

December 14, 2023

Taylor & Bailey Smith
3232 E Province Ct.
Newberg, OR 97132
Email: bailey@indietraveldesign.com
Sent via e-mail

Re: Vacation Rental – Completeness Notice for CUP23-0022 at 3232 E Province Ct.

This letter is to inform you that the above referenced application submitted on December 1, 2023, for a conditional use permit for a vacation rental operation at 3232 E Province Court is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **January 11, 2024**.

Attached is a revised mailer and approved notice posting. Please submit a final copy to the City prior to your mailing for review. Your land use posting must be waterproof, measuring a minimum of two feet by three feet, and be placed along the Province Court frontage of the property. If possible, the notice shall be posted within 10 feet of a street lot line and shall be visible to pedestrians and motorists. Notices shall not be posted in a public right-of-way or on trees. Once you have mailed and posted your notice, you must provide the attached affidavit within two days of distributing the mailed notice and posting no later than December 22, 2023.

On December 28, 2023, staff will place the hearing notice in the newspaper and post in four public places as required by the Newberg Municipal Code.

Please feel free to contact me at jeremiah.cromie@newbergoregon.gov or 503-554-7772 if you have any further questions.

Regards,

A handwritten signature in black ink that reads "Jeremiah Cromie".

Jeremiah Cromie, Associate Planner
City of Newberg | Community Development Department |
Direct. 503-554-7772 | jeremiah.cromie@newbergoregon.gov

*Enc.: Unfilled Affidavit of Posting & Mailing
Revised Mailer and Posting*



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

NOTICE OF PLANNING COMMISSION HEARING ON A CONDITIONAL USE PERMIT - **VACATION RENTAL**

use their home (or part of) as a vacation rental, also referred to as a short term rental

January 11, 2024

A property owner in your neighborhood submitted an application to the City of Newberg for a conditional use permit to *(describe proposed use)*. The Newberg Planning Commission will hold a hearing on *(Date of hearing)* at 7 p.m. at the Newberg Public Safety Building, 401 E. Third Street, Newberg, OR, to evaluate the proposal. You are invited to take part in the City's review of this project by sending in your written comments or by testifying before the Planning Commission. For more details about giving comments, please see the back of this sheet.

The application would change the ~~land use of this (describe how many acres) acre parcel~~ to allow *(describe the proposed use of the land; describe anticipated improvements, and any proposed construction or demolition anticipated on the site)*.

an existing 5 bedroom single-family home to allow the home or part of the home as a vacation rental, also known as a short-term rental property with the owners still personally using the property. There is no proposed construction or demolition to the property

APPLICANT: *(Applicant's name)*
TELEPHONE: *(Applicant's number)*

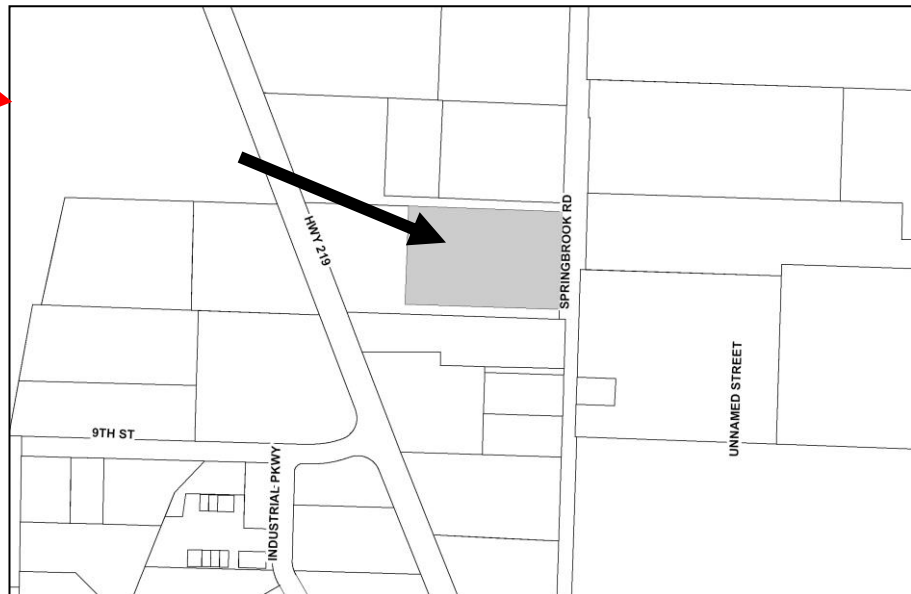
PROPERTY OWNER: *(Property owner name)*

LOCATION: *(Property address)*

TAX LOT NUMBER: *Yamhill County Tax Map and Lot Number (i.e. 3219AB-1400)*

Enter all information here and map down below

Insert site map with the project location highlighted as shown on the adjacent sample map.



We are mailing you information about this project because you own land within 500 feet of the proposed subdivision. We invite you to participate in the land use hearing scheduled before the Planning Commission. If you wish to participate in the hearing, you may do so in person or be represented by someone else. Oral testimony typically is limited to five minutes per speaker.

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

Written Comments: File No. ~~(staff will provide)~~ CUP23-0022
City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

January 8, 2024

All written comments must be turned in by noon on Monday, ~~(insert date - Monday prior to hearing)~~. Written information received after this time will be read out loud at the hearing subject to time limits for speakers and will be included in the record if there are further proceedings.

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. Application material can also be accessed at ~~https://www.newbergoregon.gov/planning~~ under the "Current Planning Projects" page.

<https://www.newbergoregon.gov/planning/page/cup23-0022-vacation-rental-home-3232-e-province-ct>

A staff report relating to the proposal will be available for inspection at no cost seven days prior to the public hearing. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised during the public hearing process. 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 a conditional use permit are found in Newberg Development Code Section 15.225.060.

Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application through a continuance or extension of the record. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the State Land Use Board of Appeals based on that issue.

The Planning Commission will make a decision at the end of the public hearing process. If you participate in the public hearing process, either by testifying at the public hearing, or by sending in written comments, you will be sent information about any decision made by the City relating to this project.

Date Mailed: ~~Date notice is mailed~~

December 18, 2023
(if later, project will need to go on February Planning Commission Meeting)

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at 503-537-1283. For TTY services please dial 711.

Working Together For A Better Community-Serious About Service"

Land Use Notice

CUP23-0022

FILE # ~~MISC223-0003~~

PROPOSAL: ~~Vacation Rental~~

Short-term
Vacation Rental



FOR FURTHER INFORMATION, CONTACT:

City of Newberg
Community Development Department
414 E First Street
Phone: 503-537-1240
E-mail: Planning@newbergoregon.gov

PLANNING DIVISION FILE #: _____

**CITY OF NEWBERG
AFFIDAVIT OF NOTICING**

REFERENCE ATTACHED LIST(S)/NOTICE(S)

I, _____, do hereby certify that the attached Notice of Land Use Action was:

- a) mailed to the following list of property owners, by United States mail, postage prepaid
on _____;
(date)

- b) posted on the site according to standards established in Newberg Development Code §15.100.260
on _____.
(date)

I acknowledge that failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledge that failure to mail will result in the automatic postponement of a decision on the application 15.100.210.(D)(2) _____.
(date)

Signature Date

Print name