



CITY OF
West Linn

April 9, 2024

Linda Ballou
2151 Marylhurst Dr.
West Linn, OR 97068

SUBJECT: Class I Design Review at 18740 Willamette Drive (DR-24-02) to replace the existing courtyard cover.

Dear Ms. Ballou,

Your application submitted on March 11, 2024 has been deemed **complete**. The city has 120 days to exhaust all local review; that period ends August 7, 2024.

Please be aware that 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 14-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 503-742-6062, or by email at cmyers@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Chris Myers

Chris Myers
Associate Planner