



CITY OF  
**West Linn**

September 10, 2024

ATTN: Ryan Smith  
Broadway Creative, LLC  
502 7<sup>th</sup> Street, Suite 208  
Oregon City, OR 97045

SUBJECT: Class I Design Review at 4985/4999 Willamette Falls Drive and 5009 Broadway Street (DR-24-03) for building shell improvements to a multi-tenant mixed-use building including new windows, a new deck, new awning, new 'Juliet' balconies, exterior staircase fire and life safety improvements, ADA improvements, and new siding.

Dear Broadway Creative, LLC,

Your application submitted on August 15, 2024 has been deemed **complete**. The city has 120 days to exhaust all local review; that period ends January 8, 2025.

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 503-742-6057, or by email at [agudelj@westlinnoregon.gov](mailto:agudelj@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

*Aaron Gudelj*

Aaron Gudelj  
Associate Planner