

# **EXHIBIT PC-2**

## **COMPLETENESS LETTER**

**FILE NO.:** CUP-12-02/DR-12-04

**REQUEST:** Conditional Use and Class II Design Review to expand the existing City of Lake Oswego water treatment plant at 4260 Kenthorpe Way



# CITY OF West Linn

February 21, 2012

Eric Day  
Senior Planner, City of Lake Oswego  
4101 Kruse Way  
Lake Oswego, OR 97035

Mr. Eric Day:

The Planning Director received your request to waive submittal of a stormwater maintenance and operations plan (CDC 33.030(C)) on February 16, 2012. On February 21, 2012, after consultation with City Engineering staff, the Planning Director waived this requirement; your application is therefore **complete** per the applicable submittal requirements. Applicant submittal of a stormwater operations and maintenance plan will be included as a condition of development approval in staff's analysis of your proposal. The City has 120 days to exhaust all local review; that period ends Wednesday, June 20, 2012.

Please be aware that a determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Commission to render a decision on your proposal.

The items listed below are not required for us to deem your application complete, however, staff feels these additional details would facilitate our review of your proposal and we request they be provided to supplement your application. Again, these items are *not* necessary to deem your application complete:

- Verification from DEQ attesting to the appropriateness of hazardous materials at this site should be provided if hazardous materials, as defined by DEQ, are proposed.
- Please note the 2007 City Council Resolution which states in part:
  - "Resolution 07-24 A Resolution to establish green building standards for City-owned facilities"
  - "*be it further resolved that the City strongly encourages all other governmental bodies with buildings in the City (i.e., school district, fire district) to adopt the same minimum level of LEED Silver for all new buildings and LEED-EB Silver for all existing buildings at the time they are remodeled...*"
- Please use a separate table for regulated and non-regulated trees;
- Please address the following from the Tree Technical Manual:
  - Written recommendations for the health and long-term welfare of trees, that will be followed during preconstruction, demolition, construction and post construction phases of the project.



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Recommendations include methods of avoiding injury, damage treatment and inspection schedule. Overall project schedule shall be referenced with these recommendations;

- Written recommendations for the maintenance of the trees for a minimum of two years after project completion;
- The application should include a map and language addressing the percentage of the area of significant tree canopy relative to the total area of non-Type I and II Lands on the site. The applicant's submittal currently calculates the entire saved canopy rather than the significant tree canopy;
- Please show trees and dripline plus 10-feet.

We are determining with our Planning Commission, the best date for which to schedule this project for a public hearing. You will receive written notice of the actual hearing date at least 20 days prior to the hearing. Please do not hesitate to call or email with questions.

Sincerely,



Zach Pelz, AICP  
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