



CITY OF West Linn

January 11, 2021

Remo Douglas
c/o West Linn-Wilsonville School District
2755 SW Borland Road
Tualatin, OR 97062

SUBJECT: DR-20-09/CU-20-01/VAR-20-04/VAR-20-05 Application for modifications to the West Linn High School campus. Improvements include expansion of the existing stadium, pedestrian improvements, and expansion of on-site parking.

Dear Mr. Douglas:

On October 13, 2020, the Planning Department received the School District's application for stadium improvements at West Linn High School. After reviewing the submitted materials, the Planning and Engineering Departments determined that the application was **incomplete**. The following items needed to be addressed:

1. *CDC Chapter 99.080 (A) – Notice*

Notice shall be given in the following ways:

A. *Class A Notice. Notice of proposed action or a development application pursuant to CDC 99.060 shall be given by the Director in the following manner:*

1. *At least 20 days prior to the scheduled hearing date notice shall be sent by mail to:*

a. *The applicant or the applicant's agent, and the **property owner of record** on the most recent property tax assessment roll where such property is located.*

b. *All **property owners of record** on the most recent property tax assessment roll where such property is located within 500 feet of the site.*

On **January 8, 2021** the Planning Department received the remaining information required to complete the application. The application is now deemed to be **complete**. We have 120 days, to complete the process, which ends on **May 8, 2021**.

Please contact me at 503-742-6062, or by email at cmyers@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Chris J. Myers

Chris Myers
Associate Planner