



Planning Commission Meeting

7PM

Public Safety Building

401 E Third St

Hybrid: Instructions To Join Electronically At www.Newbergoregon.gov

Email Comments To: Fe.Bates@Newbergoregon.gov

July 10, 2025

1. CALL MEETING TO ORDER

2. ROLL CALL

3. ELECTION OF NEW VICE-CHAIR

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

- a. [6/12/2025 Planning Commission Meeting Minutes](#)

6. 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).

- a. **CONDITIONAL USE PERMIT - PLNG-25-5 FOR A SHORT TERM VACATION RENTAL AT 613 W. FIRST ST, YAMHILL COUNTY TAX LOT R3219BA 01900**
[CUP_PLNG-25-5_VR_613 W First ST_Staff Report.pdf](#)

7. LEGISLATIVE 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).

- a. **Review and provide feedback on the scope of the amendments to Newberg Municipal Code, Title 15 Development Code, and one provision of Title 12 Streets and Sidewalks**
[DCA25-0002 SR Code Maintenance PCWS1 2025.pdf](#)

8. ITEMS FROM STAFF

- a. [Anticipated Schedule of Planning Commission Activities](#)
- b. **Staff Updates for Planning Commission**

9. ITEMS FROM COMMISSIONERS

10. ADJOURNMENT



Planning Commission Meeting

June 12, 2025

CALL MEETING TO ORDER

Vice Chair Layne Quinn called meeting to order at 7:00 p.m.

ROLL CALL

Commissioners Present:

Linda Newton-Curtis(Chair)
Jason Dale
Mathew Mansfield
Randy Rickert
Jose Villalpando
Kriss Wright

Commissioners Absent: Elise Steffen (Student)
Layne Quinn (Vice Chair)

City Council Representative:

Jeri Torgesen

Staff Present:

Community Development Director: Scot Siegel
Assistant Planner: James Dingwall
Administrative Assistant: Fê Bates

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

5/8/2025 Planning Commission Meeting Minutes

Chair Newton-Curtis called for a motion to approve the consent calendar containing the Planning Commission meeting minutes from May 8, 2025.

*Commissioner Wright moved to adopt the Planning Commission meeting minutes of May 8, 2025.
Commissioner Mansfield seconded the motion.*

The motion passed unanimously with all present members voting "Aye".

Quasi-Judicial Public Hearings

**Conditional Use Permit And Minor Modification- PLNG-25-11 For A Tower
Extension And Collocation At 500 E Illinois Street, Yamhill County Tax Lot**

R3218DD 01000

Chair Newton-Curtis introduced the quasi-judicial public hearing for a conditional use permit and minor modification for a tower extension and collocation at 500 E Illinois Street. She called for abstentions, bias, ex parte contact, and objections to jurisdiction, of which there were none.

Administrator Bates read the quasi-judicial announcement sheet, outlining the legal requirements and procedures for the hearing.

Associate Planner James Dingwall presented the staff report. He explained that the application was for a conditional use permit and minor modification to extend an existing telecommunications tower by 20 feet and expand the ground facilities. The proposal included maintaining the stealth design of the tower as a faux mono-fur. Dingwall noted that the application qualified as an eligible facilities request under FCC rules.

Dingwall reviewed the approval criteria for minor modifications, conditional use permits, airport overlay subdistrict standards, and special use standards for telecommunication facilities. He stated that staff found the proposal to be in compliance with all applicable criteria, subject to conditions of approval.

Phillip Kitzes, representing the applicant Centerline Communications, spoke via Zoom. He expressed appreciation for the staff's work and stated they were comfortable with the proposal and conditions. Kitzes addressed questions about safety features, noting the tower extension would have a breakaway design.

Corina Rice, a local resident, provided public testimony. She asked about additional safeguards, visibility markers, lighting, and emergency procedures for the tower. She also inquired about landscaping maintenance in the surrounding area.

Commissioner Dale addressed some of Rice's concerns, explaining that the tower's location was well outside normal flight paths and any existing lighting would be sufficient.

Dingwall clarified that the Oregon Department of Aviation would review and approve any required lighting or markings as part of the building permit process.

Kitzes responded to Rice's questions, stating that AT&T would be responsible for the facility, there would be signage with emergency contact information, and safety measures like fencing would be in place. He noted that lighting and fire suppression were not currently proposed but could be added if required during the building permit process.

Chair Newton-Curtis closed the public hearing portion and opened deliberations.

Commissioner Wright inquired about the emergency backup generator, but was reminded by Commissioner Dale that the public record was closed and such questions could not be directed to the applicant at this stage.

Chair Newton-Curtis asked about the possibility of adding a condition regarding replacement of landscaping if plants die. Community Development Director Scot Siegel explained that while such a condition could be added, enforcement would typically be complaint-driven due to limited staff resources.

Commissioner Dale moved to approve PLNG-25-11, conditional use permit for minor modification of

the tower at 500 East Illinois Street, as amended. Commissioner Rickert seconded the motion.

The motion passed unanimously with all present members voting in favor.

ITEMS FROM STAFF

Community Development Director Scot Siegel provided an update on upcoming Planning Commission activities:

- Vacation rental policy updates were moving to City Council for a public hearing in July.
- Code maintenance updates were scheduled for Planning Commission review, with work sessions planned for July and August, and a potential public hearing in September.
- The city was updating its approved street tree list and reviewing policies on tree replacement requirements.
- Grant applications were being prepared for updates to the Transportation System Plan and the Housing Element of the Comprehensive Plan.
- The Economic Opportunities Analysis was expected to move forward to City Council for adoption soon.

Siegel also mentioned that the planning team would be updating their list of ongoing projects to remove completed items and reprioritize remaining work.

ITEMS FROM COMMISSIONERS

Commissioner Wright inquired about a potential ceremony for a carved redwood tree piece in Memorial Park. Siegel was unsure but promised to follow up.

Wright also asked about the possibility of citizen volunteers maintaining areas in the public right-of-way that were not being adequately maintained. Siegel suggested contacting Public Works to report such areas and said he would look into whether there were existing programs for volunteer maintenance.

ADJOURNMENT

Vice Chair Layne Quinn adjourned the meeting at: 8:01 p.m.

Attest:

Fé Bates, Office Assistant

PLANNING COMMISSION STAFF REPORT
VACATION RENTAL CONDITIONAL USE PERMIT
613 W FIRST ST

HEARING DATE: July 10, 2025

FILE NO: PLNG-25-5

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

LOCATION: 613 W First ST

TAX LOT: R3219BA 01900

APPLICANTS/OWNERS: Jerry Bartels

ZONE: Medium Density Residential (R-2)

PLAN DISTRICT: Hurleys Fruitland Subdivision

ATTACHMENTS:

Planning Commission Order 2025-07 with:

Exhibit "A": Findings

Exhibit "B": Conditions of Approval

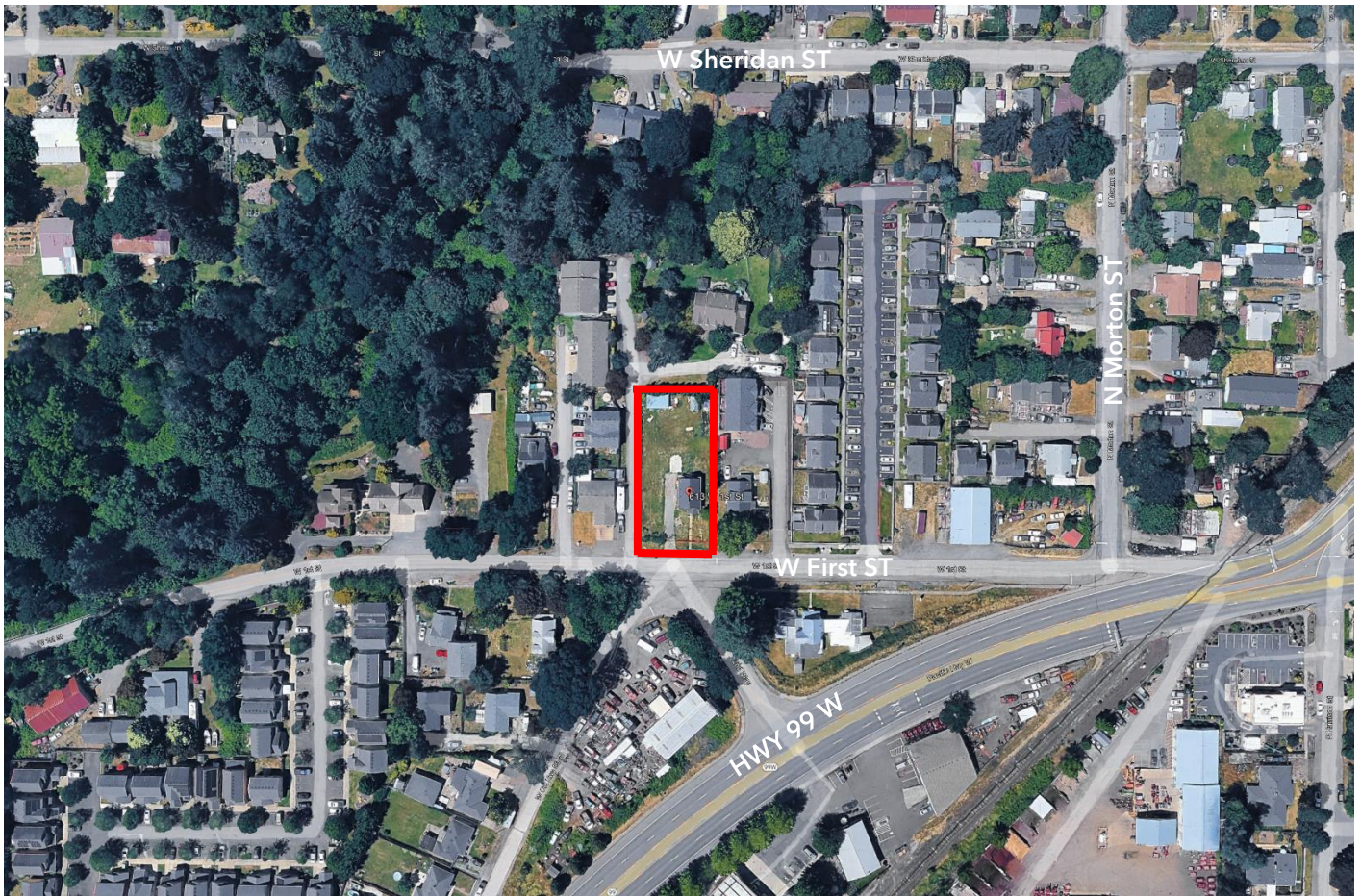
Attachment 1: Application

Attachment 2: Agency Comments

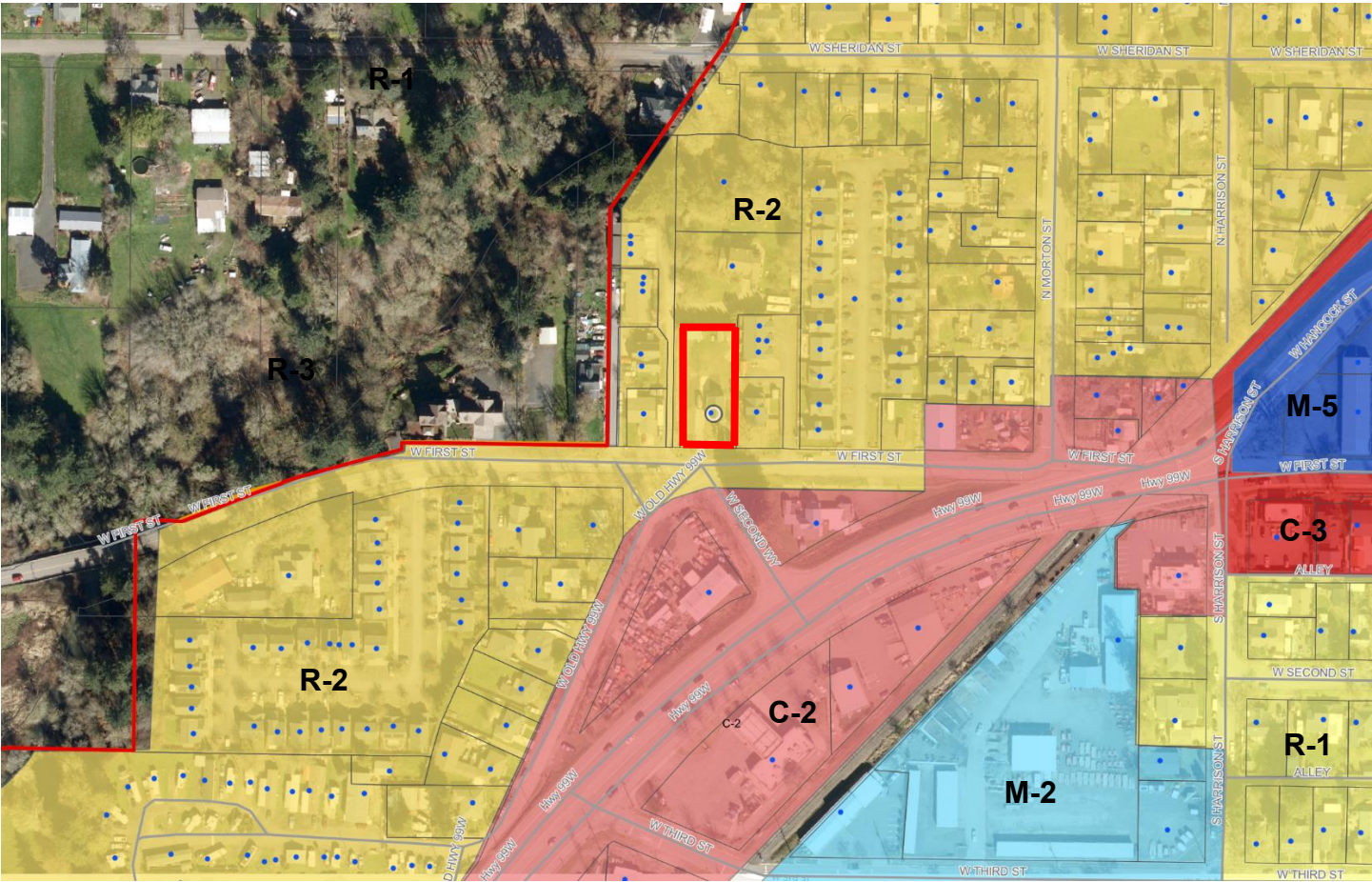
Attachment 3: Public Comments

- A. **DESCRIPTION OF APPLICATION:** Jerry Bartels (Applicant) is requesting a Conditional Use Permit (CUP) approval to use an existing three-bedroom home as a vacation rental located at 613 W First Street. The Applicant has stated that guests will have access to four parking spaces on the driveway. This is further discussed in the Findings (Exhibit A) and in the Conditions of Approval (Exhibit B). The application will have an occupancy limit of six people and will be managed by a professional management company. The subject property is zoned R-2 (Medium Density Residential). Attachment 1 contains the submitted application materials.
- B. **LOCATION: 613 W First ST**

AERIAL MAP



ZONING MAP



UTILITIES MAP



C. SITE INFORMATION:

1. Location: 613 W First ST
2. Total Lot Size: 14,758 square feet
3. Topography: Flat residential lot
4. Current Land Uses: Single family residential
5. Natural Features: None
6. Adjacent Land Uses:
 - a. North: Single-family residential

- b. South: Commercial
 - c. East: Single-family residential
 - d. West: Single-family residential
7. Adjacent Zoning:
- a. North: Medium Density Residential (R-2)
 - b. South: Community Commercial (C-2)
 - c. East: Medium Density Residential (R-2)
 - d. West: Medium Density Residential (R-2)
8. Access and Transportation: Access to the vacation rental will occur via W First Street, which is classified as a local street in the City's Transportation System Plan.
9. Utilities:

Water: The City's GIS identifies a 6-inch water main located running east and west of the subject property on W First ST, which provides a connection to the residence via an existing 3/4-inch service lateral.

Wastewater: The City's GIS identifies a 10-inch wastewater main located running east and west of the subject property on W First ST, with an existing lateral line of unknown diameter connecting to the residence.

Stormwater: The City's GIS indicates that a stormwater pipe runs east and west of the subject property on W First ST with an inlet grate located at the southwestern corner of the subject property.

Overhead Lines: The property is 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:

05/15/25: The Community Development Director deemed the application complete.

- 05/22/25: The Applicant mailed notice to the property owners within 500 feet of the site.
- 05/23/25: The Applicant posted notice on the site.
- 06/23/25: The *Newberg Graphic* published notice of the Planning case.
- 06/23/25: Commission hearing and notice was posted in four public places.
- 07/10/25: The Planning Commission will hold a quasi-judicial public hearing to consider the application.

E. AGENCY COMMENTS: On June 6, 2025, 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 referral agencies listed below which are also provided in Attachment 2:

1. City Manager: Reviewed, no conflict
2. Community Development Director: Reviewed, no conflict.
3. Public Works: Engineering: Reviewed, no conflict.
4. Public Works, Compliance: Reviewed, no conflict.
5. Police Department: Reviewed, no conflict
6. Waste Management: Reviewed, no conflict.
7. TVFR: Reviewed, no conflict.
8. CPRD: Reviewed, no conflict.

F. PUBLIC COMMENTS: As of the writing of this report, two public comments have been received related to this proposal. See Attachment 3.

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 single-family dwelling is six (6) based on the current three bedrooms in the home. Staff analysis indicates that a total of four off-street parking spaces exist for rental occupants' use.

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 2025-07, which approves the requested conditional use permit with the attached conditions of approval in Exhibit “B”.



PLANNING COMMISSION ORDER 2025-07

**AN ORDER APPROVING CONDITIONAL USE PERMIT PLNG-25-5 FOR A
VACATION RENTAL HOME AT 613 W FIRST STREET, YAMHILL COUNTY
TAX LOT R3219BA 01900.**

RECITALS

1. Jerry Bartels applied for a conditional use permit for a vacation rental home at 613 W First ST, Yamhill County Tax Lot R3219BA 01900.
2. After proper notice, the Newberg Planning Commission held a public hearing on July 10th, 2025, to consider the application.
3. 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 PLNG-25-5 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 25th, 2025, 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 10th day of July 2025.

ATTEST:

Planning Commission Chair

Planning Commission Secretary

List of Exhibits:

Exhibit “A”: Findings

Exhibit “B”: Conditions of Approval

**Exhibit “A” to Planning Commission Order 2025-07
Findings – File PLNG-25-5
Vacation Rental at 613 W First ST**

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 three-bedroom, single-family dwelling located approximately 1200 feet from downtown. The Applicant has proposed to use the dwelling as a short-term vacation rental with a maximum occupancy of six people. The Applicant intends to manage the property including bookings, house cleaning, weekly trash collection, and maintenance via VACASA.

The proposed vacation rental use is similar to a residential use in design and operating characteristics. Because the home has three bedrooms, it is eligible to host a maximum of six occupants. There currently exist four off-street parking spaces at the subject property. See findings for NMC15.445.330(A) for more information regarding the required number of parking spaces. There are R-2 designated properties located to the north, 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 estate wineries, downtown Newberg, and surrounding amenities. 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 Sections 15.445.300 through 15.445.350) 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-2. 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-2 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 is required to provide two off-street parking spaces. The application states that four off-street parking spaces will be provided at the subject property on the driveway.
- B. Maintain weekly garbage collection every Monday by Waste Management that is to be picked up in front of the home.
- C. Offer a vacation rental in an existing three-bedroom single family home with a maximum occupancy of six people.
- D. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.

These criteria will be met with the adherence to the aforementioned 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.

Owner Name: Jerry Bartels

Operator/Manager Phone Number: VACASA, 800-544-0300

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

Max Number of Guests: Six (6)

Trash Pick-Up Day: Mondays

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 six 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 follows 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 Applicant has 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 2025-07
Conditions of Approval – File PLNG-25-5
Vacation Rental Home at 613 W First ST**

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:** Maintain at least two off-street parking spaces at the subject property.
3. **Refuse Collection:** Maintain weekly garbage collection every Monday by Waste Management that is to be picked up in front of the home.
4. **Maximum Occupancy:** Offer a vacation rental in an existing three-bedroom single family home with a maximum occupancy of six (6) people.
5. **Temporary Occupancy Limits:** 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/Manager Name: Jerry Bartels

Operator/Manager Phone Number: VACASA, 800-544-0300

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

Max Number of Guests: Six (6)

Trash Pick-Up Day: Mondays

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 6 people.

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

Attachment 1: Application

PLNG-25-5

*Planning Application

Status: Active

Submitted On: 4/9/2025

Primary Location

613 W FIRST ST
Newberg, OR 97132

Owner

COZAD VENTURES LLC
N Pankratz Ave 3077 MERIDIAN,
ID 83646

Applicant

 Jerry Bartels
 208-989-9714
 cfo@biggrampy.com
 3077 N Pankratz Ave
Meridian, Idaho 83646

PROPERTY OWNER INFORMATION CONFIRMATION

Was the Property Owner information accurate on the
previous page?*

Yes

WHAT TYPE OF PROJECT(S) ARE YOU APPLYING FOR?

Home Occupation Business License Review 

☐

Land Use Decision Modifications

☐

Non-Conforming Building 


☐

Short-Term Rental

☒

Short-Term Rental Type*

Vacation Home Rentals

This is a single family home:* 

Yes

Modification/Alteration to a Historic Landmark

☐

► [Click here for Application Project Types under Type I Process](#)

IS YOUR PROJECT A TYPE I ? * ?

No

► Click here for Application project Types under Type II Process

IS YOUR PROJECT A TYPE II ? * ?

Is this a multi-family project?*

No

No

► Click here for Application project Types under Type III Process

IS YOUR PROJECT A TYPE III ?* ?

No

► Click here for Application project Types under Type IV Process

IS YOUR PROJECT A TYPE IV ?* ?

No

Did you have a Pre-Application Meeting with the City
for this project?*

No

If you have not had a Pre-Application Meeting with the City for this project and it is recommended you can "**Save**" your application and Click **HERE** to apply for a Pre-Application Meeting.

If you have any questions about this project, you can contact the Planning
Department by:

Calling: (503) 537-1240

[SEND AN EMAIL](#)

PROJECT DETAILS

Property Size*

Acre/Sq. Ft.*

14758

Sq. Ft.

Current Use*

Single family residence-personal
vacation home

Project Description*

Short term vacation rental/personal vacation home

APPLICANT INFORMATION

Specify your Project Affiliation*



Property Owner

Will there be an Engineer, Surveyor, Architect, or other party involved in the project?*

No

LLC's will be required to submit a signed letter of consent showing the person signing the application is authorized to sign on behalf of the LLC owner as part of your submission.

REQUIRED WRITTEN CRITERIA

 If you will be submitting the Written Response  as an attachment Check the Box Below



REQUIRED WRITTEN CRITERIA - Vacation Rentals Criteria

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.*



For more information on Development Code 15.445.340, click [here](#).

I/we understand the complaint process and revocation of registration listed in the Development Code in 15.445.350.*



For more information on Development Code 15.445.350, click [here](#).

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

We have hired a national management company, VACASA, to provide reservation management and on-site management, maintenance, cleaning, maintenance, etc. They have local personnel to provide on-site work as needed.

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 are up to four (4) on site parking spots on the existing asphalt driveway. Two additional on-street parking spots are available in front of the house.

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

Wast Management, pickup in front of property along 1st street. Pickup day is Monday.

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.*

House has three (3) bedrooms (2.5 baths) and sleeping facilities for up to six (6). Management company will enforce the maximum.

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.*

We will posts a notice to that effect on site and in the reservation system. Management will also enforce.

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 surrounding area is primarily residential with a combination of single family, duplex, triplex and a "cottage style development". South across the street is commercial (vehicle repair shop) and another vehicle repair shop nearby.

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.*

Recent work on the house has significantly improved the overall condition of the property. Freshly painted exterior, new windows, new electrical inside and other work have restored the house to its vintage charm. Some landscaping work is still in progress but that should be substantially complete prior to first rental. We also plan to use the property as a personal vacation home as we frequently visit our family in the area.

APPLICANT ACKNOWLEDGMENT

All owners must sign the application or submit letters of consent.

By signing I verify that the Tentative plans substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. Incomplete or missing information may delay the approval process.

The statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief.


Applicant's Signature*


✓ Jerry M Bartels
Apr 9, 2025









REQUIRED ATTACHMENTS

- Current Title Report (60 days)
-

Attachments

 **LLC Authorization Form**
CV CUP application - other items.docx
Uploaded by Jerry Bartels on Apr 9, 2025 at 5:43 PM

 **CV CUP Bartels Binder1.pdf**
CV CUP Bartels Binder1.pdf
Uploaded by Jerry Bartels on Apr 9, 2025 at 5:36 PM

| | | |
|---|--|-----------------|
|  | Current Title Report (60 days) CV CUP OLTA PUBLIC RECORD REPORT (NEW SUBDIVISION OR LAND PARTITION)-LINKED-LIVELOOK.pdf Uploaded by Jerry Bartels on Apr 9, 2025 at 5:02 PM | REQUIRED |
|  | Affidavit of Noticing CV CUP Partion Mailer mark up.pdf Uploaded by Jerry Bartels on Apr 9, 2025 at 5:02 PM | |
|  | Architectural Drawings CV CUP application - other items.docx Uploaded by Jerry Bartels on Apr 9, 2025 at 5:43 PM | REQUIRED |
|  | Written Criteria Response CV CUP Project Statement.pdf Uploaded by Jerry Bartels on Apr 9, 2025 at 5:03 PM | REQUIRED |
|  | Site Plan CV CUP Site design 173229.PDF Uploaded by Jerry Bartels on Apr 9, 2025 at 5:03 PM | REQUIRED |
|  | Exterior Lighting Plan CV CUP application - other items.docx Uploaded by Jerry Bartels on Apr 9, 2025 at 5:43 PM | REQUIRED |
|  | Signs & Graphics CV CUP application - other items.docx Uploaded by Jerry Bartels on Apr 9, 2025 at 5:43 PM | |
|  | Tualatin Valley Fire & Rescue Service Provider Permit CV CUP application - other items.docx Uploaded by Jerry Bartels on Apr 9, 2025 at 5:43 PM | |

Project Statement – 613 W 1st St, Newberg

We purchased this property about five years ago as a part-time residence in Newberg for my wife and me. Our son-in-law, daughter and five grandchildren live next door, and it is a convenient place for us to stay while we visit our family. We are retired and visit regularly.

The house has three bedrooms, 2.5 baths, deck, on over a 14,000 SF lot. We have recently completed a significant upgrade to the property, new roof, HVAC, windows, kitchen, electrical, paint, and other improvements. The house was originally built about 1909 and we are pleased that we could bring it back into a good serviceable condition for many years. We are continuing to upgrade the landscaping. We think that the improvements we have done are also a benefit to the neighborhood.

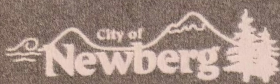
Now, we wish to be able to rent the property as a short-term rental during periods when we are not present to produce some income to help offset the costs of ownership.

We have contracted with VACASA, LLC to manage our home. Vacasa is North America's #1 vacation rental partner, providing expert care to more than 40,000 vacation homes and headquartered in Portland, OR. They provide 24/7 guest support, local personnel to provide cleaning, management and related services. They manage other homes in the Newberg/Dundee area. They will collect and remit the applicable taxes on our behalf.

We will post guidelines for parking, noise, no occupied RV's or tents. We have space for three parking spaces on site, there are two additional spaces on-street in front of the property.

Interactive Planning Map





SHORT TERM RENTAL APPLICATION

File #: _____

TYPES – PLEASE CHECK ONE:

- ☒ Vacation Rental Permit
☐ Bed and Breakfast

APPLICANT INFORMATION:

APPLICANT: JERRY and DIANE BARTELS

ADDRESS: 3077 N PANKRATZ AVE CITY: MERIDIAN STATE: ID ZIP: 83646
EMAIL ADDRESS: jerry@biggrampy.com PHONE: (208) 989-9714 MOBILE: (208) 989-9714

OWNER (if different from above): COZAD VENTURES, LLC PHONE: 208-989-9714
ADDRESS: 3077 N PANKRATZ AVE CITY: MERIDIAN STATE: ID ZIP: 83646

GENERAL INFORMATION:

PROJECT LOCATION: 613 W 1st Street
PROJECT DESCRIPTION/USE: Short term rental (and personal vacation home)
MAP/TAX LOT NO. (i.e. 3200AB-400): TaxLot: R3219BA 01900 LOT SIZE: 14,758 SQ. FT. ☒ ACRE ☐
ZONING: R-2 Medium Density Residential EXISTING HOUSE SQ. FT: 1485
CURRENT USE: Residential
SURROUNDING USES:
NORTH: Residential SOUTH: Commercial
EAST: Residential WEST: Residential

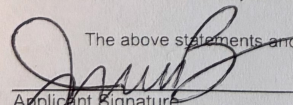
ATTACHED PROJECT CRITERIA AND REQUIREMENTS (check all that is included)

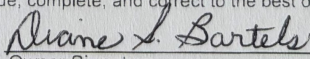
General Checklist: ☐ Fees ☒ Public Notice Information ☒ Current Title Report (60 days) ☒ Filled out Criteria Form ☒ Owner Signature
☒ 1 -Digital Copy of Full Application Packet ☒ Project Statement

The Application Packet can be submitted to Planning@newbergoregon.gov or at 414 E First St., Newberg OR. 97132

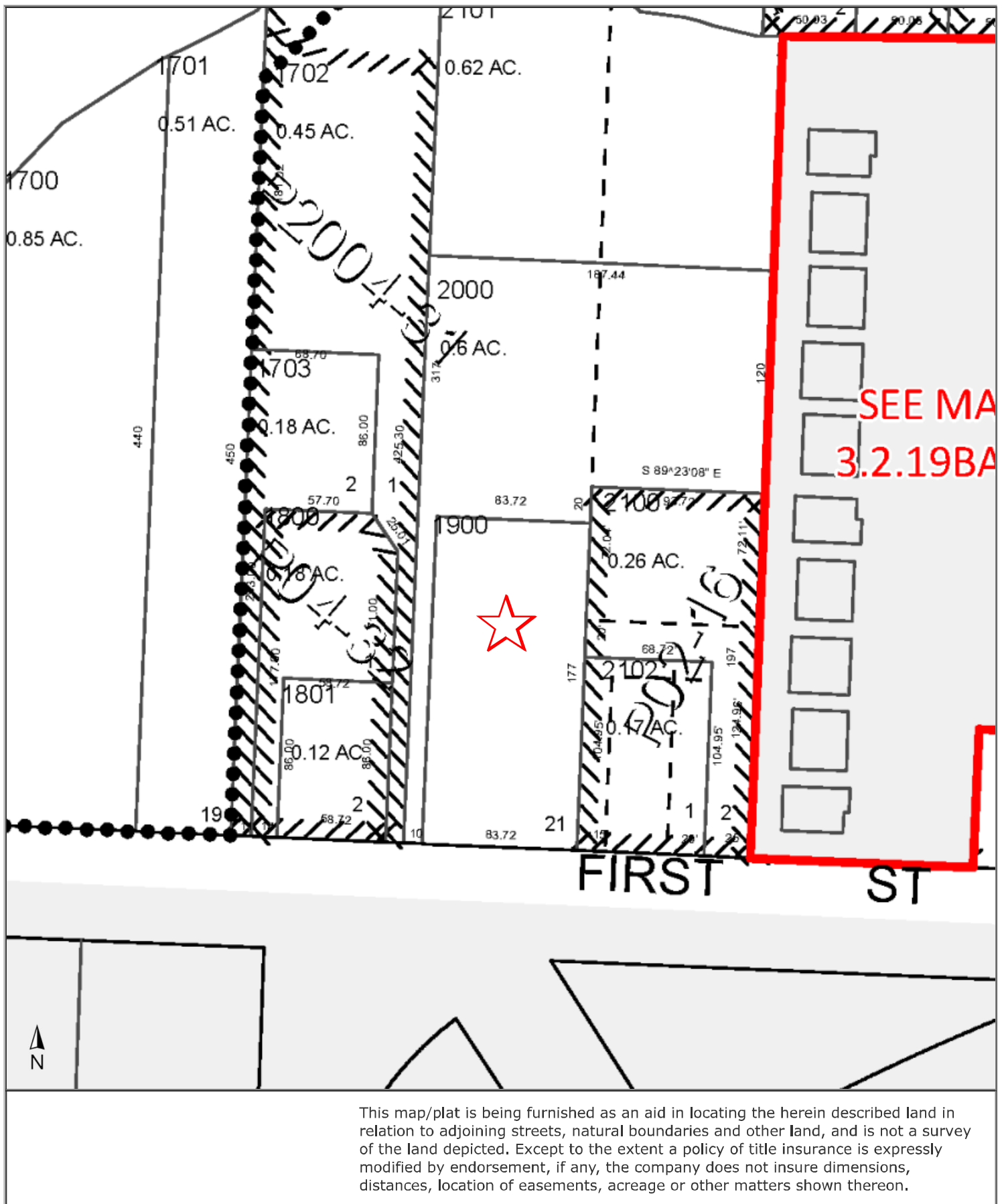
Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief.


Applicant Signature Date: 3-29-25
Print Name: Jerry Bartels


Owner Signature Date: 3/29/25
Print Name: Diane S. Bartels

Newberg Community Development • 414 E First Street, Newberg, OR 97132 • 503-537-1240 • planning@newbergoregon.gov



Interactive Planning Map





**PUBLIC RECORD REPORT
FOR NEW SUBDIVISION
OR LAND PARTITION**

THIS REPORT IS ISSUED BY THE ABOVE-NAMED COMPANY ("THE COMPANY") FOR THE EXCLUSIVE USE OF THE FOLLOWING CUSTOMER:

Cozad Ventures LLC
Phone No.: 208-989-9714

Date Prepared: March 25, 2025
Effective Date: March 13, 2025 / 08:00 AM
Charge: \$300.00
Order No.: 471825136925
Reference:

The information contained in this report is furnished to the Customer by Ticor Title Company of Oregon (the "Company") as an information service based on the records and indices maintained by the Company for the county identified below. This report is not title insurance, is not a preliminary title report for title insurance, and is not a commitment for title insurance. No examination has been made of the Company's records, other than as specifically set forth in this report ("the Report"). Liability for any loss arising from errors and/or omissions is limited to the lesser of the fee paid or the actual loss to the Customer, and the Company will have no greater liability by reason of this report. This report is subject to the Definitions, Conditions and Stipulations contained in it.

REPORT

- A. The Land referred to in this report is located in the County of Yamhill, State of Oregon, and is described as follows:
As fully set forth on Exhibit "A" attached hereto and by this reference made a part hereof.
- B. As of the Effective Date, the tax account and map references pertinent to the Land are as follows:
As fully set forth on Exhibit "B" attached hereto and by this reference made a part hereof.
- C. As of the Effective Date and according to the Public Records, we find title to the land apparently [vested in:](#)
As fully set forth on Exhibit "C" attached hereto and by this reference made a part hereof.
- D. As of the Effective Date and according to the Public Records, the Land is subject to the following liens and encumbrances, which are not necessarily shown in the order of priority:
As fully set forth on Exhibit "D" attached hereto and by this reference made a part hereof.

Ticor Title Company of Oregon
Public Record Report for New Subdivision or Land Partition
Order No. 471825136925

EXHIBIT "A"
(Land Description)

For APN/Parcel ID(s): 52221
For Tax Map ID(s): R3219BA01900

A part of Tract 21 of HURLEY'S FRUIT-LAND SUBDIVISION, in Yamhill County, Oregon, described as follows:

Beginning at the Southeast corner of said Tract 21; thence Northerly along the East line of Tract 21, a distance of 177 feet to a point; thence Westerly parallel with the South line of said Tract 21 to a point 10 feet East of the West line of said Tract 21; thence Southerly parallel with and 10 feet distant from the West line of Tract 21 to the South line thereof; thence Easterly along the South line of said Tract 21 to the Point of Beginning.

Ticor Title Company of Oregon
Public Record Report for New Subdivision or Land Partition
Order No. 471825136925

EXHIBIT "B"
(Tax Account and Map)

[APN/Parcel ID\(s\) 52221 as well as Tax/Map ID\(s\) R3219BA01900](#)

Ticor Title Company of Oregon
Public Record Report for New Subdivision or Land Partition
Order No. 471825136925

EXHIBIT "C"
(Vesting)

Cozad Ventures, LLC, an Idaho limited liability company

EXHIBIT "D"
(Liens and Encumbrances)

Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2024-2025
Amount: \$3,043.53
Levy Code: 29.0
Account No.: [52221](#)
Map No.: R3219BA 01900

1. City Liens, if any, in favor of the City of Newberg.
2. Rights of the public to any portion of the Land lying within the area commonly known as streets, roads and highways.
3. A deed of trust to secure an indebtedness in the amount shown below,

Amount: \$244,000.00
Dated: August 10, 2020
Trustor/Grantor: Jerry M. Bartels
Trustee: Ticor Title Company
Beneficiary: MERS as nominee for Fairway Independent Mortgage Corporation D/B/A Homefinity
Loan No.: Not Disclosed
Recording Date: August 12, 2020
Recording No.: [202014025](#)

End of Liens & Encumbrances

BOUNDARY DEEDS:

BOUNDARY DEED

Recording Date: July 31, 2017
Recording No.: [201712355](#)

BOUNDARY DEED

Recording Date: September 4, 2019
Recording No.: [201912520](#)

BOUNDARY DEED

Recording Date: February 26, 2024
Recording No.: [202401498](#)

DEFINITIONS, CONDITIONS AND STIPULATIONS

1. **Definitions.** The following terms have the stated meaning when used in this report:
 - (a) "Customer": The person or persons named or shown as the addressee of this report.
 - (b) "Effective Date": The effective date stated in this report.
 - (c) "Land": The land specifically described in this report and improvements affixed thereto which by law constitute real property.
 - (d) "Public Records": Those records which by the laws of the state of Oregon impart constructive notice of matters relating to the Land.
2. **Liability of Company.**
 - (a) This is not a commitment to issue title insurance and does not constitute a policy of title insurance.
 - (b) The liability of the Company for errors or omissions in this public record report is limited to the amount of the charge paid by the Customer, provided, however, that the Company has no liability in the event of no actual loss to the Customer.
 - (c) No costs (including without limitation attorney fees and other expenses) of defense, or prosecution of any action, is afforded to the Customer.
 - (d) In any event, the Company assumes no liability for loss or damage by reason of the following:
 - (1) Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records.
 - (2) Any facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
 - (3) Easements, liens or encumbrances, or claims thereof, which are not shown by the Public Records.
 - (4) Discrepancies, encroachments, shortage in area, conflicts in boundary lines or any other facts which a survey would disclose.
 - (5) (i) Unpatented mining claims; (ii) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (iii) water rights or claims or title to water.
 - (6) Any right, title, interest, estate or easement in land beyond the lines of the area specifically described or referred to in this report, or in abutting streets, roads, avenues, alleys, lanes, ways or waterways.
 - (7) Any law, ordinance or governmental regulation (including but not limited to building and zoning laws, ordinances or regulations) restricting, regulating, prohibiting or relating to (i) the occupancy, use or enjoyment of the land; (ii) the character, dimensions or location of any improvement now or hereafter erected on the land; (iii) a separation in ownership or a change in the dimensions or area of the land or any parcel of which the land is or was a part; or (iv) environmental protection, or the effect of any violation of these laws, ordinances or governmental regulations, except to the extent that a notice of the enforcement thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
 - (8) Any governmental police power not excluded by 2(d)(7) above, except to the extent that notice of the exercise thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
 - (9) Defects, liens, encumbrances, adverse claims or other matters created, suffered, assumed, agreed to or actually known by the Customer.
3. **Report Entire Contract.** Any right or action or right of action that the Customer may have or may bring against the Company arising out of the subject matter of this report must be based on the provisions of this report. No provision or condition of this report can be waived or changed except by a writing signed by an authorized officer of the Company. By accepting this form report, the Customer acknowledges and agrees that the Customer has elected to utilize this form of public record report and accepts the limitation of liability of the Company as set forth herein.
4. **Charge.** The charge for this report does not include supplemental reports, updates or other additional services of the Company.

LIMITATIONS OF LIABILITY

"CUSTOMER" REFERS TO THE RECIPIENT OF THIS REPORT.

CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES THAT IT IS EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE, TO DETERMINE THE EXTENT OF LOSS WHICH COULD ARISE FROM ERRORS OR OMISSIONS IN, OR THE COMPANY'S NEGLIGENCE IN PRODUCING, THE REQUESTED REPORT, HEREIN "THE REPORT." CUSTOMER RECOGNIZES THAT THE FEE CHARGED IS NOMINAL IN RELATION TO THE POTENTIAL LIABILITY WHICH COULD ARISE FROM SUCH ERRORS OR OMISSIONS OR NEGLIGENCE. THEREFORE, CUSTOMER UNDERSTANDS THAT THE COMPANY IS NOT WILLING TO PROCEED IN THE PREPARATION AND ISSUANCE OF THE REPORT UNLESS THE COMPANY'S LIABILITY IS STRICTLY LIMITED. CUSTOMER AGREES WITH THE PROPRIETY OF SUCH LIMITATION AND AGREES TO BE BOUND BY ITS TERMS

THE LIMITATIONS ARE AS FOLLOWS AND THE LIMITATIONS WILL SURVIVE THE CONTRACT:

ONLY MATTERS IDENTIFIED IN THIS REPORT AS THE SUBJECT OF THE REPORT ARE WITHIN ITS SCOPE. ALL OTHER MATTERS ARE OUTSIDE THE SCOPE OF THE REPORT.

CUSTOMER AGREES, AS PART OF THE CONSIDERATION FOR THE ISSUANCE OF THE REPORT AND TO THE FULLEST EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS FOR ANY AND ALL CLAIMS, LIABILITIES, CAUSES OF ACTION, LOSSES, COSTS, DAMAGES AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY'S FEES, HOWEVER ALLEGED OR ARISING, INCLUDING BUT NOT LIMITED TO THOSE ARISING FROM BREACH OF CONTRACT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF WARRANTY, EQUITY, THE COMMON LAW, STATUTE OR ANY OTHER THEORY OF RECOVERY, OR FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THE REPORT OR ANY OF THE MATERIALS CONTAINED THEREIN OR PRODUCED, **SO THAT THE TOTAL AGGREGATE LIABILITY OF THE COMPANY AND ITS AGENTS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS SHALL NOT IN ANY EVENT EXCEED THE COMPANY'S TOTAL FEE FOR THE REPORT.**

CUSTOMER AGREES THAT THE FOREGOING LIMITATION ON LIABILITY IS A TERM MATERIAL TO THE PRICE THE CUSTOMER IS PAYING, WHICH PRICE IS LOWER THAN WOULD OTHERWISE BE OFFERED TO THE CUSTOMER WITHOUT SAID TERM. CUSTOMER RECOGNIZES THAT THE COMPANY WOULD NOT ISSUE THE REPORT BUT FOR THIS CUSTOMER AGREEMENT, AS PART OF THE CONSIDERATION GIVEN FOR THE REPORT, TO THE FOREGOING LIMITATION OF LIABILITY AND THAT ANY SUCH LIABILITY IS CONDITIONED AND PREDICATED UPON THE FULL AND TIMELY PAYMENT OF THE COMPANY'S INVOICE FOR THE REPORT.

THE REPORT IS LIMITED IN SCOPE AND IS NOT AN ABSTRACT OF TITLE, TITLE OPINION, PRELIMINARY TITLE REPORT, TITLE REPORT, COMMITMENT TO ISSUE TITLE INSURANCE, OR A TITLE POLICY, AND SHOULD NOT BE RELIED UPON AS SUCH. THE REPORT DOES NOT PROVIDE OR OFFER ANY TITLE INSURANCE, LIABILITY COVERAGE OR ERRORS AND OMISSIONS COVERAGE. THE REPORT IS NOT TO BE RELIED UPON AS A REPRESENTATION OF THE STATUS OF TITLE TO THE PROPERTY. THE COMPANY MAKES NO REPRESENTATIONS AS TO THE REPORT'S ACCURACY, DISCLAIMS ANY WARRANTY AS TO THE REPORT, ASSUMES NO DUTIES TO CUSTOMER, DOES NOT INTEND FOR CUSTOMER TO RELY ON THE REPORT, AND ASSUMES NO LIABILITY FOR ANY LOSS OCCURRING BY REASON OF RELIANCE ON THE REPORT OR OTHERWISE.

IF CUSTOMER (A) HAS OR WILL HAVE AN INSURABLE INTEREST IN THE SUBJECT REAL PROPERTY, (B) DOES NOT WISH TO LIMIT LIABILITY AS STATED HEREIN AND (C) DESIRES THAT ADDITIONAL LIABILITY BE ASSUMED BY THE COMPANY, THEN CUSTOMER MAY REQUEST AND PURCHASE A POLICY OF TITLE INSURANCE, A BINDER, OR A COMMITMENT TO ISSUE A POLICY OF TITLE INSURANCE. NO ASSURANCE IS GIVEN AS TO THE INSURABILITY OF THE TITLE OR STATUS OF TITLE. CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES IT HAS AN INDEPENDENT DUTY TO ENSURE AND/OR RESEARCH THE ACCURACY OF ANY INFORMATION OBTAINED FROM THE COMPANY OR ANY PRODUCT OR SERVICE PURCHASED.

NO THIRD PARTY IS PERMITTED TO USE OR RELY UPON THE INFORMATION SET FORTH IN THE REPORT, AND NO LIABILITY TO ANY THIRD PARTY IS UNDERTAKEN BY THE COMPANY.

CUSTOMER AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS, AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES AND SUBCONTRACTORS BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES, OR LOSS OF PROFITS, REVENUE, INCOME, SAVINGS, DATA, BUSINESS, OPPORTUNITY, OR GOODWILL, PAIN AND SUFFERING, EMOTIONAL DISTRESS, NON-OPERATION OR INCREASED EXPENSE OF OPERATION, BUSINESS INTERRUPTION OR DELAY, COST OF CAPITAL, OR COST OF REPLACEMENT PRODUCTS OR SERVICES, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, STRICT LIABILITY, BREACH OF WARRANTIES, FAILURE OF ESSENTIAL PURPOSE, OR OTHERWISE AND WHETHER CAUSED BY NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE OR ANY OTHER CAUSE WHATSOEVER, AND EVEN IF THE COMPANY HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OR KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY FOR SUCH DAMAGES.

END OF THE LIMITATIONS OF LIABILITY

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

Darin DeAngeli

Ahrens DeAngeli Law Group LLP

P.O. Box 9500

Boise, Idaho 83707-9500

**UNTIL A CHANGE IS REQUESTED ALL
TAX STATEMENTS SHALL BE SENT TO
THE FOLLOWING ADDRESS:**

Jerry M. and Diane S. Bartels

3077 North Pankratz Avenue

Meridian, Idaho 83646

TAX ACCOUNT AND MAP NOS:

Map No.: R3219BA 01900

Account No.: 52221

TRUE CONSIDERATION:

\$ 0

Yamhill County Official Records

202115030

DMR-DDMR

07/21/2021 09:48:01 AM

Stn=3 SUTTONS

3Pgs \$15.00 \$11.00 \$5.00 \$60.00

\$91.00

I, Brian Van Bergen, County Clerk for Yamhill County, Oregon, certify
that the instrument identified herein was recorded in the Clerk
records.

Brian Van Bergen - County Clerk

Grant Deed

Jerry M. Bartels, "Grantor," for good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, bargain and convey to Cozad Ventures, LLC, "Grantee," an Idaho limited liability company, whose current address is 3077 North Pankratz Avenue, Meridian, Idaho 83646, the following described real property located in Yamhill County, Oregon, more particularly described as follows:

A PART OF TRACT 21 OF HURLEY'S FRUIT-LAND SUBDIVISION IN
YAMHILL COUNTY, OREGON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID TRACT 21; THENCE
NORTHERLY ALONG THE EAST LINE OF TRACT 21, A DISTANCE OF 177
FEET TO A POINT; THENCE WESTERLY PARALLEL WITH THE SOUTH
LINE OF SAID TRACT 21 TO A POINT 10 FEET EAST OF THE WEST LINE
OF SAID TRACT 21; THENCE SOUTHERLY PARALLEL WITH AND 10
FEET DISTANT FROM THE WEST LINE OF TRACT 21 TO THE SOUTH

LINE THEREOF; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID TRACT 21 TO THE POINT OF BEGINNING.

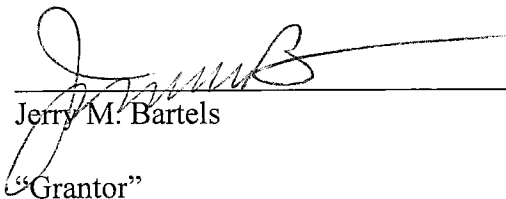
TOGETHER WITH all improvements, easements, hereditaments and appurtenances thereto, and all tenements, reversions, remainders, rights-of-way and water rights in anywise appertaining to the property herein described.

SUBJECT TO taxes and assessments for the year 2021 and all subsequent years, and to such rights, easements, liens, encumbrances, covenants, rights-of-way, reservations, restrictions and zoning regulations as appear of record or based upon the premises, and to any state of facts an accurate survey or inspection of the premises would show.

The true consideration for this conveyance is \$0. However, the actual consideration consists of or includes other property or value given or promised which is the whole consideration.

WARNING: BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, OF CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, OF CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the Grantor has executed this instrument this 19th day of July, 2021.

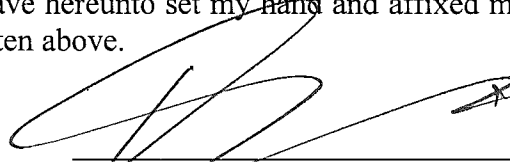


Jerry M. Bartels
"Grantor"

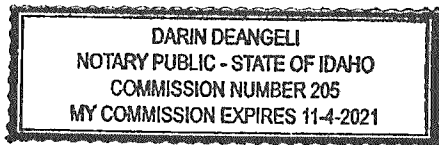
STATE OF IDAHO)
 : ss.
COUNTY OF ADA)

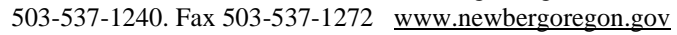
On this 19th day of July, 2021, before me, a Notary Public for the State of Idaho, personally appeared Jerry M. Bartels, known to me to be the person named in the foregoing, and acknowledged to me that he executed the same as his free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in the certificate first written above.



Notary Signature





We are mailing you information about this project because you own land within 500 feet of the proposed conditional use. We invite you to send any written comments for or against the proposal within 20 days from the date this notice is mailed. We invite you to participate in the land use hearing scheduled before the Planning Commission. If you wish to participate in the hearing, you or a representative may do so in person. 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: *(staff will provide)*
City of Newberg
Community Development Department
PO Box 970
Newberg, OR 97132

All written comments must be turned in by 4:30 p.m. on *(20 days from mailing date)*. 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.

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 and a vacation rental approval are found in Newberg Development Code Sections 15.225.060 and 15.445.300 – 350.

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 during 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*

| OwnerAddr | OwnerCityNm | OwnerNm | SiteAddr | ZoneCd |
|-----------------------|-------------|-------------------------------|-----------------------|--------|
| 800 W 1st St No 28 | Newberg | Adams, Nathaniel M | 800 W 1st St Unit 28 | R-2 |
| 601 W 1st St | Newberg | Andrews, Glena L | 601 W 1st St Unit 17 | R-2 |
| 800 W 1st St Unit 16 | Newberg | Assad, Timothy | 800 W 1st St Unit 16 | R-2 |
| 800 W 1st St 5 | Newberg | Bathrick, Darin L | 800 W 1st St Unit 5 | R-2 |
| 3708 NE Terrace Dr | Newberg | Baxter, Darla R | 509 W 1st St | C-2 |
| 32420 SW Savage Rd | Sheridan | Bbf1 Properties LLC | 685 W 1st St | R-2 |
| 800 W 1st St 10 | Newberg | Beyrouty, Jason | 800 W 1st St Unit 10 | R-2 |
| 602 W Sheridan St | Newberg | Blodgett, Bradley K | 602 W Sheridan St | R-2 |
| 800 W 1st St #29 | Newberg | Brownlow, Xavier B | 800 W 1st St Unit 29 | R-2 |
| 14891 SE River Rd | Milwaukie | Burke Brothers Properties LLC | 800 W 1st St Unit 12 | R-2 |
| 607 W First St Unit 3 | Newberg | Burright, Debbi S D | 607 W First St Unit 3 | R-2 |
| 601 W 1st St No 12 | Newberg | Busch, James | 601 W 1st St Unit 12 | R-2 |
| PO Box 368 | Newberg | Byerley, Andrea L | 601 W 1st St Unit 18 | R-2 |
| 1818 N Page Ct | Newberg | C Petersen Rentals LLC | 115 Old Highway 99w | R-2 |
| 600 W Sheridan St | Newberg | Cabanilla, Gerysand M | 600 W Sheridan St | R-2 |
| 613 W Sheridan St | Newberg | Carlson, Kathy L | 613 W Sheridan St | VLDR-1 |
| 613 W Sheridan St | Newberg | Carlson, Kathy L | 705 W 1st St | VLDR-1 |
| Outfront Media C/O | | | | |
| Christie Lindgren | Eugene | Cbs Outdoor Inc | 616 Old Highway 99w | C-2 |
| 601 W 1st St Unit 8 | Newberg | Champagne, Elda O | 601 W 1st St Unit 8 | R-2 |
| 800 W 1st St No 15 | Newberg | Cheeseman, Sandi | 800 W 1st St Unit 15 | R-2 |
| 13494 SE 124th Ave | Clackamas | Clements, Joseph R Trustee | 604 W 1st St | C-2 |
| 800 W 1st St Unit 8 | Newberg | Cochran, Karola D | 800 W 1st St Unit 8 | R-2 |
| 800 W 1st St No 22 | Newberg | Compton, Caleb C | 800 W 1st St Unit 22 | R-2 |
| 113 N Morton St | Newberg | Conklin, Gary L | 113 Morton St | R-2 |
| 601 W Sheridan St | Newberg | Corona, Ana D | 601 W Sheridan St | R-2 |
| 800 W 1st St No 19 | Newberg | Corum Family Living Trust | 800 W 1st St Unit 19 | R-2 |
| 14165 SW 103rd Ave | Tigard | Cox, Caleb E | 606 W Sheridan St | R-2 |
| 655 W 1st St Unit A | Newberg | Crawford, Darleen A | 655 W 1st St | R-2 |
| 655 W 1st St Unit A | Newberg | Crawford, Darleen A | 670 W 1st St | R-2 |
| 800 W 1st St Unit 6 | Newberg | Danbom, Pamela | 800 W 1st St Unit 6 | R-2 |
| 601 W 1st St No 15 | Newberg | Darimont, Amy | 601 W 1st St Unit 15 | R-2 |
| 675 W 1st St | Newberg | Edmonds, Steven A | 675 W 1st St | R-2 |
| 16540 76th Ave W | Edmonds | Ekern, Nicholas J | 601 W 1st St Unit 3 | R-2 |
| 809 W Sheridan St | Newberg | Finke, Alan H | 809 NE Sheridan St | VLDR-1 |
| 3810 Aquarius Blvd | Newberg | Fortune, John | 714 W 1st St | R-2 |
| | | Gemmill, James H Testamentary | | |
| 22672 SW Kruger Rd | Sherwood | Trust | 800 W 1st St Unit 2 | R-2 |
| 201 Old Highway 99w | Newberg | Goedel, Ray G | 201 Old Highway 99w | R-2 |
| 201 Old Highway 99w | Newberg | Goedel, Ray G | | R-2 |
| 601 W First St No 7 | Newberg | Goldammer, William L | 601 W 1st St Unit 7 | R-2 |
| 800 W 1st St #13 | Newberg | Goloshchapov, Olexandr Y | 800 W 1st St Unit 13 | R-2 |
| 705 First St | Newberg | Golosov, Valeriy V | 705 First St | VLDR-1 |
| 800 W 1st St No 11 | Newberg | Granado, Blayne A | 800 W 1st St Unit 11 | R-2 |
| 118 Morton St | Newberg | Gray, Roger J | 0 Morton St | R-2 |
| 201 Morton St | Newberg | Griffin, Raymond A | 201 Morton St | R-2 |
| 618 W Sheridan St | Newberg | Groves, Donald E Jr | 618 W Sheridan St | CITY |
| 618 W Sheridan St | Newberg | Groves, Donald E Jr | 618 W Sheridan St | CITY |

| OwnerAddr | OwnerCityNm | OwnerNm | SiteAddr | ZoneCd |
|----------------------------------|--------------|---|----------------------|--------|
| 511 W Sheridan St | Newberg | Guyot, Robert M | 511 W Sheridan St | R-2 |
| 800 W 1st St Unit 14 | Newberg | Hatley, Cole A | 800 W 1st St Unit 14 | R-2 |
| 902 W 1st St | Newberg | Hawes, Alvin H | 902 W 1st St | R-2 |
| 902 W 1st St | Newberg | Hawes, Alvin H | 902 W 1st St | R-2 |
| PO Box 956 | McMinnville | Hf Properties LLC | 408 W 1st St | M-2 |
| 107 Morton St | Newberg | Hickman, Miranda | 107 Morton St | R-2 |
| 229 N Morton St | Nweberg | Hylton, Jaime D | 229 Morton St | R-2 |
| 615 W 1st St | Newberg | Johnson, Matthew | 0 W 1st St | R-2 |
| 615 W 1st St | Newberg | Johnson, Matthew | 615 W 1st St | R-2 |
| 205 Old Highway 99w | Newberg | Johnson, Scott M | 205 Old Highway 99w | R-2 |
| 109 Morton St | Newberg | Juarez, Jaime Resendiz | 109 Morton St | R-2 |
| 1117 N Meridian St | Newberg | Lemman Howes Family Trust | 812 NE Sheridan St | VLDR-1 |
| 601 W 1st St 4 | Newberg | Lindquist, Susan R | 601 W 1st St Unit 4 | R-2 |
| 601 W 1st St No 10 | Newberg | Marisca, Adrian | 601 W 1st St Unit 10 | R-2 |
| 115 E Melody Ln | Newberg | Martin, Benjamin | 601 W 1st St Unit 14 | R-2 |
| 14 Pistachio Dr | Chico | Martin, Gregory J Trustee | 800 W 1st St Unit 4 | R-2 |
| 800 W 1st St Unit 1 | Newberg | McCoy, Stefanie M | 800 W 1st St Unit 1 | R-2 |
| 604 W Sheridan St | Newberg | Meyer, Trent M | 604 W Sheridan St | R-2 |
| 26013 Calmhill Drive | Torrance | Miller, Timothy D Trustee | 660 W 1st St | R-2 |
| 608 W Sheridan St | Newberg | Mills, Haley Savannah | 608 W Sheridan St | R-2 |
| 5300 Alex-Jville Hwy Lot # 20 | Jacksonville | Minor, Wayne E | 510 W Sheridan St | R-2 |
| 800 W 1st St No 7 | Newberg | Miranda, Santos Alegria | 800 W 1st St Unit 7 | R-2 |
| 601 W 1st St No 11 | Newberg | Morrison, Larry | 601 W 1st St Unit 11 | R-2 |
| 800 W 1st St No 9 | Newberg | Munro, Linda K | 800 W 1st St Unit 9 | R-2 |
| 800 W 1st St No 30 | Newberg | Munsch Richard & Michelle Family Trust | 800 W 1st St Unit 30 | R-2 |
| 601 W 1st St No 9 | Newberg | Neely, Kelly M | 601 W 1st St Unit 9 | R-2 |
| 12100 NE Honey Ln | Newberg | Newberg Marine Center LLC | 200 Highway 99w | C-2 |
| 616 W 1st St | Newberg | Nibler Jamie L Trustee For | 616 Old Highway 99w | C-2 |
| 601 W 1st St Unit 1 | Newberg | Nordick, Andrew | 601 W 1st St Unit 1 | R-2 |
| Attn: Willcuts Michael R | Newberg | Nwt Development LLC | 800 W 1st St | R-2 |
| 800 W 1st St No 18 | Newberg | Osorio-Miranda, Luis A | 800 W 1st St Unit 18 | R-2 |
| 800 W 1st St No 24 | Newberg | Otero, Luis A Osorio | 800 W 1st St Unit 24 | R-2 |
| 601 W 1st St Unit 16 | Newberg | Owens, Marlen R | 601 W 1st St Unit 16 | R-2 |
| 3450 Commercial Ct | Meridian | Pacwest Energy LLC | 204 Highway 99w | C-2 |
| 800 W 1st St #17 | Newberg | Pena, Pablo A | 800 W 1st St Unit 17 | R-2 |
| PO Box 382 | Newberg | Pereda, Conrado | 104 Morton St | C-2 |
| PO Box 382 | Newberg | Pereda, Conrado | 415 W 1st St | C-2 |
| 970 SW 163rd Ave Unit 726 | Beaverton | Poling, James | 609 W 1st St Unit A | R-2 |
| 800 W 1st St No 21 | Newberg | Preap, Brian | 800 W 1st St Unit 21 | R-2 |
| 800 W 1st St No 26 | Newberg | Radzik, Timothy M | 800 W 1st St Unit 26 | R-2 |
| 10837 NE Hemlock Pl | Dundee | Rathkey Family Trust | 117 Morton St | R-2 |
| 10837 NE Hemlock Pl | Dundee | Rathkey Family Trust | 706 W 1st St | R-2 |
| 10837 NE Hemlock Pl | Dundee | Rathkey Family Trust | | R-2 |
| 15305 NE Springbrook Rd | Newberg | Rathkey, Michael | 127 Morton St | R-2 |

| OwnerAddr | OwnerCityNm | OwnerNm | SiteAddr | ZoneCd |
|------------------------|--------------------|------------------------------|----------------------|---------------|
| 800 W 1st St Unit 3 | Newberg | Richards, Logan R | 800 W 1st St Unit 3 | R-2 |
| 256 Eagle Point Dr | Woodland | Roberts, Rebecca W | 601 W 1st St Unit 2 | R-2 |
| 125 Morton St | Newberg | Rodriguez, Ezequiel Sr | 125 Morton St | R-2 |
| 800 W 1st St No 23 | Newberg | Rogers, Ronald | 800 W 1st St Unit 23 | R-2 |
| 111 N Morton St | Newberg | Ruiz, Nicholas A | 111 Morton St | R-2 |
| 14680 SE Thornapple Ln | Milwaukee | Sakhashchik, Sergey | 601 W 1st St Unit 13 | R-2 |
| 408 NE Canyon Ln | Newberg | Standridge, Mike | 408 NE Canyon Ln | VLDR-1 |
| 22965 NE Sunnycrest Dr | Newberg | Storm, Mart | 601 W First St | R-2 |
| 504 W Sheridan St | Newberg | Taylor, Frank T | 504 W Sheridan St | R-2 |
| 202 E North St | Newberg | Thompson, Zachary | 108 Morton St | R-2 |
| 202 E North St | Newberg | Thompson, Zachary | | R-2 |
| 16025 SW Roberts Rd | Sherwood | Trover, Charles D Trustee | 611 W Sheridan St | R-2 |
| 203 Old Highway 99w | Newberg | Umana, Diaz Lorena E | 203 Old Highway 99w | R-2 |
| 601 W 1st St Unit 5 | Newberg | Vanoudenhaegen, David | 601 W 1st St Unit 5 | R-2 |
| 105 Old Highway 99w | Newberg | Voong, Cong Ly | 105 Old Highway 99w | R-2 |
| 809 W 1st St | Newberg | Weygandt Patsy A Trustee For | 715 First St | VLDR-1 |
| 809 W 1st St | Newberg | Weygandt, Patricia L | 809 First St | VLDR-1 |
| 324 NW Baker Creek Rd | McMinnville | Woodworth, Thad F | 601 W 1st St Unit 6 | R-2 |
| 800 W 1st St No 20 | Newberg | Wright, James A | 800 W 1st St Unit 20 | R-2 |
| 434 NE Evans St | McMinnville | Yamhill County | | R-2 |
| 800 W 1st St No 27 | Newberg | Zuercher, Stacie L | 800 W 1st St Unit 27 | R-2 |
| 800 W 1st St Unit 25 | Newberg | Zuniga, Vicki Ann | 800 W 1st St Unit 25 | R-2 |

**CITY OF NEWBERG
SAMPLE POSTED NOTICE**

Land Use Notice

FILE # (insert the file number assigned to you at the time of application)

PROPOSAL: (insert general description of project)

FOR FURTHER INFORMATION, CONTACT:

City of Newberg
Community Development Department
414 E First Street
Phone: 503-537-1240

3'

2'

Notice must be white with black letters, and must be landscape orientation, as shown above.
The notice must be lettered using block printing or a "sans-serif" font, such as Arial.

Attachment 2: Agency Comments



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

_____ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

_____ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

☐ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

_____ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

_____ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

_____ 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:

Date:

Organization:



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: June 6, 2025

Please refer questions and comments to: Leanne Wagener

NOTE: Additional information can be viewed on our website at:

APPLICANT: Jerry Bartels
REQUEST: Short term vacation rental
SITE ADDRESS: 613 W FIRST ST
LOCATION:
TAX LOT: R3219BA 01900
FILE NO: PLNG-25-5
ZONE: R-2(Res Med Density Zone)
HEARING DATE: N/A

For full Project Information click on the Link Here: [PLNG-25-5 Full Application](#)

X ☒ 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)

Jason Arn

Reviewed By:

Tualatin Valley Fire & Rescue

Organization:

5-27-25

Date:

Leanne Wagener

From: SCOTT Brion <Brion.SCOTT@odot.oregon.gov>
Sent: Tuesday, May 27, 2025 9:03 AM
To: Fe Bates
Cc: Jeremiah Cromie; Leanne Wagener; BARNER Steve
Subject: RE: City of Newberg Referral Review Requests: PLNG-25-14 & PLNG-25-5
Attachments: Referral - PLNG-25-14.pdf

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Fe,

I don't have any comments on PLNG-25-5.

For PLNG-25-14 I've attached the signed referral form, and my additional comments are as follows:

ODOT has no objection to this proposal, however, any work in ODOT ROW will require review and approval, and a permit.

Civil sheets in this application do not show work on the access so unless something changes, an access application is not required. For the new pedestrian connection to sidewalk on Portland Rd. (99E) ODOT will want more detail on removal and replacement of sections of the pedestrian rail at the back of walk. The applicant can reach out to me directly for plan reviews, for permitting they will need to contact District Permitting at 503-986-5831.

Thanks,

Brion Scott, PE

Development Review Coordinator

ODOT - Region 2 - Area 3

885 Airport Road SE, Building P Salem, OR 97301

(503) 871-1411

Brion.Scott@odot.oregon.gov

From: Fe Bates <Fe.Bates@newbergoregon.gov>
Sent: Friday, May 23, 2025 9:16 PM
Cc: Jeremiah Cromie <Jeremiah.Cromie@newbergoregon.gov>; Leanne Wagener <Leanne.Wagener@newbergoregon.gov>
Subject: City of Newberg Referral Review Requests: PLNG-25-14 & PLNG-25-5

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Good Day,

Attached are 2 Referrals:

PLNG-25-14 for a Type II-Design Review and a Type I-Code Adjustment to reduce the required parking spaces

PLNG-25-5 for a Type III-Conditional Use permit Short Term Vacation Rental

The full application for can be viewed by clicking on the Link located on each Form.

Please fill out the Referral Sign Off sheet and email it back no later than **June 6, 2025** to Planning@newbergoregon.gov .

Thank you,

Fé Bates

Community Development

Administrative Assistant

City of Newberg

City Hall: 503-537-1240

Direct: 503-554-7788

Learn more about our NEW online permitting software – Launching April 1st! Click the link below.



PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address are public records of the City of Newberg and may be subject to public disclosure. This e-mail may be subject to the State Retention Schedule.

Attachment 3: Public Comments

06/11/2025

I am writing this letter in response to the notification dated 05/22/25, in which the applicant, noted below, has requested to utilize the space below for a vacation property.

APPLICANT: Jerry and Diane Bartels
TELEPHONE: 208-989-9714
PROPERTY OWNER: Cozad Ventures, LLC
LOCATION: 613 W 1st St, Newberg OR
TAX LOT NUMBER: Yamhill County Tax Map No 3-2-19B and Lot Number 1900

Comments: PLNG-25-5
City of Newberg
Community Development Dept, PO Box 970, Newberg OR 97132

As a tax paying citizen who lives in this neighborhood, I come before the City of Newberg with grave concerns about allowing the property listed to be considered for a vacation rental. I am a resident of the Sunnycrest Point, a small community-facing neighborhood with many children and families.

Specific reasons I do not believe that this neighborhood should consider a vacation rental are as followed:

- I do not believe that the property owners will be motivated to ensure that the culture of this neighborhood maintains its integrity with this property being zoned as a vacation rental.
- There is no proof or documentation that ensures that the property will be properly managed with special notation that there is not any indication of on-site management. My experience with vacation rental companies is that they do not prioritize or ensure safety.
- There will be increased disruption to the neighborhood including increased noise and traffic.
- And most importantly, Yamhill and the surrounding counties are in a housing crisis and have been for several years. I believe that taking a rental off the market fuels a very real rental deficit in this community and the surrounding areas.

In closing I will include my hope that the City of Newberg will take into consideration this writers concerns. The afore mentioned concerns will become an issue for the neighborhood and will force our quiet neighborhood and homeowners to deal with noise, safety concerns and trafficking inappropriate activities.

Sincerely,

Stacie Zuercher
800 W 1st Street
Newberg OR 97132

Leanne Wagener

From: Debbi Burrigh [<dsdburrigh@gmail.com>](mailto:dsdburrigh@gmail.com)
Sent: Thursday, May 29, 2025 1:41 PM
To: PLANNING
Cc: Leanne Wagener
Subject: 613 W 1st St Newberg vacation rental application

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Leanne,

We own the property adjacent on the east boundary of this property (607 W 1st St, Newberg). We do not have an issue of it being used as a vacation rental so long as the back of it isn't used for RVs, Motorhomes, or places the refuse near our property. In the past, 615 W 1st St (next to this property and on our north boundary) had a vacation rental and the noise from large groups, as well as the refuse being stored in receptacles just outside of our front door made it difficult to live there. In addition, there was a motorhome with part-time occupants that was feet from our window and the leaking gray-water that would seep onto our property had such a foul smell.

All we ask of this applicant is that they don't have RVs, or refuse near our boundary, and that the noise doesn't disrupt the enjoyment of the residents of our triplex. This is a residential area and not a campground/commercial recreational area.

Thank you,

Thomas and Debbi Burrigh
Owners of 607 W 1st St, Newberg

Mailing address:
4224 N Alester Ave,
Meridian, ID 83646
503-307-8355

PLANNING COMMISSION WORK SESSION
ON MAINTENANCE AMENDMENTS TO NEWBERG MUNICIPAL CODE, TITLE 15
DEVELOPMENT CODE, AND TITLE 12 STREETS AND SIDEWALKS

MEETING DATE: July 10, 2025

FILE NO: DCA25-0002 Development Code Maintenance 2025

APPLICANT: City of Newberg

REQUEST: Review and provide feedback on the scope of the amendments to Newberg Municipal Code, Title 15 Development Code, and one provision of Title 12 Streets and Sidewalks

A. SUMMARY AND BACKGROUND

Annually, the Community Development Department prepares amendments to Newberg Municipal Code (NMC), Title 15 Development Code, and related regulations, to maintain the code's accuracy, predictability, readability, and compliance with applicable state and federal laws. "Code Maintenance" also includes minor policy updates¹ to improve customer service and operational efficiency, consistent with City Council Goals, including 2024-2025 goal to, "Create and maintain a high level of customer service."

On July 10, the Planning Commission will conduct a work session on the 2025 Code Maintenance package, beginning with the list of code "concepts" in Table 1 (page 3). These code amendments were identified through application of the code, customer feedback, and review of state land use legislation and rules. The purpose of the July 10 work session is for the Planning Commission to become familiar with the concepts, provide input on the scope of the amendments, and request any additional background.

A second work session is tentatively scheduled for August 14, 2025, for the Commission to review draft code language prior to conducting public hearing on September 11. *The Commission will not deliberate or vote on any proposal July 10 or August 14.*

¹ Major policy updates require City Council direction and are typically addressed through the Planning Division Annual Work Program. They include implementing new state housing legislation and similar policy changes which are outside the scope of the current code maintenance proposal.

PROCESS

Amendments to Title 15 (Development Code) of the Newberg Municipal Code (NMC) are processed as a Type IV (Legislative) application and follow the procedures in NMC 15.100.060, including required public hearings before the Planning Commission and City Council. The Planning Commission acting in its land use advisory role to City Council makes a recommendation through adoption of a Resolution. Council then conducts a public hearing and votes to enact an ordinance adopting the code changes if it so decides.

Public information about code maintenance amendments is generally limited to public meeting agendas and legislative hearing notices. If the Commission desires more public engagement on a particular topic, it can recommend the amendment be considered for a future Planning Division Work Program.

The key tentative dates for this application are:

| | |
|------------|---|
| 07/10/2025 | Planning Commission Work Session # (Code Concepts) |
| 08/07/2025 | Notify State (DLCD) 35 days prior to first hearing |
| 08/14/2025 | Planning Commission Work Session #2 (Draft Code) |
| 09/11/2025 | Planning Commission Public Hearing |
| 10/06/2025 | City Council Study Session |
| 10/20/2025 | City Council Public Hearing - First Reading |
| 11/03/2025 | City Council Public Hearing – Second Reading, if required |

- B. DISCUSSION:** Table 1 contains a summary of the “Code Concepts” proposed by code section, including issues to be addressed and a general summary of each amendment. Staff will prepare draft code language following the July 10 work session for the Commission’s review on August 7.
- C. STAFF RECOMMENDATION:** Provide input on the scope of the code amendments and request any additional background that may be needed before the public hearing.

Table 1: Code Maintenance Concepts

| Topic | Newberg Municipal Code | Issue | Code Amendment Concept |
|--|------------------------------------|---|---|
| <i>Title 15, Division 15.100 - Definitions</i> | | | |
| Definition of Family | 15.05.030 | State law preempts local code. Definition of Family referencing “one or more persons related by blood, marriage, domestic partnership, legal adoption or guardianship, plus not more than five additional persons” does not comply with state law (ORS 90.112 and ORS 197.015) | Change definition of family in 15.05.030 to: "Any number of individuals living together regardless of familial or non-familial relationship." |
| Cottage Size | 15.05.030 | Definition of Cottage Cluster limits cottage footprint to, “less than 900 square feet”, but development standard in NMC 15.415.050 states “cannot exceed 900 feet”. | Change definition in 15.05.030 to "not more than 900 square feet" |
| <i>Title 15, Division 15.200 - Land Use Applications</i> | | | |
| Code Adjustment for Lot Coverage | 15.210.020(A) and 15.210.020(1)(c) | The code is unclear on whether code adjustment can increase allowed parking coverage like lot coverage adjustment. The situations that give rise to the need for one may warrant the other too. | Change 15.210.020(A) to: "Yard Setback Dimension, Lot Area, Percentage of Lot Coverage <u>and</u> Parking Coverage, Lot Dimensions". Change A(1)(c) to: "Percentage of Lot Coverage <u>and</u> Parking Coverage..." |
| Sign Permit Application | 15.220.020(A)(1)(k) | Separate Type I land use application is required for signs, though sign permit application is reviewed for compliance with sign code at the same time as it is reviewed for building permit. | Make sign permit application a simple Type I review by not requiring a separate land use application. Add asterisk to end of 15.220.020(A)(1)(k) for simple Type I review. |
| Multifamily Design Review (Type II) | 15.220.020(A)(3)(a) | State law preempts local code. The City cannot require Type III (Quasi-Judicial) review of Multifamily except where the applicant requests a variance or the code requires a conditional use permit. ORS requires Type II (Limited Land Use) review for Multifamily developments in R-2, R-P, and C-4 (ORS 197.015(12)(a)(B)) | Remove “Multifamily dwellings in the R-2, RP or C-4 zone” from list of Type III reviews in 15.220.020(A)(3)(a). |

| Topic | Newberg Municipal Code | Issue | Code Amendment Concept |
|---|--|---|--|
| Landscape Plan Summary Data | 15.220.030(B)(4) | Site design review applications often lack summary data demonstrating compliance with minimum landscaping requirements, necessitating manual counting of proposed plantings. | Update NMC 15.220.030(B)(4) to require a table of landscape code requirements for the project, demonstrating how they are met, to be shown on Landscape Plan sheet(s). |
| Land Division application referral to public hearing | 15.235.030(A)(6) and 15.100.220(G) | State law preempts local code. Land Divisions applications cannot be “elevated” to public hearing unless appealed, per ORS 197.195 [Senate Bill 1537, Section 45 (2024)]. | Remove (A)(5) and (A)(6) from NMC 15.235.030(A)(6) and NMC 15.100.220(G) |
| Substantial Completion and Bonding of Public Improvements; Early Issuance of Building | 15.235.070(A)(7) | Bond reference in 15.235.070(A)(7) does not align with 15.235.060 and current practice for Public Improvement Plan closeout prior to the final plat without the project complying with 15.235.060. | Delete or revise to align with current practice and 15.235.060. |
| Planned Unit Development Design Standards | 15.240.020(Q) | Text is unclear on whether design standards in 15.220.060 apply to PUDs that do not contain multi-family development. Past practice is that they do. | Clarify 15.240.020(Q) to state that all PUDs regardless of planned dwelling type must comply with the relevant provisions of 15.220.060. <i>Note: Senate Bill 964 (2025) may affect this provision.²</i> |
| <i>Title 15, Division 15.300 – Zoning Districts</i> | | | |
| Child Care Statute | 15.305.020 (child-care use notes) | Notes refer to statutes in ORS 657A which were renumbered in 2013. | Change reference in 15.305.020 to ORS 329A. |
| Home Occupations >1 Outside Employee | 15.305.020 (Zoning Use Table); and 15.445.500 Special Use Standards for Home Occupations | The Zoning Use Table allows home occupations with more than one outside employee on premises with a Conditional Use Permit, but Special Use Standards say no more than one outside employee is permitted. | Amend 15.445.500 Special Use Standards and 15.305.020 Zoning Use Table for consistency, clarifying that more than one outside employee on premises may be permitted with a Conditional Use Permit. |
| Springbrook District Garage Setback | 15.326.025 and 15.410.020(A)(3) | Need to clarify the Garage Setback for houses with side-loaded garages served by shared private drives in the Springbrook District. | Clarify 15.326.025 and 15.410.020(A)(3) so that garage entrances are to be setback 20 feet from the roadway or drive they take access from (street, private street, or shared driveway easement). |

² See SB 964, Sections 8 and 9: <https://olis.oregonlegislature.gov/liz/2025R1/Measures/Overview/SB974>:

| Topic | Newberg Municipal Code | Issue | Code Amendment Concept |
|--|-------------------------------|--|---|
| <i>Title 15, Division 15.400 – Development Standards</i> | | | |
| C-2 Maximum Setback Exceptions. | 15.410.020(B)(2) | It is frequently not possible to comply with the Commercial Maximum Front Yard Setback in C-2 zone due to existing development patterns, including buildings and public utility easements on properties fronting Highway 99. Applying for a variance currently is the only remedy. | Revise: 15.410.020(B)(2): “The maximum front yard setback for C-2 zoned property that has frontage on E. Portland Road or Highway 99 W. shall be no greater than 10 feet, <u>except where an existing building, public utility easement, lot dimensions, topography, or similar site condition makes compliance infeasible.</u> ” |
| Interior Setback for Properties Abutting Institutional Zone or Community Facilities Zone | 15.410.030(B)(1) and (C) | Code does not say what the setback is from interior lot lines that abut an Institutional Zone or Community Facilities Zone. It is assumed to be the same as for development that abuts a Commercial or Industrial Zone, which is typically 0 feet. | Amend 15.410.030(B)(1) and (C) to specify no interior setback for development that abuts an Institutional Zone except as is required for development in Residential Zones, which is currently 5 feet or 8 feet, or as required by Special District regulations. This code amendment will also need to address interior yards for unincorporated lands not subject to City zoning. |
| Fence and Wall Combined Height | 15.410.070(D) | Code does not address whether the setback exception for fences allows a fence to be placed behind a retaining wall attaining 6 ft. in height, where the combined height of the fence and wall measured from ground level would otherwise exceed the height limit. | Amend 15.410.070(D) to clarify method of measuring combined fence and wall height, for example, by establishing a threshold for when the fence is located within a certain distance of the wall. |
| Fence Height Maximum | 15.410.070(D)(1)(a) | Title 15 limits residential fences to 6 feet in height, and the Building Code exempts from permits any fence 7 feet or less in height. A 6-foot fence is often not adequate for privacy. Fence height is measured differently between the two codes, as well. | Update 15.410.070(D)(1)(a), the Residential Zones fence height maximum, from 6 ft. to 7 ft. to match building permit requirements, accounting for differences in height measurement between Title 15 and Building Code. This would match most surrounding jurisdictions that have also updated to this standard. |

| Topic | Newberg Municipal Code | Issue | Code Amendment Concept |
|---|--|--|---|
| Mixed-Use Dwellings in the RP Zone | 15.415.010(B), 15.305.020 and 15.05.030 - Definition of Mixed-Use Dwelling | <p>The code does not allow “mixed-use dwellings” in the RP Zone (15.305.020), which is at odds with the zone’s purpose:</p> <p><i>RP Residential-Professional District. The RP residential-professional district provides for a desirable mixing of residential land uses with medical and local business office uses in possible close proximity to adjacent residential areas.”</i></p> <p><i>“Dwelling, mixed use” means a dwelling on a lot that has separate nonresidential uses on the same lot, such as an apartment provided on a second floor of a commercial building... excludes a caretaker dwelling.</i></p> <p>The code does not differentiate between uses mixed in a building or in separate buildings. Further, the Building and Site Design Standards in 15.415.010(B) state:</p> <p><i>“In any residential district except RP, there shall be only one main use per lot or development site...”</i></p> | <p>Add Mixed-Use Dwelling as an allowed use to R-P district (15.305.020). Amend the definition of Mixed-Use Dwelling in 15.05.030 to specify that both the residential use and non-residential use are in the same building rather than a lot that has a dwelling and another use but in separate buildings. (The RP Zone already allows more than one main use on a lot if not in the same building and making this change does not affect mixed-use development in other zones where it is allowed or prohibited.</p> |
| Accessory Buildings for Institutional Uses in Residential Zones | 15.415.010(C) | <p>Section 15.415.010(C) limits the number of accessory buildings in Residential Zones to two per lot, which frequently is not adequate for some institutional uses such as schools and parks. For example, these uses may need multiple structures for grounds maintenance equipment, greenhouses, athletic events, pool houses, workshops, and similar operational needs.</p> | <p>Planning Commission feedback is sought. Should there be no limit on the number of accessory buildings for institutional uses in Residential Zones, or a higher cap? If a higher cap, would it be based on floor area (as a ratio of lot area) or a different metric?</p> <p>Note that there is no lot coverage standard for institutional uses, but at least 15 percent of the site must contain landscaping.</p> |

| Topic | Newberg Municipal Code | Issue | Code Amendment Concept |
|--|--------------------------------|--|---|
| Utility Undergrounding Exception for Maintenance Work | 15.430 | The existing standards for undergrounding of utilities do not address work for utility pole relocations or new poles required as maintenance. This is work by a utility company that is separate from a development project and is subject to franchise utility agreements with the City, per NMC 12.05.350. | Amend 15.430 to exempt from utility undergrounding requirements maintenance work under franchise utility agreements per 12.05.350. |
| Setback for Signs >25 feet in Height | 15.435.050(C) | Signs greater than 20 feet in height only must meet the minimum setback for buildings which means they are allowed closer to the property line than signs less than 20 feet in height in most cases. This appears to be an omission. | Amend 15.435.050(C) to address signs greater than 25 feet in height. One option is to require them to be setback a distance equal to or greater than the sign's height. |
| Parking Table Reference to Multiple Single-Family Dwellings On a Lot | 15.440.030 | The Parking Table refers to "Dwelling, multifamily and <i>multiple single-family dwellings on a single lot</i> ", which is no longer valid. These would be a detached Duplex, Triplex, Quadplex or Cottage Cluster, depending on the number of dwelling units. | Amend Residential portion of Parking Table in 15.440.030 to delete "and multiple single-family dwellings on a single lot". |
| Americans With Disabilities Act References in Development Code | 15.440.140 and possibly others | Title 15 (Development Code) contains references to Americans With Disabilities Act (ADA), which is administered by the Building Official and regulated by the Building Code. This has caused conflicts. | In 15.440.140, and elsewhere as needed, clarify the relationship between the Development Code and ADA requirements. For example, Title 15 regulates connectivity per State land use rules, and the ADA is a federal law with rules to ensure buildings and sites are accessible to persons with disabilities. |
| Public Walkway Easement and Paved Surface | 15.505.030(O)(4) | 15.505.030(O)(4) is consistent with 15.505.030(S). | Revise to refer to 15.505.030(S) for easement width and paved surface width requirements. |
| Other NMC Titles | | | |
| Grade Set and Staking for Sidewalks | 12.05.020(B) | Code refers to City Engineer, which conflicts with standard operating procedures. | Update per standard operating procedure. |



MEMORANDUM

TO: Newberg Planning Commission
FROM:
SUBJECT: Anticipated Schedule of Planning Commission Activities
DATE: July 10, 2025

To assist the Planning Commission in gauging activities for FY 25/26, below is a preliminary schedule of activities.

July 10, 2025

- DCA25-tbd Annual Development Code Maintenance (Work Session #1 - Concepts)
- PLNG-25-5 Conditional Use for Short-term Vacation Rental @ 613 W First St.

August 14, 2025

- DCA25-tbd Annual Development Code Maintenance (Work Session #2 - Draft Code)

September 11, 2025

- DCA25-tbd Annual Development Code Maintenance (Hearing)

TBD:

- Housing Development Update (Tentative)
- SUB224-0001 10-Lot Subdivision at 1929 E Orchard Drive (Tentative)
- DCA18-0008 Small Cell Sites (Tentative)
- DCA19-0006 Development Code Amendment – Institutional Zone & Overlay Regulations