



February 13, 2024

Daniel Danicic
Yamhill Land Development Services
PO Box 1042
Newberg, OR 97132

Sent via email: djd.ylds@gmail.com

Re: Completeness Notice for Quasi-judicial Annexation at 918 S Wynooski Street (File No. ANX23-0001)

Dear Applicant,

This letter is to inform you that the above referenced application for a quasi-judicial annexation of 918 S Wynooski Street, submitted December 14, 2023 and previously deemed incomplete January 5, 2024, has been deemed **complete**. We have tentatively scheduled your Planning Commission Public Hearing for **April 11, 2024**.

Attached you will find marked-up versions of your neighborhood mailer and sign posting. Please add the missing information to the mailer (in bold) and submit a final copy to me prior to your mailing for review. Based on City requirements and the length of lot frontages for the subject property, one noticing sign is required along S Wynooski Road. The noticing sign must be waterproof, measuring a minimum of two feet by three feet, and if possible, the notice shall be posted within 10 feet of a street lot line and be visible to pedestrians and motorists. Notices shall not be posted in a public right-of-way or on trees. All posting must stay up until after the final decision is issued.

Within two days of completing the mailing and sign posting, please return the attached affidavit no later than **March 21, 2024**.

While not related to the completeness of your application, during review the following observations were made related to your project's application materials.

- Newberg Municipal Code 15.430.010(B) requires that existing utility lines shall be placed underground when they are relocated, or when an addition or remodel requiring a Type II design review is proposed, or when a developed area is annexed to the city. Mapping indicates that existing overhead utility lines are present on the subject property. NMC 15.430.010(C) provides that the director may make exceptions to the requirement

to underground utilities based on one or more of the following criteria:

1. The cost of undergrounding the utility is extraordinarily expensive.
2. There are physical factors that make undergrounding extraordinarily difficult.
3. Existing utility facilities in the area are primarily overhead and are unlikely to be changed.

You may submit written responses to the criteria to the director to make a determination on the applicability of the utility undergrounding requirement.

If you have any questions, please contact me at james.dingwall@newbergoregon.gov or (503) 554-7764.

Sincerely,

A handwritten signature in blue ink that reads "James Dingwall". The signature is written in a cursive, flowing style.

James Dingwall, Assistant Planner
City of Newberg, Community Development Department