



CITY OF
West Linn

January 31, 2026

Chuck Kaady
2545 SW Spring Garden Street, Suite 200
Portland, OR 97205

Subject: CUP-25-03/DR-25-03/VAR-25-02 Completeness Determination

Dear Mr. Kaady:

The City received the missing application information for a Conditional Use Permit, Class II Design Review, and Class II Variance to construct a new car wash at 18850 Willamette Drive. The materials have been reviewed by Planning staff, and the application is now **complete**. The City has 120 days to exhaust all local review; that period ends May 31, 2026.

Please note that a completeness determination does not indicate approval of your application. It simply means that the necessary information has been submitted to proceed with the application review process.

A Public Notice will be mailed to property owners within 500 feet of the property, the neighborhood association, and relevant agencies. The Notice provides a 20-day public comment period and specifies the date of the Planning Commission public hearing (tentatively scheduled for March 18, 2026). The City will review all comments received during this period, respond as necessary, and prepare findings on the applicable Community Development Code approval criteria for Planning Commission review.

Please contact me at 503-742-6064, or by email at dwyss@westlinnoregon.gov if you have any questions about the process.

Sincerely,

Darren Wyss
Principal Planner