



CITY OF
West Linn

May 29, 2019

Amy Pepper
Public Works Engineering
City of West Linn
22500 Salamo Road
West Linn, OR 97068

RE: Completeness Check: PLN-19-01

Dear Amy:

On May 3, 2019 the Planning Department received this application and received other submitted material on May 23, 2019. Based upon the submitted information, the Planning Department finds that this application is complete.

These submittals fulfill the applicable requirements necessary to make a determination that **your application packet is complete**. The request is a post acknowledgement plan amendment undertaken outside of periodic review. The action is not subject to the deadlines of ORS 197.663 and is a legislative action undertaken by the City of West Linn pursuant to the Community Development Code Chapter 98. The process includes a work session and hearing before the Planning Commission for consideration of a recommendation to City Council. The final steps are a work session and hearing before City Council to take action and potentially adopt the proposed changes.

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 recommendation to City Council on your proposal.

We have scheduled the worksession with the Planning Commission on June 19, 2019 and hearing on July 17th. The City Council worksession is scheduled for Tuesday September 3 and hearing is tentatively scheduled for Monday September 9. 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

John Boyd, AICP CFM
Planning Manager