



## CITY OF West Linn

April 18, 2023

Hillary Harris  
Harper Houf Peterson Righellis  
205 SE Spokane Street, Suite 200  
Portland, OR 97202

SUBJECT: VAR-23-01 Application for a Class II Variance at 2622 Marylhurst Drive

Dear Ms. Harris:

The city accepted this application for review on March 21, 2022. The Planning and Engineering Departments find the revised application to be **complete** as of April 18, 2023. The city has 120 days to exhaust all local review once an application has been deemed complete; that period ends August 16<sup>th</sup>, 2023.

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 Director to render a decision on your proposal.

A 20-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Director.

Please contact me at 503-742-6058, or by email at [jfloyd@westlinnoregon.gov](mailto:jfloyd@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

John Floyd  
Associate Planner