



CITY OF
West Linn

April 22, 2016

Dee and Sherri Burch
20375 Willamette Drive
West Linn, OR. 97068

SUBJECT: DR-15-15 Historic Design Review to Construct New Accessory Unit at 20375 Willamette Drive.

Dear Dee and Sherri:

You submitted this application on October 29, 2015. The Planning and Engineering Departments found that this application was incomplete on November 20, 2016. Additional information was subsequently provided on April 13, 2016 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends August 11, 2016.

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 Director to render a decision on your proposal.

Staff will now prepare the staff report and 14-day public notice of the Historic Review Board hearing, tentatively scheduled for May 17, 2016 at 7:00pm in City Hall Council Chambers.

Please contact me at 503-722-5512, or by email at dwyss@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Darren Wyss
Associate Planner