit Way
Lake Oswego, OR 97035

R3218DD 13500
Cheryl Nelson
11320 SW Cottonwood Ln
Portland, OR 97223

R3218DD 12200
Ryan & Emily Forbes
411 N Edwards St
Newberg, OR 97132

R3220BB 03500
Oregon Department Of Transport
417 Transportation
Salem, OR 97310

R3219AA 06800
Richard & Sandra Drew
112 N Meridian St
Newberg, OR 97132

R3218DD 12600
Jason Recker
807 E Sherman St
Newberg, OR 97132

R3218DD 12800
Oliphant Enterprises LLC
11645 SW Lynnridge Ave
Portland, OR 97225

R3218DD 12000
Divonna Crecelius
403 N Edwards St
Newberg, OR 97132

R3218DD 14500
Betty Morrison
717 E Sheridan St
Newberg, OR 97132

R3219AA 06600
Nicholas & Sarah Mehler
111 N Meridian St
Newberg, OR 97132

R3219AA 06700
George Fox University
414 N Meridian St
Newberg, OR 97132

R3218DD 14000
Patricia Capasso
313 N Edwards St
Newberg, OR 97132

R3218DD 12400
Timothy Timmerman
800 E Franklin St
Newberg, OR 97132

R3218DD 13200
Benjamin Salisbury
1731 NW 25th Ave
Portland, OR 97210

R3219AA 01600
Degaje LLC
708 E Sheridan St
Newberg, OR 97132

R3219AA 00100
Allen & Donna Page
16095 SW Wimbledon Ct # 16
Portland, OR 97224

R3218DD 12500
Jerry & Melinda Babcock
400 N Edwards St
Newberg, OR 97132

R3218DD 11900
Traci & Richard Sutherland
400 N College St
Newberg, OR 97132

R3218DD 12700
David & Leigh Wellikoff
401 N Meridian St
Newberg, OR 97132

R3218DD 14400
Robert & Annie Soppe
709 E Sheridan St
Newberg, OR 97132

R3219AA 06100
George Fox University
808 E Hancock St
Newberg, OR 97132

R3220BB 03000
George Fox University
414 N Meridian St
Newberg, OR 97132

R3219AA 06200
Danny & Laurie Gardner
22000 NE Mountain Top Rd
Newberg, OR 97132

R3219AA 00200
George Fox University
414 N Meridian St
Newberg, OR 97132

R3219AA 01500
Scott & Diana Winter
22430 NE Hidden Springs Rd
Dundee, OR 97115

R3218DD 14100
Delany Kriz & Andrew Halstead
712 E Sherman St
Newberg, OR 97132

R3218DD 14200
James Curtis & Linda Newton-Curtis
314 N College St
Newberg, OR 97132

R3219AA 01100
Christopher Thomas
221 Navigator Dr
Scotts Valley, CA 95066

R3218DD 14300
Robert & Stephanie Caneday
310 N College St
Newberg, OR 97132

R3219AA 01900
John & Kaydi Paxman
700 E Sheridan St
Newberg, OR 97132

R3219AA 02100
Francis Enterprises Inc
2950 Crater Ln
Newberg, OR 97132

R3219AA 01400
Francis Enterprises Inc
2950 Crater Ln
Newberg, OR 97132

R3218DD 13100
Degaje LLC
708 E Sheridan St
Newberg, OR 97132

R3219AA 00700
Meridian Street LLC
201 N Meridian St STE B
Newberg, OR 97132

R3219AA 00600
Nw Yearly Meeting Of Friends C
200 N Meridian St
Newberg, OR 97132

R3219AA 05400
First Federal Savings & Loan
Po Box 239
Mcminnville, OR 97128

R3218DD 13800
Greg & Kim Armbrust
305 N Meridian St
Newberg, OR 97132

R3218DD 13300
Jane Wilson
808 E Sherman St
Newberg, OR 97132

R3218DD 13700
Stephan Thornton
301 N Meridian St
Newberg, OR 97132

R3219AA 00800
211 Meridian LLC
17410 Schalit Way
Lake Oswego, OR 97035

R3219AA 01700
Rhett & Julie Luedtke
714 E Sheridan St
Newberg, OR 97132

R3219AA 06500
David & Marjorie Hegeman
109 N Meridian St
Newberg, OR 97132

R3218DD 13900
Douglas & Lori Petersen
311 Meridian St
Newberg, OR 97132

R3218DD 12100
Gary Buhler
405 N Edwards St
Newberg, OR 97132

R3218DD 11800
Richard & Donna Rohr
410 N College St
Newberg, OR 97132

R3218DD 13600
Marc & Kelly Shelton
803 E Sheridan St
Newberg, OR 97132

R3217CC 00100
George Fox University
414 N Meridian St
Newberg, OR 97132