



## 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: January 2, 2024

Please refer questions and comments to: Jeremiah Cromie

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

**APPLICANT:** Taylor & Bailey Smith  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 3232 E Province Ct  
**LOCATION:** N/A  
**TAX LOT:** R3221BB 00712  
**FILE NO:** CUP23-0022  
**ZONE:** R-2(Residential Medium Density Zoning)  
**HEARING DATE:** 1/11/2024

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Project Information is Attached:

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☐ 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)

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Reviewed By:

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Date:

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Organization:



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Reviewed By:

**Will Worthey CM**

Organization:

*\$ R. Devis Finance*

12/19/2023

Date:

*12/19/23*

[Save changes](#)

Referral - CUP23-002... - Editing



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☐ Comments. (Attach additional pages as needed)

  
Reviewed By:

12/18/2023

Date:

Newberg-Dundee Police Department  
Organization:

Newberg Community Development • 414 E First Street, Newberg, OR 97132 • 503-537-1240 • [planning@newberg](mailto:planning@newberg)



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Meeting requested.



Comments. (Attach additional pages as needed)

**April Catan**

Digitally signed by April Catan  
DN: cn=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: 2023.12.15 07:27:51-08'00'  
Post PhantomPDF Version: 10.1.10

**12/19/23**

Reviewed By:

Date:

**City of Newberg**

Organization:



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Meeting requested.



Comments. (Attach additional pages as needed)

**Russ Thomas**

Digitally signed by Russ Thomas  
DN: OU=PW Director, O=City of Newberg, CN=Russ Thomas,  
E=russ.thomas@newbergoregon.gov  
Reason: I have reviewed this document  
Location: your signing location here  
Date: 2023.12.19 15:06:14-08'00'  
Post-PhantomPDF Version: 10.1.12

**12/19/23**

Reviewed By:

Date:

**PW Director**

Organization:



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Meeting requested.



Comments. (Attach additional pages as needed)

Reviewed By:

12/18/23

Date:

Maintenance Superintendent

Organization:



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Meeting requested.



Comments. (Attach additional pages as needed)

Reviewed By:

12/19/23

Date:

City of Newberg - Operations

Organization:

## Fe Bates

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**From:** Brown, Jason <JBrown2@wm.com>  
**Sent:** Wednesday, December 20, 2023 11:41 AM  
**To:** Fe Bates  
**Cc:** Jeremiah Cromie  
**Subject:** RE: City of Newberg Referral Request for Project #: CUP23-0022

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Fe, we don't see any issues with these plans. Carts will be set out on the main road correct (Provence Ct.)?

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**From:** Fe Bates <Fe.Bates@newbergoregon.gov>  
**Sent:** Monday, December 18, 2023 4:25 PM  
**Cc:** Fe Bates <Fe.Bates@newbergoregon.gov>; Jeremiah Cromie <Jeremiah.Cromie@newbergoregon.gov>  
**Subject:** [EXTERNAL] City of Newberg Referral Request for Project #: CUP23-0022

Good Day,

Below is a link to Referral CUP23-0022 for a Vacation Rental:

 [Referral - CUP23-0022.pdf](#)

Please fill out the Referral Sign Off sheet and email it back no later than **January 2, 2024** 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

