



CITY OF
West Linn

January 16, 2019

Scott Sutton
SG Architecture, LLC
10940 SW Barnes Road #364
Portland, OR 97225

SUBJECT: DR-18-09 application for Class I Design Review, including Willamette Falls Drive Commercial Design District Review at 1748 Willamette Falls Drive

Dear Scott:

You submitted this application on December 27, 2018. The Planning Department found that this application was incomplete on January 15, 2019. All required information was subsequently provided on January 15, 2019 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends May 17, 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 Manager to render a decision on your proposal.

A 14-day public notice will be prepared and mailed for a public hearing before the Historic Review Board for the purposes of making a recommendation to the Planning Manager. This notice will also identify the earliest potential decision date by the Planning Manager.

Please contact me at 503-742-6057, or by email at jarnold@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Jennifer Arnold
Associate Planner