

# AFFIDAVIT OF ROUTING

**FILE #:** CUP23-0017

**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 Nov 14, 2023.

Administrative Assistant

11/14/23

Signature

Title

Date

## Fe Bates

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**From:** Fe Bates  
**Sent:** Tuesday, November 14, 2023 4:49 PM  
**Cc:** Fe Bates; Jeremiah Cromie; James Dingwall  
**Subject:** 2- City of Newberg Referral Request: CUP23-0017 & CUP23-0018

Good Day,

Below is a link to TWO Referrals for your review : Referral CUP23-0017 & CUP23-0018, both are for Vacation Rental approval:

 [Referral -CUP23-0017.pdf](#)

 [Referral -CUP23-0018.pdf](#)

Please fill out the Referral Sign Off sheet and email it back no later than **November 28, 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:**

andress@newberg.k12.or.us

Brown, Jason

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

Don Clements

jwille@wm.com

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

Yamhill County Planning-Ken Friday

Yamhill County Roads Dept

Ziplay Fiber Engineering

andress@newberg.k12.or.us

JBrown2@wm.com

Jason\_carroll@cable.comcast.com

dclements@cprdnewberg.org

jwille@wm.com

97132newbergor@usps.gov

brian.kelley@nwnatural.com

ODOTR2PLANMGR@odot.oregon.gov

Carrie.a.martin@odot.state.or.us

service coordinators@pgn.com

jason1@sportsmanairpark.com

jerry@sportsmanairpark.com

thompsonc@co.yamhill.or.us

Ty.darby@tvfr.com

fridayk@co.yamhill.or.us

haffnerg@co.yamhill.or.us

scott.albert@ziply.com

**Members:**

April Catan	april.catan@newbergoregon.gov
Barbara Davis	barbara.davis@newbergoregon.gov
Brett Musick	Brett.Musick@newbergoregon.gov
Brooks Bateman	brooks.bateman@newbergoregon.gov
Carl Ramseyer	carl.ramseyer@newbergoregon.gov
Craig Pack	craig.pack@newbergoregon.gov
Dan Wilson	dan.wilson@newbergoregon.gov
Jeff Kosmicki	jeff.kosmicki@newbergoregon.gov
Karyn Hanson	karyn.hanson@newbergoregon.gov
Karyn Hanson - personal email	kghkeatingeng@gmail.com
Preston Langeliers	Preston.Langeliers@newbergoregon.gov
Russ Thomas	russ.thomas@newbergoregon.gov
Vance Barton	vance.barton@newbergoregon.gov
Will Worthey	Will.Worthey@newbergoregon.gov



# COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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: November 28, 2023  
Please refer questions and comments to: James Dingwall

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

**APPLICANT:** Trevor & Lauren Marugg  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 312 E Chandler Dr  
**LOCATION:** N/A  
**TAX LOT:** R3207AC 04500  
**FILE NO:** CUP23-0017  
**ZONE:** R-1(Residential Low Density Zoning)  
**HEARING DATE:** 12/14/2023



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)

BROOKS BARTON

Reviewed By:

11-16-23

Date:

TSUIC-DINH

Organization:



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Digitally signed by Will Worthey  
DN: cn=US, ou=Newberg, cn=City of Newberg, cn=Will Worthey,  
E=will.worthey@newbergoregon.gov  
Reason: I have reviewed this document  
Location: your signing location here  
Date: 2023.11.15 07:50:35-0800  
Foxit PhantomPDF Version: 10.1.10

11/15/23

Reviewed By:

Date:

Will Worthey CM

Organization:



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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: 2023.11.27 10:45:00-08'00'  
Foxit PhantomPDF Version: 10.1.10

**11/27/23**

Reviewed By:

Date:

**CON PW Engineering**

Organization:

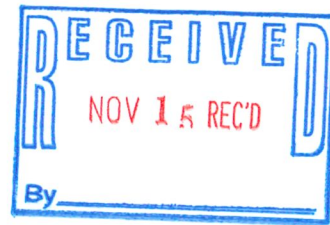


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*[Signature]*  
Reviewed By:

11/15/23  
Date:

*Finance*  
Organization:





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**April Catan**

Digitally signed by April Catan  
DN: c=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: 2023.11.15 08:31:55-0800  
Foxit PhantomPDF Version: 10.1.10

**11/15/23**

Reviewed By:

Date:

**City of Newberg**

Organization:



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Organization:



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11/15/23

Date:

City of Newberg - Operations

Organization: