



CITY OF West Linn

July 31, 2019

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

RE: Completeness Check: PLN-19-02

Dear Amy:

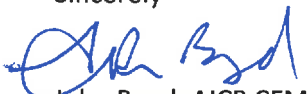
On July 1, 2019 the Planning Department received this application. The application was revised and requests submitted to amend items to Chapter 11 Section 3 Storm Drainage. Those requested amendments were not received and by July 22, 2019 and instead a request was submitted by email to process the application based upon the submitted information. Based upon the email, the Planning Department finds the application as submitted, is complete based upon the applicant's request.

These request is adequate 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 August 7, 2019 and a second worksession on September 4th. The Planning Commission will hold a public hearing on September 18th. The City Council worksession is scheduled for Monday October 7 and hearing is tentatively scheduled for Monday October 14th. 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