



Planning Commission Meeting

June 22, 2023 - 7:00 PM

Newberg Public Safety Building

Denise Bacon Community Room

401 E Third St, Newberg OR 97132

(Hybrid Meeting - Instructions To Join Electronically At www.Newbergoregon.Gov. Email Comments To Fe.Bates@Newbergoregon.Gov)

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

(5-minute maximum per person - for items not on the agenda)

IV. QUASI-JUDICIAL PUBLIC HEARINGS

(complete registration form to give testimony - 5-minute maximum per person except for principals, unless otherwise set by majority motion of the Planning Commission).

IV.A CUP23-0001 - Conditional use permit approval to use a single-family dwelling as a vacation rental home, 300 W Third Street

[CUP23-0001_VR_300 W Third St_Staff Report.pdf](#)

[Attachment 1 - Complete Application.pdf](#)

[Attachment 2 - Agency Comment Packet.pdf](#)

[Attachment 3 - Public Comment Packet.pdf](#)

IV.B MAMD323-0001/MISC123-0009 - Major Modification of CUP-2-90 for a shelter to add 8 additional beds, Design Review for an accessory modular building, and Parking Determination, 615 N College Street

[Memo Continuance YCAP 6-22-23 w Attachment.pdf](#)

V. ITEMS FROM STAFF

Vacation Rental update (Verbal) Presented by Clay Downing

VI. ITEMS FROM COMMISSIONERS

VII. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the Community Development Department Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant at (503) 537-1240. For TTY services please dial 711.

Planning Commission Agenda Item Report

Meeting Date: June 22, 2023

Submitted by: Doug Rux

Submitting Department: Community Development

Item Type: PC QUASI-JUDICIAL PUBLIC HEARING

Agenda Section:

Subject:

CUP23-0001 - Conditional use permit approval to use a single-family dwelling as a vacation rental home, 300 W Third Street

Suggested Action:

Adopt Planning Commission Order 2023-10

Attachments:

[CUP23-0001_VR_300 W Third St_Staff Report.pdf](#)

[Attachment 1 - Complete Application.pdf](#)

[Attachment 2 - Agency Comment Packet.pdf](#)

[Attachment 3 - Public Comment Packet.pdf](#)

PLANNING COMMISSION STAFF REPORT
VACATION RENTAL CONDITIONAL USE PERMIT
300 W Third Street

HEARING DATE: June 22, 2023

FILE NO: CUP23-0001

REQUEST: Conditional use permit approval to use a single-family dwelling as a vacation rental home

LOCATION: 300 W Third Street

TAX LOT: R3219AC 13500

APPLICANT: Brian Love

OWNER: Barbara Freeman

ZONE: R-1 (Low Density Residential)

PLAN DISTRICT: LDR (Low Density Residential)

ATTACHMENTS:

Planning Commission Order 2023-10 with:

Exhibit A: Findings

Exhibit B: Conditions of Approval

Attachment 1: Application

Attachment 2: Agency Comments

Attachment 3: Public Comments

- A. **DESCRIPTION OF APPLICATION:** The applicant is requesting Conditional Use Permit (CUP) approval to use an existing two-bedroom home as a vacation rental located at 300 W Third Street. The applicant has stated that currently only one off-street parking space exists, however has submitted site plans showing a second off-street parking space is possible and will obtain required permits to build it if the use as a vacation rental is approved. This is further discussed in the findings and in the conditions of approval. The application will have an occupancy limit of four people and enforced quiet hours between 10:00 p.m. and 7:00 a.m. The subject property is zoned R-1 (Low Density Residential). Attachment 1 contains the submitted application materials.
- B. **LOCATION:** 300 W Third Street



C. SITE INFORMATION:

1. Location: 300 W Third Street
2. Total Lot Size: 5,301 square feet
3. Topography: Flat
4. Current Land Uses: Single family residential
5. Natural Features: Residential landscaping
6. Adjacent Land Uses:
 - a. North: Single-family residential
 - b. South: Single-family residential
 - c. East: Single-family residential
 - d. West: Single-family residential
7. Zoning:
 - a. North: R-1 (Low Density Residential)
 - b. South: R-1 (Low Density Residential)
 - c. East: R-1 (Low Density Residential)
 - d. West: R-1 (Low Density Residential)
8. Access and Transportation: Access to the vacation rental will occur via W Third Street. W Third Street is classified as a residential street in the City's Transportation System Plan.
9. Utilities:

Water: The City's GIS identifies a 6-inch water main located north of the subject property (front) in W Third Street which provides a connection to the subject property via existing 3/4-inch service lateral.

Wastewater: The City's GIS identifies an 8-inch wastewater main located north of the subject property (front) in W Third Street. An existing lateral is not shown on the City's GIS system. The applicant provided City of Newberg Water and Sewer invoice confirming the properties connection to utilities.

Stormwater: The City's GIS does not identify stormwater facilities on-site or adjacent to the subject property. Stormwater drains to the street and then to the nearest catch basin.

Overhead Lines: The property is not served by overhead power lines. Any new overhead utility connections to the property must be undergrounded. See Newberg Municipal Code (NMC) 15.430.010 for exception provisions.

- D. PROCESS:** This CUP request is a Type III application and follows the procedures in NMC Section Code 15.100.050. The Planning Commission will hold a quasi-judicial public hearing on the application. The Commission will make a decision on the application based on the criteria listed in the attached findings. The Planning Commission's decision is final unless appealed. Important dates related to this application are as follows:

- 3/20/2023: The Community Development Director deemed the application complete.
- 05/08/23: The applicant mailed notice to the property owners within 500 feet of the site.
- 05/08/23: The applicant posted notice on the site.
- 05/17/23: The *Newberg Graphic* published notice of the Planning Commission hearing and notice was posted in four public places.
- 06/08/23: The Planning Commission opened the hearing and continued it to June 22, 2022. No testimony was taken.
- 06/22/23: The Planning Commission will hold a quasi-judicial public hearing to consider the application.

- E. AGENCY COMMENTS:** On April 18, 2023, the application was routed to several public agencies and City departments for review and comment. Comments and recommendations from City departments have been incorporated into the findings and conditions of approval. As of the writing of this report, the City received the following responses from the following referral agencies which are also provided in Attachment 2:

1. Building Official: Reviewed, no conflict.
2. City Manager: Reviewed, no conflict.
3. Community Development Director: Reviewed, no conflict.
4. Finance: Reviewed, no conflict.

5. Police: Reviewed, no conflict.
6. Public Works – Maintenance Superintendent: Reviewed, no conflict.
7. Public Works – Wastewater Treatment: Reviewed, no conflict.
8. Public Works - Engineering: Reviewed, no conflict.
9. Public Works – Water Superintendent: Reviewed, no conflict.
10. Public Works Director - Reviewed, no conflict.
11. Yamhill County Transit - Reviewed, no conflict.
12. Ziply Fiber: Reviewed, no conflict.

F. PUBLIC COMMENTS: As of the writing of this report two public comments have been received from Dan & Kay Divine, and Alejandra Amador (Attachment 3).

Dan & Kay Divine question how many permits the City will issue of a community of our size, believe there are a number of locations to stay in Newberg, prefer their neighborhood remain single family, and the subject property needs maintenance (fence and lawn).

Staff Response:

Vacation rentals are a Conditional Use Permit (CUP) review by the Planning Commission. The City Council and Planning Commission have directed staff to conduct research regarding vacation rental regulations and that research is underway. The Planning Commission may consider maintenance of the property as part of the CUP review under NMC 15.225.060(A).

Alejandra Amador provides comments on the concerns of the changing character of the neighborhood with a vacation rental, safety concerns, increased risks that people will not see their neighborhood as a home.

Staff Response:

Vacation rentals are a Conditional Use Permit (CUP) review by the Planning Commission. The City Council and Planning Commission have directed staff to conduct research regarding vacation rental regulations and that research is underway. The Planning Commission may consider Ms. Amador comments as part of the CUP review under NMC 15.225.060(A).

- G. ANALYSIS:** The proposed vacation rental will be compatible with the surrounding residential uses and neighborhood based on the proposed use, size, operating characteristics, and scope. The characteristics of a vacation rental are not dissimilar from other rented and owned dwellings. The maximum occupancy is regulated by the number of bedrooms – two guests per bedroom. Therefore, the maximum number of guests in the house is four (4) based on the current two bedrooms in the home. The application materials indicate that a total of one off-street parking space exists with the ability to add the required second space will be available at the subject property for short-term guests.
- H. PRELIMINARY STAFF RECOMMENDATION:** The preliminary staff recommendation is made in the absence of public hearing testimony and may be modified after the close of the public hearing. At the time this report was drafted, staff recommends the following motion:

Move to adopt Planning Commission Order 2023-10, which approves the requested conditional use permit with the attached conditions of approval in Exhibit “B”.



PLANNING COMMISSION ORDER 2023-10

**AN ORDER APPROVING CONDITIONAL USE PERMIT CUP23-0001 FOR A
VACATION RENTAL HOME AT 300 W THIRD STREET, YAMHILL COUNTY
TAX LOT R3219AC 13500.**

RECITALS

1. Brian Love applied for a conditional use permit for a vacation rental home at 300 W Third Street, Yamhill County Tax Lot R3219AC 13500.
2. After proper notice, the Newberg Planning Commission held a public hearing on June 8, 2023, to consider the application. The Commission continued the hearing to June 22, 2023, and did not take testimony.
3. The Commission continued the hearing on June 22, 2023, considered testimony and deliberated.
4. The Newberg Planning Commission finds that the application meets the applicable Newberg Municipal Code criteria as shown in the findings in Exhibit "A".

The Newberg Planning Commission orders as follows:

1. Conditional Use Permit Application CUP23-0001 is hereby approved, subject to the conditions contained in Exhibit "B". Exhibit "B" is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit "A" are hereby adopted. Exhibit "A" is hereby adopted and by this reference incorporated.
3. This order shall be effective on July 7, 2023, unless appealed prior to this date.
4. This order shall expire one year after the effective date above if the applicant does not commence use of the home as a vacation rental unless an extension is granted per Newberg Development Code 15.225.100.

Adopted by the Newberg Planning Commission this 22nd day of June 2023.

ATTEST:

Planning Commission Chair

Planning Commission Secretary

List of Exhibits:

Exhibit “A”: Findings
Exhibit “B”: Conditions of Approval

**Exhibit “A” to Planning Commission Order 2023-10
Findings – File CUP23-0001
Vacation Rental at 300 W Third Street**

Formatting notes: The Newberg Municipal Code (NMC) criteria are written in *italic bold* font and the findings are written in regular font. The NMC criteria will be presented first, followed by the findings of fact. Finding of fact with underlined font indicate subsequent inclusion in Exhibit “B” Conditions of Approval.

I. Conditional Use Permit Criteria That Apply – NMC Section 15.225.060.

- A. *The location, size, design and operating characteristics of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the development.***

Finding: The vacation rental would occur in an existing two-bedroom, single-family dwelling located in the downtown Newberg area. The applicant has proposed to use the dwelling as a short-term vacation rental with a maximum occupancy of four people. The applicant intends to manage the property until a sufficient management company is hired. Trash is collected every Thursday.

The proposed vacation rental use is similar to a residential use in design and operating characteristics. The home has two bedrooms and is therefore eligible to host a maximum of four occupants. There currently exists one off-street parking space at the subject property, with the ability to have a second space built. Please see findings for NMC15.445.330(A) for more information regarding the required number of parking spaces. There are R-1 designated properties located to the north, south, east and west of the subject property. A vacation rental use is compatible with the surrounding residential neighborhood and would effectively function no differently than the existing residential uses in the surrounding area. This criterion is met.

- B. *The location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping or civic environment, and will be as attractive as the nature of the use and its location and setting warrants.***

Finding: According to the application materials, the location of the dwelling is attractive for a vacation rental due to its proximity to downtown Newberg and surrounding amenities. The downtown central business district is located approximately 500 feet northeast of the subject property. A vacation rental is a compatible use with other residential uses because its operating characteristics are similar in size and scope to a long-term rental (longer than 30-days) or owner-

occupied dwelling. This criterion is met.

C. *The proposed development will be consistent with this code.*

Finding: The vacation rental standards are addressed in the findings below. If the proposed project complies with the standards of Article VII. Vacation Rentals (NMC Chapter 15.445) the application will be consistent with code requirements.

II. Applicable Criteria - NMC 15.445.300 Vacation Rental Homes

15.445.310 Where allowed.

Vacation rental homes are permitted in areas shown on Chapter 15.305 NMC.

The vacation rental home must be a structure approved for occupancy as a single-family dwelling unit.

Finding: The subject property is zoned R-1. The table below is an excerpt from NMC Chapter 15.305, which states that vacation rental homes are permitted as a conditional use in the R-1 zone. The owner has applied for a conditional use permit for the proposed vacation rental home. The structure was previously approved for occupancy as a single-family dwelling unit.

<u>Use</u>	R-1	R-2	R-3	R-4	RP	C-1	C-2	C-3
<u>Vacation rental home</u>	C	C	S	S	S	S(13)	S(13)	S(13)

This criterion is met.

15.445.320 Registration required.

Prior to use or advertising for use of a dwelling as a vacation rental home, the owner or operator shall register the vacation rental home with the city on forms provided by the director. The registration shall include such information required by the director, including the name and contact information for the owner, operator and a local contact.

Finding: As required by NMC 15.445.320, prior to the use of the home as a vacation rental the owner or applicant will be required to register the vacation rental home with the City and will be required to pay the transient lodging tax. This criterion will be met with the adherence to the aforementioned condition of approval.

15.445.330 Standards.

A. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.

B. The applicant shall provide for regular refuse collection.

C. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people.

D. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy.

Finding: The applicant has proposed that the vacation rental will:

- A. The applicant has provided a preliminary site plan showing the property can meet lot coverage and parking coverage requirements for an additional parking space, along with proper creation of associated driveway apron. Provide at least two off-street parking spaces at the subject property in the driveway.
The applicant will be required to obtain the required permits to extend their existing driveway to include a second off-street parking space prior to vacation rental guest occupancy.
- B. Maintain weekly garbage collection every Thursday by Waste Management that is to be picked up in front of the home.
- C. Offer a vacation rental in an existing two-bedroom single family home with a maximum occupancy of four people.
- D. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.

These criteria are met with the adherence to the conditions of approval.

15.445.340 Registration posting.

The applicant shall post the vacation rental home registration within the dwelling adjacent to the front door. At a minimum, the posting will contain the following information:

- A. The name of the operator and a telephone number where the operator may be reached.***
- B. The telephone number for the police department.***
- C. The maximum number of occupants permitted to stay in the dwelling.***
- D. The standards for the rental occupancy.***
- E. The solid waste collection day.***

Finding: The applicant has acknowledged the requirements listed in NMC Section 15.445.340 and has stated that they will comply with these requirements. Prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Brian Love

Operator Phone Number: (503) 572-6872

Rental Management Company and Contact: TBD

Rental Management Company Phone Number: TBD

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: Four (4)

Trash Pick-Up Day: Thursdays

City of Newberg Vacation Rental Standards:

- Each vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.
- The applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 4 people.
- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.

The requirements of NMC Section 15.445.040 will be met with adherence to the aforementioned conditions of approval.

15.445.350 Complaints and revocation of registration.

If the city receives two or more written complaints within a one-year period regarding a vacation rental home occupancy, and the issues have not been resolved through the code enforcement officer, the city manager may schedule a hearing to consider revoking the vacation rental home registration. The hearing may be conducted by the city manager, or other such hearings officer as the city manager may appoint for this purpose. The city manager shall notify the owner and operator of the hearing, those submitting written complaints, and may invite others to submit testimony at the hearing. After hearing the facts, the city manager may do any of the following:

A. Revoke the registration for noncompliance with the standards in this section. If this permit is revoked, the premises may not be used as a vacation rental home for a period of two years, or a period of lesser time as determined by the hearings officer.

B. Impose additional conditions necessary to fulfill the purpose of this section.

C. Establish a probationary period to monitor compliance.

D. Dismiss the complaint.

E. Refer the matter to the code enforcement officer for citation in municipal court or other appropriate jurisdiction.

The hearings officer's decision may be appealed to the planning commission by the applicant, owner, or person filing the written complaint within 14 calendar days of the date of the decision in the manner provided in NMC 15.100.170.

Finding: The City will follow the procedures listed above in the event complaints are received about the vacation rental home. The applicant's narrative acknowledges Section 15.445.050 complaints and revocation of registration. The applicants have indicated they understand the potential for an approval to be revoked if the requirements for operating a vacation rental are not adhered to.

III. CONCLUSION:

Based on the above-mentioned findings, the application meets the required criteria within the Newberg Municipal Code, subject to completion of and adherence to the attached conditions of approval in Exhibit "B".

**Exhibit “B” to Planning Commission Order 2023-10
Conditions of Approval – File CUP23-0001
Vacation Rental Home at 300 W Third Street**

THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO USE AS A VACATION RENTAL AND ADHERED TO IN ORDER TO CONTINUE THE USE OF A VACATION RENTAL:

1. **Transient Lodging Tax:** Prior to the use of the home as a vacation rental the owner or applicant will be required to register the vacation rental home with the City of Newberg and will be required to pay the transient lodging tax.
2. **Parking:**
 - a. Provide at least two off-street parking spaces at the subject property in the driveway.
 - b. The applicant will be required to obtain the required permits to extend their existing driveway to include a second off-street parking space prior to vacation rental guest occupancy.
3. **Refuse Collection:**
 - a. Maintain weekly garbage collection every Thursday by Waste Management that is to be picked up in front of the home.
4. **Maximum Occupancy:**
 - a. Offer a vacation rental in an existing two-bedroom single family home with a maximum occupancy of four people.
5. **Temporary Occupancy Limits:**
 - a. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.
6. **Posting:** Prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Brian Love

Operator Phone Number: (503) 572-6872

Rental Management Company and Contact: TBD

Rental Management Company Phone Number: TBD

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: Four (4)

Trash Pick-Up Day: Thursdays

City of Newberg Vacation Rental Standards:

- Each vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.
- The applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 4 people.
- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.



TYPE III APPLICATION (QUASI-JUDICIAL REVIEW)

File #: _____

TYPES – PLEASE CHECK ONE:

- ☐ Annexation
☐ Comprehensive Plan Amendment (site specific)
☐ Zoning Amendment (site specific)
☐ Historic Landmark Modification/alteration
- ☒ Conditional Use Permit
☐ Type III Major Modification
☐ Planned Unit Development
☐ Other: (Explain) _____

APPLICANT INFORMATION:

APPLICANT: Brian Love
 ADDRESS: 815 S Chehalem St. Newberg, OR 97132
 EMAIL ADDRESS: batrywork1@aol.com
 PHONE: (503) 572-6871 MOBILE: _____ FAX: _____
 OWNER (if different from above): Barbara Freeman PHONE: 503-730-9060
 ADDRESS: 603 Donald Ct Newberg Or 97132
 ENGINEER/SURVEYOR: _____ PHONE: _____
 ADDRESS: _____

GENERAL INFORMATION:

PROJECT NAME: _____ PROJECT LOCATION: 300 West 3rd. St. Newberg, OR
 PROJECT DESCRIPTION/USE: Conditional Use for short-term rental
 MAP/TAX LOT NO. (i.e. 3200AB-400): R3219AC 13500 ZONE: R-1 SITE SIZE: 5301 SQ. FT. ☒ ACRES ☐
 COMP PLAN DESIGNATION: _____ TOPOGRAPHY: _____
 CURRENT USE: Single Family Residential
 SURROUNDING USES:
 NORTH: _____ SOUTH: _____
 EAST: _____ WEST: _____

SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED

General Checklist: ☐ Fees ☐ Public Notice Information ☐ Current Title Report ☐ Written Criteria Response ☐ Owner Signature

For detailed checklists, applicable criteria for the written criteria response, and number of copies per application type, turn to:

Annexationp. 15
 Comprehensive Plan / Zoning Map Amendment (site specific)p. 19
 Conditional Use Permitp. 21
 Historic Landmark Modification/Alterationp. 23
 Planned Unit Developmentp. 26

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Applicant Signature

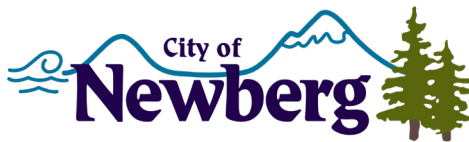
Date

Owner Signature

Date

Print Name

Print Name



COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

FILE #: _____

VACATION RENTALS CRITERIA APPLICATION

NOTE TO APPLICANTS - PROVIDE THIS INFORMATION WITH A TYPE II or TYPE III LAND USE APPLICATION AND A BUSINESS LICENSE APPLICATION.

For questions on this form, please contact the Planning Division at 503-537-1240 or email: planning@newbergoregon.gov.

SITE INFORMATION:

Address:	
Applicant Name:	
Mailing Address:	State/Zip:
Phone:	Email:
This is a single-family house: <input type="checkbox"/> Yes <input type="checkbox"/> No House Type: _____	

FUTURE REQUIREMENTS:

Initial to commit to meeting these requirements if the vacation rental application is approved.

_____ I/we will register and pay the transient lodging tax each year.

_____ I/we will post the vacation rental home registration that contains the information listed in the Development Code in [15.445.340](#).

_____ I/we understand the complaint process and revocation of registration listed in the Development Code in [15.445.350](#).

GENERAL INFORMATION:

Provide a brief description of your proposed vacation rental including how it will be rented out.

This two-bedroom home will be rented to no more than four guests on a short-term basis. Guest will be able to park in the two off-street parking spaces on the parking pad. Guest will access the home through the back door that has a key-code lock. Check-in time will be 4pm and check-out at 11am. Guests will have access a fenced back yard. There will be no smoking allowed indoors, and will be allowed outdoors with respect to quiet hours. Quiet hours will be strictly enforced between 10pm and 7am. Guest bookings, house cleaning, and yard maintenance will managed by the homeowner/applicant until a sufficient management company is hired.

VACATION RENTALS CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.445.330](#).

1. The vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants. Please state where those parking spaces will be located.

There is currently one parking space on site. The applicant is requesting that this LU approval allow the condition that no short term rental activity begin until completion of the second parking pad. The homeowner plans to widen the existing driveway approach to accommodate an additional on-site parking area for a total of two on-site parking spaces. The driveway approach would be 26 feet wide with 3 feet extensions at the street on each side of the new driveway (total of 6 feet plus 26 feet). The curb that is in front of the converted garage will be restored, with the new driveway area to the south of the existing driveway. The new parking area will be 13 feet wide by 26 feet long. Please see additional sheet with site plan.

2. The applicant shall provide for regular refuse collection. Please state the location and collection day.

Location: On the East side, near parking.
Collection day: Thursday

3. The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of 15 people. Please state how you'll meet this criterion.

There will be no more than two guests per bedroom in the home. The home has two bedrooms; a max of four guests will be allowed.

4. The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy. Please state how you'll meet this criterion.

There will not be any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy.

CONDITIONAL USE CRITERIA:

Provide a brief response to the criteria listed below from the Newberg Development Code in [15.225.060](#).

1. The location, size, design and operating characteristics of the vacation rental are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the use.

The applicant believes that the location, size, design and operating characteristics of the proposed use are compatible with and have minimal impact on the livability. As there are no more persons in the home than what it was built for, the availability of public facilities, utilities, and street capacity is adequate for this use.

2. The proposed vacation rental will provide a convenient and functional living, working, shopping or civic environment, and will be as attractive as the nature of the use and its location and setting warrants.

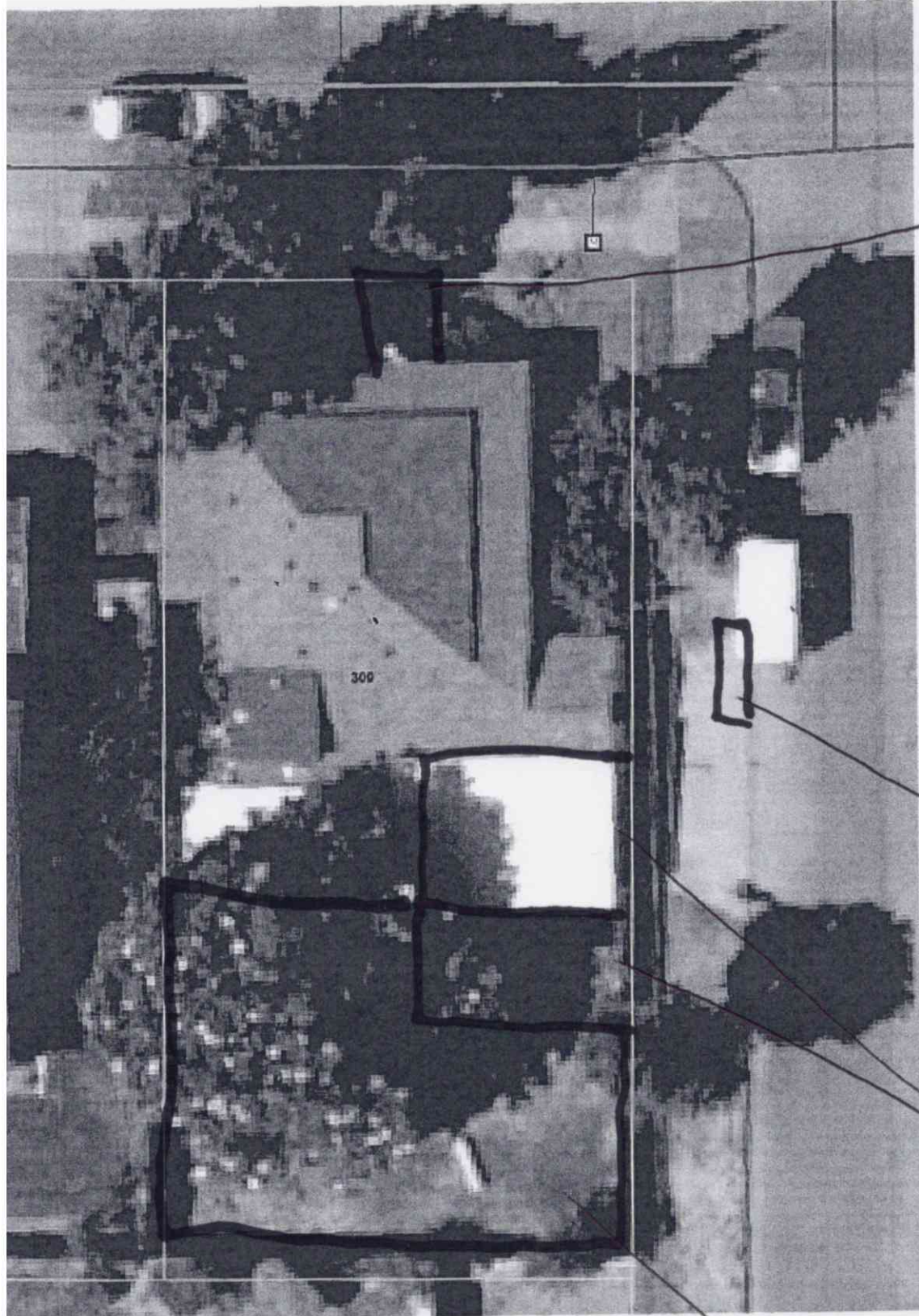
The vacation rental home will continue to be used as a functional living space as a single family home. The home will be rented to single groups or families.

Other/Continued Response Section:

“Brian Love, owner of Krohn's Appliance Service is a Newberg Native, born and raised in the beautiful town nestled in the heart of wine and hazelnut country. He is married to his lovely bride, Missy, who is the Vice Principal in the Sheridan School District.”

“Love has always been heavily involved in his community, and those around him. Some of his ways of involvement include; being a volunteer for many years at Newberg Fire Department, organizing the ever popular Newberg Old Fashioned Festival Grand Parade along with his wife each year, a past director for Washington County Rodeo, and a current director for the St Paul Rodeo. He's donated countless hours, money and/or items to many different organizations throughout the area including (but not limited to); Toy N Joy, Newberg FISH, A Family Place, Love INC, as well as many public and private schools throughout Newberg and St Paul School Districts. He is the epitome of compassion and community.”

https://www.krohnsappliance.com/about_us.html



Front Door

Garbage area

2 off street parking

Open Spail



Legend

Addresses

Newberg Street Lights

MAINTENANC

NEWBERG

PGE

Tax Lots

Public Utilities

Water Meter

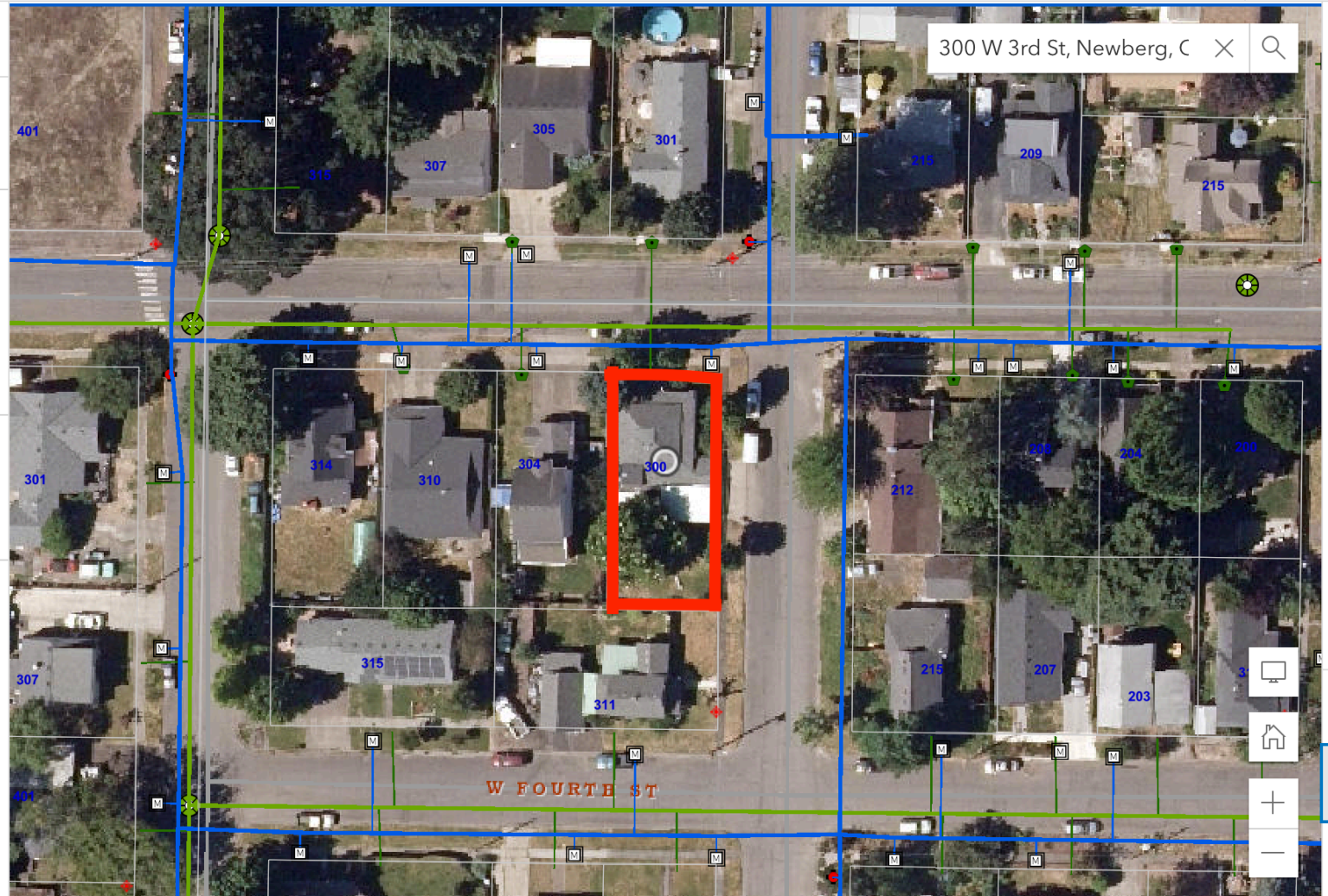


Water Mains

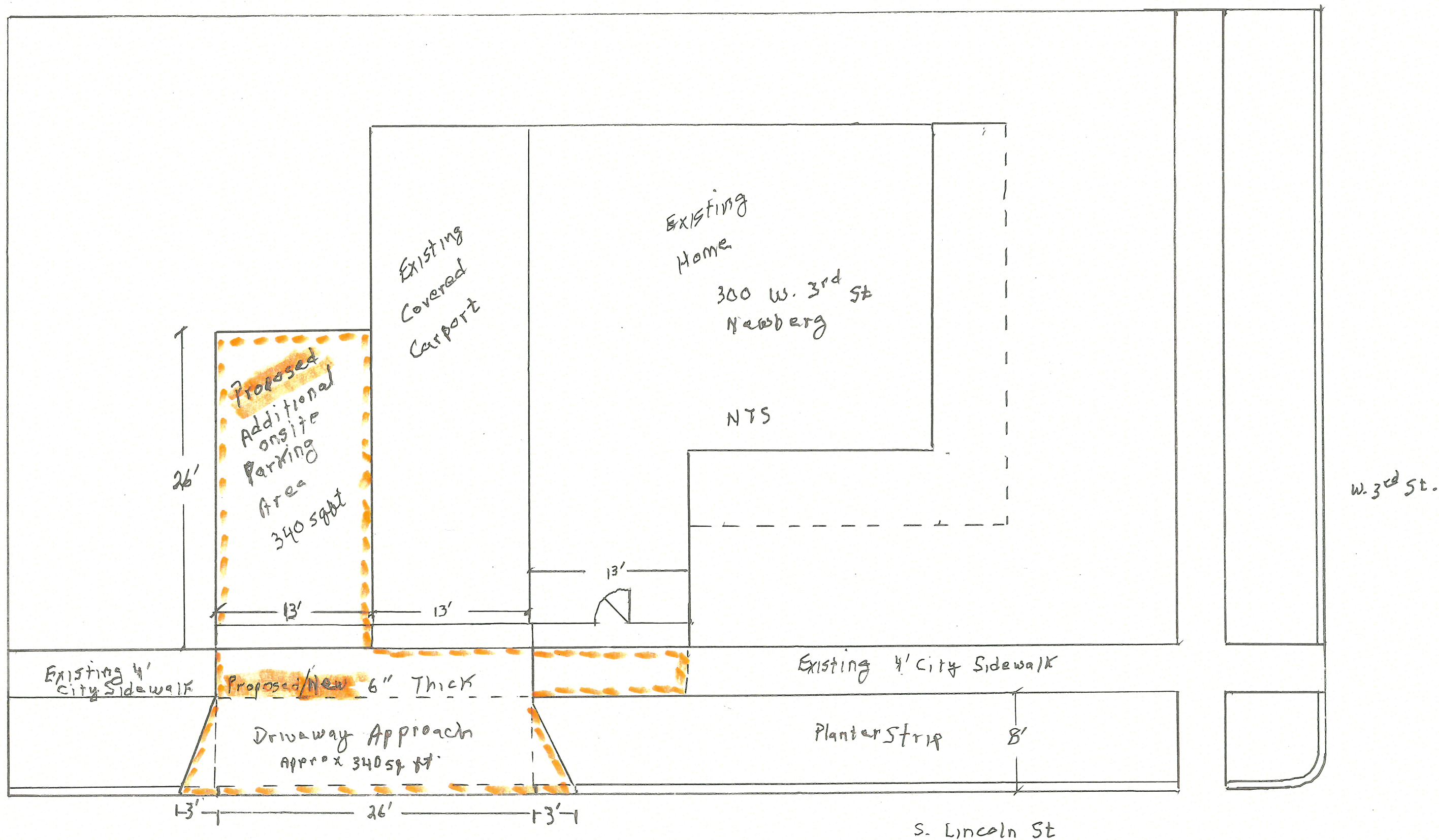
Main

NonPotable Main

Reuse

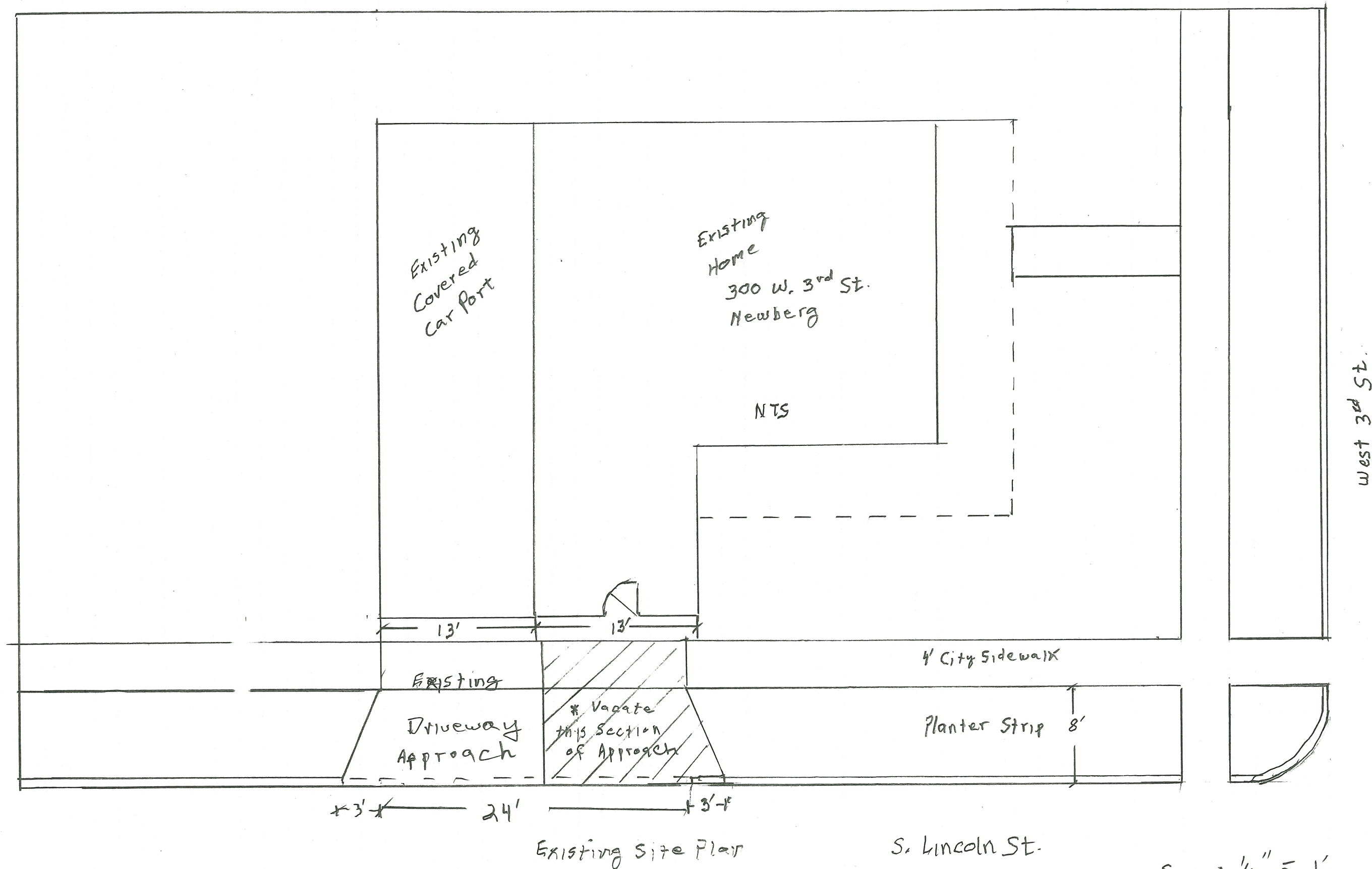


City of Newberg, Oregon Metro, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Cana... Powered by Esri



Proposed Site Plan

Scale: 1/8" = 1'



Scale: $\frac{1}{8}'' = 1'$

TAXID	Owner Name	Mailing Address	Mail City	Mail State	Mail Zip	Site Address	Site City	Site State	Site Zip
R3219AC 13000	Kirby & Louthan Llc	204 W 3rd St	Newberg	OR	97132	204 W 3rd St	Newberg	OR	97132
R3219AC 12900	Venkat Balasubramani & Manuela Pena-Lopez	4904 NE Clackamas St	Portland	OR	97213	200 W 3rd St	Newberg	OR	97132
R3219BD 02001	Debra Lucille Christensen Revo & Debra Christensen	417 S Harrison St	Newberg	OR	97132	417 S Harrison St	Newberg	OR	97132
R3219AC 13100	Gerry Williams	208 W 3rd St	Newberg	OR	97132	208 W 3rd St	Newberg	OR	97132
R3219AC 13200	Jon Reichart	212 W 3rd St	Newberg	OR	97132	212 W 3rd St	Newberg	OR	97132
R3219AB 15200	Gospel Foursquare	115 W 3rd St	Newberg	OR	97132	215 S Main St	Newberg	OR	97132
R3219BD 01700	Gary & Karen Burkholder	405 S Harrison St	Newberg	OR	97132	405 S Harrison St	Newberg	OR	97132
R3219AC 13300	Feld Rentals Llc	Po Box 506	Newberg	OR	97132	215 W 4th St	Newberg	OR	97132
R3219AC 12800	Sean Stebbins	311 S Grant St	Newberg	OR	97132	311 S Grant St	Newberg	OR	97132
R3219AC 12700	Johnson Living Trust	22195 NE Sunnycrest Rd	Newberg	OR	97132	203 W 4th St	Newberg	OR	97132
R3219AC 12600	Claudia Velazquez & Calixto Arechiga	207 W 4th St	Newberg	OR	97132	207 W 4th St	Newberg	OR	97132
R3219AB 15100	Gospel Foursquare	115 W 3rd St	Newberg	OR	97132	209 S Main St	Newberg	OR	97132
R3219BD 01400	Lalonnie Self	301 S Harrison St	Newberg	OR	97132	301 S Harrison St	Newberg	OR	97132
R3219BD 01300	Dto Llc	18467 Ballinger Way NE	Lake Forest Park	WA	98155	414 W 3rd St	Newberg	OR	97132
R3219BD 00200	Boyd & Hendricks Inc	Po Box 610	Newberg	OR	97132	404 W 1st St	Newberg	OR	97132
R3219AB 12800	William & Margi Womack	304 W 1st St	Newberg	OR	97132	304 W 1st St	Newberg	OR	97132
R3219AC 08001	Kost Family Trust & Kost Andrew D Trustee	420 S Lincoln St	Newberg	OR	97132	420 S Lincoln St	Newberg	OR	97132
R3219AC 13500	Barbara & Brian Freeman	300 W 3rd St	Newberg	OR	97132	300 W 3rd St	Newberg	OR	97132
R3219BD 02002	Littau Alfred S Trustee & Littau Karen M Trustee	409 W 5th St	Newberg	OR	97132	409 W 5th St	Newberg	OR	97132
R3219AB 14201	Patricia Storey	11980 SW 119th Ave	Portland	OR	97223	210 W 2nd St	Newberg	OR	97132
R3219AC 08100	Zachary Christensen	203 W 5th St	Newberg	OR	97132	203 W 5th St	Newberg	OR	97132
R3219AB 14900	Todd & Catherine Spencer	201 S Main St	Newberg	OR	97132	201 S Main St	Newberg	OR	97132
R3219AB 14500	Jessica & Joshua Hopkins-Hubbard	215 S Grant St	Newberg	OR	97132	215 S Grant St	Newberg	OR	97132
R3219AB 14100	Michael & Brenda Wellman	215 W 3rd St	Newberg	OR	97132	215 W 3rd St # B	Newberg	OR	97132
R3219AB 13900	Jason Bogers	3805 E Coffey Ln	Newberg	OR	97132	301 W 3rd St	Newberg	OR	97132
R3219BD 01600	Fox Nancy Revocable Living Tru	20805 NE Highway 240	Newberg	OR	97132	401 S Harrison St	Newberg	OR	97132
R3219BD 01390	Yamhill County	434 NE Evans St	Mcminnville	OR	97128	0 0 S Harrison St	Newberg	OR	
R3219AC 09900	John Williams	110 W 4th St	Newberg	OR	97132	110 W 4th St	Newberg	OR	97132
R3219AC 09000	Michael Alligood & Kerisa Kauer	17749 Leafy Ln	Lake Oswego	OR	97034	410 S Harrison St	Newberg	OR	97132
R3219AB 12000	Jessica Bagley-Routt & Allen Routt	201 S College St	Newberg	OR	97132	111 S Grant St	Newberg	OR	97132
R3219AC 07800	Richard Fieldhouse	309 W 5th St	Newberg	OR	97132	309 W 5th St	Newberg	OR	97132
R3219AC 08002	Tra Brownfield	424 S Lincoln St	Newberg	OR	97132	424 S Lincoln St	Newberg	OR	97132
R3219AB 14800	Russell & Mary Thomas	110 W 2nd St	Newberg	OR	97132	110 W 2nd St	Newberg	OR	97132
R3219AB 14000	Leonard & Karan Frketich	209 W 3rd St	Newberg	OR	97132	209 W 3rd St	Newberg	OR	97132
R3219AC 08000	Dennis & Grace Wiley	209 W 5th St	Newberg	OR	97132	209 W 5th St	Newberg	OR	97132
R3219AC 07900	Shane & Travis Harker	429 S Lincoln St	Newberg	OR	97132	429 S Lincoln St	Newberg	OR	97132
R3219AB 13100	Kristopher Utz	307 W 2nd St	Newberg	OR	97132	307 W 2nd St	Newberg	OR	97132
R3219AC 12500	Ryan Howard & Catherine Munds	111 W 4th St	Newberg	OR	97132	111 W 4th St	Newberg	OR	97132
R3219AC 09100	Roger & Katherine Muckey	13650 NW Willis Rd	Mcminnville	OR	97128	314 W 4th St	Newberg	OR	97132
R3219AC 13400	Janet Gray	311 S Lincoln St	Newberg	OR	97132	311 S Lincoln St	Newberg	OR	97132
R3219AC 12200	Sandra Cook	309 S Main St	Newberg	OR	97132	309 S Main St	Newberg	OR	97132

TAXID	Owner Name	Mailing Address	Mail City	Mail State	Mail Zip	Site Address	Site City	Site State	Site Zip
R3219AC 00GAP	GIS GAP Non-Taxlot					No Site Address	Newberg	OR	
R3219AB 12500	Ramiro Ulloa	110 S Lincoln St	Newberg	OR	97132	110 S Lincoln St	Newberg	OR	97132
R3219AB 14600	Gospel Foursquare	115 W 3rd St	Newberg	OR	97132	115 W 3rd St	Newberg	OR	97132
R3219AB 12400	Melanie & Ricky Baillie	19114 E 21st Ct	Greenacres	WA	99016	212 W 1st St	Newberg	OR	97132
R3219AB 12700	Terry L Hall And Jody M Hall L & Terry Hall	300 W 1st St	Newberg	OR	97132	300 W 1st St	Newberg	OR	97132
R3219AC 08901	Amy Lefort	416 S Harrison St	Newberg	OR	97132	416 S Harrison St	Newberg	OR	97132
R3219AC 08400	Coral Hutchcraft	417 S Main St	Newberg	OR	97132	417 S Main St	Newberg	OR	97132
R3219AC 13701	Hunter Krueger & Anel Chavez	310 W 3rd St	Newberg	OR	97132	310 W 3rd St	Newberg	OR	97132
R3219AB 14200	William & Pamela Broxterman	218 W 2nd St	Newberg	OR	97132	218 W 2nd St	Newberg	OR	97132
R3219AB 13500	Elizabeth & Jonathan Gemeroy	314 W 2nd St	Newberg	OR	97132	314 W 2nd St	Newberg	OR	97132
R3219AB 14300	Leah Lockwood	Po Box 3010	Newberg	OR	97132	200 W 2nd St	Newberg	OR	97132
R3219AB 15000	Fair Donald E & Lenora E Trust	205 S Main St	Newberg	OR	97132	205 S Main St	Newberg	OR	97132
R3219AB 13600	Apolinar Perez	4205 NE Riverside Loop	Mcminnville	OR	97128	315 W 3rd St	Newberg	OR	97132
R3219AC 08900	Caleb & Emily Cropper-Russel	414 S Harrison St	Newberg	OR	97132	414 S Harrison St	Newberg	OR	97132
R3219AC 08801	Matthew Mansfield	415 S Lincoln St APT A	Newberg	OR	97132	415 S Lincoln St	Newberg	OR	97132
R3219AC 00GAP	GIS GAP Non-Taxlot					No Site Address	Newberg	OR	
R3219AC 08800	Fabian & Kimberley Olivarez	421 S Lincoln St	Newberg	OR	97132	421 S Lincoln St	Newberg	OR	97132
R3219AB 13000	Paul Buckmaster	110 S Harrison St	Newberg	OR	97132	110 S Harrison St	Newberg	OR	97132
R3219BD 01500	Christopher & Amara Rugg	307 S Harrison St	Newberg	OR	97132	307 S Harrison St	Newberg	OR	97132
R3219BD 02004	Christian Jorgensen & Zhiqiong Ai	419 S Harrison St	Newberg	OR	97132	419 S Harrison St	Newberg	OR	97132
R3219AB 11900	James & Diane Reichenbach	201 W 2nd St	Newberg	OR	97132	201 W 2nd St	Newberg	OR	97132
R3219BD 00700	Hurl Bros Llc	Po Box 956	Mcminnville	OR	97128	401 W 3rd St	Newberg	OR	97132
R3219BD 00300	Hurl Bros Llc	Po Box 956	Mcminnville	OR	97128	408 W 1st St	Newberg	OR	97132
R3219AC 13600	Alvar Campuzano & Cruz Dela	304 W 3rd St	Newberg	OR	97132	304 W 3rd St	Newberg	OR	97132
R3219BD 01100	Newberg City Of	Po Box 970	Newberg	OR	97132	508 W 3rd St	Newberg	OR	97132
R3219AC 08401	Andrew Byerley	419 S Main St	Newberg	OR	97132	419 S Main St	Newberg	OR	97132
R3219AC 09201	Ryan & Elizabeth Hannaford	304 W 4th St	Newberg	OR	97132	304 W 4th St	Newberg	OR	97132
R3219AC 09200	Brian Tate	300 W 4th St	Newberg	OR	97132	300 W 4th St	Newberg	OR	97132
R3219AC 13800	Ali Alali & Alejandra Amador	315 W 4th St	Newberg	OR	97132	315 W 4th St	Newberg	OR	97132
R3219AB 14400	Jonathan & Camille Harris	209 S Grant St	Newberg	OR	97132	209 S Grant St	Newberg	OR	97132
R3219BD 00500	Gary & Anastasia Peters	201 S Harrison St	Newberg	OR	97132	201 S Harrison St	Newberg	OR	97132
R3219AC 12300	Ryan Vallance	102 W 3rd St	Newberg	OR	97132	102 W 3rd St	Newberg	OR	97132
R3219AC 12400	Rebekah Huschka	114 W 3rd St	Newberg	OR	97132	114 W 3rd St	Newberg	OR	97132
R3219AB 12600	Bbb Holdings Llc	1319 N Main St	Newberg	OR	97132	215 W 2nd St	Newberg	OR	97132
R3219AB 11800	Richard & Barbara Oviatt	300 W Sherman St	Newberg	OR	97132	120 S Grant St	Newberg	OR	97132
R3219AB 12300	Kris Utz	307 W 2nd St	Newberg	OR	97132	210 W 1st St	Newberg	OR	97132
R3219BD 00600	Charles Freeborn	Po Box 37	Lafayette	OR	97127	205 S Harrison St	Newberg	OR	97132
R3219BD 01901	Ernesto Lazcano & Juana Mayor	413 W 5th St	Newberg	OR	97132	W 5th St	Newberg	OR	
R3219BD 01900	Christopher & Shayna Martin	413 S Harrison St	Newberg	OR	97132	413 S Harrison St	Newberg	OR	97132
R3219AC 00GAP	GIS GAP Non-Taxlot					No Site Address	Newberg	OR	
R3219AC 13700	Carol Miller	314 W 3rd St	Newberg	OR	97132	314 W 3rd St	Newberg	OR	97132

TAXID	Owner Name	Mailing Address	Mail City	Mail State	Mail Zip	Site Address	Site City	Site State	Site Zip
R3219AC 08403	Kevin & Gillian Dressel	15455 SW Finis Ln	Portland	OR	97224	415 S Main St	Newberg	OR	97132
R3219BD 00400	Jason Martin	111 S Harrison St	Newberg	OR	97132	111 S Harrison St	Newberg	OR	97132
R3219AB 13001	Ramon Hermosillo	313 W 2nd St	Newberg	OR	97132	313 W 2nd St	Newberg	OR	97132
R3219AC 10000	Douglas Beatty	2295 Beeler St UNIT 103	Denver	CO	80238	401 S Main St	Newberg	OR	97132
R3219AB 13200	Ramona Wiser	115 S Lincoln St	Newberg	OR	97132	115 S Lincoln St	Newberg	OR	97132
R3219AB 12900	100 S Harrison Llc	Po Box 847	Tualatin	OR	97062	100 S Harrison St	Newberg	OR	97132
R3219AC 08700	Dan & Kay Divine	414 S Lincoln St	Newberg	OR	97132	414 S Lincoln St	Newberg	OR	97132
R3219AC 07700	Jsutin Landes	420 S Harrison St	Newberg	OR	97132	420 S Harrison St	Newberg	OR	97132
R3219AB 13400	Richard & Ramona Isenberg	304 W 2nd St	Newberg	OR	97132	304 W 2nd St	Newberg	OR	97132
R3219BD 02100	Ernesto Lazcano & Juana Mayor	413 W 5th St	Newberg	OR	97132	413 W 5th St	Newberg	OR	97132
R3219AB 13300	Mark Chriss	25350 SW Garden Acres Rd	Sherwood	OR	97140	300 W 2nd St	Newberg	OR	97132
R3219AB 14700	Gospel Foursquare	115 W 3rd St	Newberg	OR	97132	200 S Grant St	Newberg	OR	97132
R3219AB 13800	Journey John E & Patricia Trus	1771 Riverside Dr	Bullhead City	AZ	86442	305 W 3rd St	Newberg	OR	97132
R3219AB 13700	Mcclure Leona Estate Of	4205 NE Riverside Loop	Mcminnville	OR	97128	307 W 3rd St	Newberg	OR	97132
R3219AC 08600	Todd & Patricia Dockstader	413 S Grant St	Newberg	OR	97132	413 S Grant St	Newberg	OR	97132
R3219BD 01800	Francisco & Norma Olivares	407 S Harrison St	Newberg	OR	97132	407 S Harrison St	Newberg	OR	97132
R3219AC 09800	Kathleen Dooley & Steven Hall	114 W 4th St	Newberg	OR	97132	114 W 4th St	Newberg	OR	97132
R3219AC 09700	Brent Aue	23900 SW Mountain Home Rd	Sherwood	OR	97140	406 S Grant St	Newberg	OR	97132
R3219AC 10100	Virginia Anderson & Gary Vangas	409 S Main St	Newberg	OR	97132	409 S Main St	Newberg	OR	97132
R3219AC 09300	Christopher & Yolanda Jones	409 S Lincoln St	Newberg	OR	97132	409 S Lincoln St	Newberg	OR	97132
R3219AB 14301	John Cowles Iii	475 Grand Hl	Saint Paul	MN	55102	208 W 2nd St	Newberg	OR	97132
R3219AC 09400	Jared & Jody Jones	214 W 4th St	Newberg	OR	97132	214 W 4th St	Newberg	OR	97132
R3219AC 12501	Jamie McCall & Dale Seachord	113 W 4th St	Newberg	OR	97132	113 W 4th St	Newberg	OR	97132
R3219AC 09500	Cheryl & William Drake	208 W 4th St	Newberg	OR	97132	208 W 4th St	Newberg	OR	97132
R3219AC 09600	Kelsie Galloway & Spencer Cook	200 W 4th St	Newberg	OR	97132	200 W 4th St	Newberg	OR	97132



First American Title™

First American Title Insurance Company

775 NE Evans Street
McMinnville, OR 97128
Phn - (503)376-7363
Fax - (866)800-7294

YAMHILL COUNTY TITLE UNIT

FAX (866)800-7294

Title Officer: Clayton Carter
(503)376-7363
ctcarter@firstam.com

**Supplemental
LOT BOOK SERVICE**

Brian Love
815 S Chehalem St
Newberg, OR 97132

Order No.: 1039-4023156
February 09, 2023

Attn:
Phone No.: - Fax No.:
Email: batrywork1@aol.com

Re:

Fee: \$125.00

We have searched our Tract Indices as to the following described property:

THE EAST 50 FEET OF LOTS 1 AND 2, IN BLOCK 21, HURLEY AND LARGE'S ADDITION TO THE CITY
OF NEWBERG, YAMHILL COUNTY, OREGON

and as of 02/07/2023 at 8:00 a.m.

We find that the last deed of record runs to

Barbara A. Freeman as to an undivided one-half interest and to Brian Love and Melissa M. Love, as
tenants by the entirety, as to undivided one-half interest, as tenants in common

We find the following apparent encumbrances within ten (10) years prior to the effective date hereof:

NONE

1. City liens, if any, of the City of Newberg.
2. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.

3. Deed of Trust and the terms and conditions thereof.

Grantor/Trustor:	Barbara A. Freeman, as to an undivided one-half interest, and to Brian Love and Melissa M. Love, husband and wife, as to an undivided one-half interest
Grantee/Beneficiary:	Mortgage Electronic Registration System, Inc., MERS solely as a nominee for PennyMac Loan Services, LLC., its successors and assigns
Trustee:	Fidelity National Title Company
Amount:	\$251,000.00
Recorded:	June 13, 2022
Recording Information:	202208242

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens: NONE

NOTE: Taxes for the year 2022-2023 PAID IN FULL

Tax Amount:	\$2,346.66
Map No.:	R3219AC 13500
Property ID:	55095
Tax Code No.:	29.0

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.



First American Title™

First American Title Insurance Company
775 NE Evans Street
McMinnville, OR 97128

Illegal Restrictive Covenants

Please be advised that any provision contained in this document, or in a document that is attached, linked, or referenced in this document, that under applicable law illegally discriminates against a class of individuals based upon personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or any other legally protected class, is illegal and unenforceable by law.



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

Brooks Bateman

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: May 3, 2023
Please refer questions and comments to: Clay Downing

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

APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023



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 Bateman

Reviewed By:

Date:

BUILDING

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

Doug Rux

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: May 3, 2023
Please refer questions and comments to: Clay Downing

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APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023



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- ☐ Require additional information to review. (Please list information required)
- ☐ Meeting requested.
- ☐ Comments. (Attach additional pages as needed)

Clay Downing
Reviewed By:

5/2/23
Date:

City of Newberg
Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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Please refer questions and comments to: Clay Downing

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

APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023

RECEIVED

4/19/2023

batesf

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)

Digitally signed by Will
DN: cn=Will Worthey, o=City of Newberg, cn=Will,
E=will.worthey@newbergoregon.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2023.04.18 15:32:11-0700
Post-PhantomPDF Version: 10.1.9

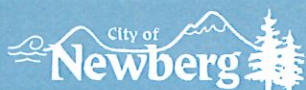
4/18/23

Reviewed By:

Date:

Will Worthey CM

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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Please refer questions and comments to: Clay Downing

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

APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023



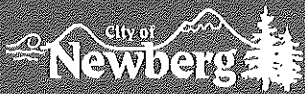
Project Information is Attached:

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- ☐ Meeting requested.
- ☐ Comments. (Attach additional pages as needed)

Reviewed By: _____

Date: _____

Organization: _____



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023

RECEIVED

4/18/2023

batesf

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)



Reviewed By:

4/18/2023
Date:

NEWBERG-DUNDEG Police Dept.
Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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Please refer questions and comments to: Clay Downing

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

APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023

RECEIVED

4/19/2023

batesf

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)

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: 2023.04.18 16:29:16-07'00'
Post PhantomPDF Version: 10.1.9

4/18/23

Reviewed By:

Date:

City of Newberg

Organization:



COMMUNITY DEVELOPMENT LAND USE APPLICATION REFERRAL

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APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023



4/20/23

Project Information is Attached:

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_____ Reviewed; recommend denial for the following reasons:

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_____ Meeting requested.

_____ Comments. (Attach additional pages as needed)

Reviewed By:

Date:

Organization:



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FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023

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)

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: 2023.04.25 11:58:34-0700
Foxit PhantomPDF Version: 10.1.9

4/25/23

Reviewed By:

Date:

CON - PW Engineering

Organization:

No short-term rental activity is to occur prior to the applicant completing the proposed driveway approach relocation, including restoration of the curb, planter strip and sidewalk in front of the converted garage. A public improvement permit is required for the driveway relocation and this work is to be in accordance with the City of Newberg Public Works Design and Construction Standards.



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: May 3, 2023
Please refer questions and comments to: Clay Downing

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

APPLICANT: Brian Love
REQUEST: Vacation Rental
SITE ADDRESS: 300 West 3rd St
LOCATION: N/A
TAX LOT: R3219AC 13500
FILE NO: CUP23-0001
ZONE: R-1(Residential Low Density Zoning)
HEARING DATE: 6/8/2023

RECEIVED

4/18/23

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Reviewed By:

4/18/23

Date:

Maintenance Superintendent

Organization:



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4/19/2023

batesf

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Meeting requested.



Comments. (Attach additional pages as needed)

Reviewed By:

City of Newberg - Operations

Organization:

4/19/23

Date:



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Reviewed By:

Scott Albert - Ziplify Fiber Network Engineer

Organization: 503-526-3544 scott.albert@ziply.com

4/18/23

Date:



NOTES

May 23, 2023

Location of 300 West 3rd St
 being considered for vacation rental house -
 wondering how many such permits the
 City of Newberg is planning / considering for
 a city our size? Think there are a number
 of locations to stay in the general area.
 Realize single dwelling is a desired choice.
 Having lived in this particular area for
 over 40 years - would prefer to see location
 stay family residential oriented. The property
 under consideration at present and for
 last couple of months has lacked outside
 maintenance - fence in need of repair
 and lawn being mowed.

Thank-you
 Jan & Ray Swine
 414 S Lincoln St
 Newberg



May 18, 2023

City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

Re: CUP23-0001 Vacation Rental 300 W Third Street

To the Newberg Planning Commission,

I would like to submit my stance *against* the above-referenced vacation rental proposal for your consideration.

As a property owner and as a member of the community, I do not believe it is in the best interest of my family, as well as my neighbors, for the application for this short-term rental to be approved in a neighborhood that values itself on being family-friendly and safe.

Newberg has been rapidly expanding both in commercial and residential opportunities and while I understand the need to support the current tourist economy, I do not believe it should come at the expense of the community members themselves. This neighborhood, in particular, is one where kids frequently play in the street, ride their bikes and enjoy the safety that comes with a tight-knit community where people recognize one another and can look out for each other.

Having a short-rental in such a community means that there would not be the inherent safety that there currently is. There would be new people coming and going at all times in our small area. With that, there would also come increased risks with having people that do not see our neighborhood as a home but as merely a temporary getaway.

Replacing family housing with short-term rentals is not a pattern that I wish to see develop for Newberg and I ask that you take my comments into consideration when making your decision.

Thank you for your time.

Sincerely,


Alejandra Amador

Planning Commission Agenda Item Report

Meeting Date: June 22, 2023

Submitted by: Doug Rux

Submitting Department: Community Development

Item Type: PC QUASI-JUDICIAL PUBLIC HEARING

Agenda Section:

Subject:

MAMD323-0001/MISC123-0009 - Major Modification of CUP-2-90 for a shelter to add 8 additional beds, Design Review for an accessory modular building, and Parking Determination, 615 N College Street

Suggested Action:

Continue the hearing for MAMD323-0001/MISC123-0009 to August 10, 2023, at 7 pm at the Newberg Public Safety Building, 401 E Third Street.

Attachments:

[Memo Continuance YCAP 6-22-23 w Attachment.pdf](#)

TO: Newberg Planning Commission

FROM: Doug Rux, Community Development Director

SUBJECT: MAMD323-0001/MISC123-0009

DATE: June 22, 2023

The applicant's representative for MAMD323-0001/MISC123-0009 has requested that the public hearing on the case be continued. The attached email details the continuance request. The next available date to continue the public hearing to is August 10, 2023.

The Planning Commission will need to meet on June 22, 2023, in order to continue the public hearing to a date specific, place, and time. A quorum will be necessary to continue the hearing.

Recommendation

Continue the hearing for MAMD323-0001/MISC123-0009 to August 10, 2023, at 7 pm at the Newberg Public Safety Building, 401 E Third Street.

Attachment: 1. Hearing Continuance Request



THE
BOOKIN
GROUP
LLC

Land Use &
Institutional
Planning

Project
Management

Policy Analysis

June 14, 2023

Doug Rux, AICP
Community Development Director
City of Newberg

RE: Extension to 120-day timeline for MAMD323-0002 / MISC123-0009
YCAP Shelter Expansion at 615 N College Street

Yamhill Community Action Project would like to waive their right to a decision within 120 days on the above referenced case in order to have the hearing date moved to the August 10th Planning Commission hearing. YCAP would like to extend the 120-day timeline by 60 days to allow for the hearing and the possibility of an appeal. By signing this letter and making this request YCAP understands that they are waiving their right under State law to a final decision within the 120-day review period and that this decision is irrevocable.

Thank you for your consideration of this matter.

Sincerely,

Debbie Cleek, Senior Planner
Application of record for MAMD323-0002 / MISC123-0009

1020 SW Taylor St.
Suite 555
Portland, OR
97205

Telephone
503.241.2423