

## MEMORANDUM

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TO: Newberg Planning Commission

FROM: Clay Downing, Planning Manager

SUBJECT: Supplemental Packet Material: Additional Agency Comments for File No. CUP23-0011

DATE: September 11, 2023

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Following publication of the staff report for File No. CUP23-0011, staff identified two additional agency comments that were not included in the initially published staff report. Received during the agency referral process, these additional comments included:

1. Public Works – Engineering Division: Comment submitted stating:

*The proposed off street parking spaces are to be out of the area for a future sidewalk along the property frontage. One of the two off street parking spaces shown on the application exhibits is in conflict with the location of a future sidewalk. The applicant will need to identify another location for the required second off-street parking space.*

2. Waste Management: Reviewed, no conflict.

Please review these additional materials from the applicant and add to your packet.

### Attachments:

1. Referral Comment from City of Newberg Public Works Department, Engineering Division
2. Referral Comment from Waste Management



# 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: September 07, 2023  
Please refer questions and comments to: Clay Downing

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

**APPLICANT:** Carley & Garrett Lukens  
**REQUEST:** Vacation Rental  
**SITE ADDRESS:** 1208 E Tenth St  
**LOCATION:** N/A  
**TAX LOT:** R3220CC 02300  
**FILE NO:** CUP23-0011  
**ZONE:** R-2(Residential Medium Density Zoning)  
**HEARING DATE:** 9/14/2023



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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)

**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: 2023.08.30 11:34:18-07'00'  
Foxit PhantomPDF Version: 10.1.10

**8/29/23**

Reviewed By:

Date:

**CON PW-Engineering**

Organization:

The proposed off street parking spaces are to be out of the area for a future sidewalk along the property frontage. One of the two off street parking spaces shown on the application exhibits is in conflict with the location of a future sidewalk. The applicant will need to identify another location for the required second off-street parking space.



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Greg Johnson  
Reviewed By:

8/23/23  
Date:

WM  
Organization: