



CITY OF West Linn

December 17, 2025

Jeff Dunn, Project MGR
Scott Edwards Architecture
2525 Burnside St.
Portland, OR 97214

Subject: CUP-25-02 / DR-25-02 / WAP-25-01 Completeness Determination

Dear Jeff Dunn & Scott Edwards Architecture:

The Planning Department has reviewed your re-submittal of CUP-25-02 / DR-25-02 / WAP-25-01 application submitted on December 3, 2025, for City Operations Public Support Facility at the vacant parcel east of intersection of Salamo Road and Green Street (Tax Lot Number 21E35D05400) and has determined that it is **complete**. As provided in [ORS 227.178](#), the City must take final action within 120 days, making the final decision due by April 2, 2026.

Please note that a completeness determination is not an approval of your application. It only means the City has received all the required information and can now begin the review process.

The City will mail a public notice to property owners within 500 feet of the site, the neighborhood association, and relevant agencies. The notice will explain how to submit comments during a 20-day public comment period and will list the earliest date a decision could be made. All comments received will be reviewed and considered before deciding on whether the application meets the relevant standards in the Community Development Code.

This application requires a public hearing. The Planning Commission will make the decision after the hearing. Applicants should attend and present their request to the Commission. Persons with party status may appeal the decision within 14 days from the day the final decision was mailed pursuant to CDC [99.240](#).

Please contact me at 503-742-6057, or by email at agudelj@westlinnoregon.gov if you have any questions about the process.

Sincerely,

Aaron Gudelj

Aaron Gudelj
Associate Planner