



October 26, 2017

Phil Chek & Associates  
148 B Ave, Suite 100  
Lake Oswego, Oregon 97034

SUBJECT: Completeness Determination for Historic Design Review at 1822 5<sup>th</sup> Ave  
(FILE: DR-17-09)

Dear Phil:

Your application was received on October 23, 2017 and found to be **complete**. The City has 120 days to exhaust all local review; that period ends on February 23, 2018.

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 Manager to recommend a decision on your proposal to the Historic Review Board.

Fourteen day public notice will be prepared and mailed. The notice will identify the earliest possible Hearing date by the Historic Review Board.

Please contact me at 503-742-6057, or by email at [jarnold@westlinnoregon.gov](mailto:jarnold@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

*Jennifer Arnold*

Jennifer Arnold  
Associate Planner