

November 7, 2023

Shahin Pourkesali & Marjan Ramezany
10182 SE Hillcrest Rd
Happy Valley, OR 97086
Email: shahinp@yahoo.com
Sent via e-mail

Re: Vacation Rental – Completeness Notice for CUP23-0018 at 1314 N College Street

This letter is to inform you that the above referenced application submitted on October 27, 2023, for a conditional use permit for a vacation rental operation at 1314 N College Street is **deemed complete**. We have tentatively scheduled your Planning Commission Public Hearing for **January 11, 2023**.

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 College Street 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, appearing to read "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*