



CITY OF West Linn

November 19, 2018

Zoe Lynn Powers, Attorney
Radler White Parks & Alexander LLP
111 SW Columbia Street Suite 700
Portland, OR 97201

RE: Completeness check – MISC 18-07 Code Interpretation

Ms. Zoe Powers:

On October 29, 2018 submittal materials were provided for a proposed code interpretation without an application sheet. As applicant, you were made aware of that oversight on November 2, 2018. The City confirmed receipt of the received signed application submitted on November 9, 2018. That document was processed by the Planning Department and on November 13, 2018 was deemed **complete**.

The City now has 120 days to exhaust all local review; that period ends on March 13, 2019. 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.

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 contact me at 503-742-6058, or by email at jboyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "John J. Boyd".

John J. Boyd AICP
Planning Manager