

EXHIBIT PC-4: COMPLETENESS LETTER



CITY OF
West Linn

May 18, 2021

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

SUBJECT: CUP-21-02/DR-21-04/WRG-21-02/MIS-21-04/VAR-21-01/VAR-21-06/LLA-21-02 Application for a proposed new Athey Creek Middle School at 840 Dollar Street and 945 Dollar street. The application consists of a type II Conditional Use Permit, Willamette and Tualatin River Greenway permit, Design Review, 2 Class I Variances, and a Lot Line Adjustment/Consolidation.

Dear Mr. Douglas:

On March 18, 2021, the Planning Department received the School District's application for a proposed new Athey Creek Middle School at 840 and 945 Dollar Street. 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 34 Accessory Uses
Include responses linked to ORS Chapter 571, Nurseries for 34.020
Include all structure and setback measurements for 34.060 (A-B)
2. CDC Chapter 41 Building Height, Structures on Steep Lots, Exceptions
Include all measurements for 41.005 (A)
3. CDC Chapter 46 Off-Street Parking, Loading, and Reservoir Areas
Include number of parking spaces within findings for 46.020 (A)
Include all measurements for 46.020 (D)
4. CDC Chapter 48 Access, Egress, and Circulation
Include street names which access the site for 48.020 (B)
Include all dimensions and measurements for 48.060 (A-G)
5. CDC Chapter 55 Design Review
Provide easement locations, widths, and purposes for 55.120 (E)
Provide street tree plan for 55.070 (D.2.F)

On **April 30, 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 **August 28, 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