

**EXHIBIT PC-7: COMPLETENESS LETTER/AFFIDAVIT AND NOTICE
PACKET**



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,

A handwritten signature in blue ink, appearing to read "Darren Wyss".

Darren Wyss
Principal Planner

**AFFIDAVIT OF NOTICE
PLANNING COMMISSION DECISION**

We, the undersigned, certify that, in the interest of the party (parties) initiating a proposed land use, the following took place on the dates indicated below:

PROJECT

File No.: **CUP-25-03** Applicant's Name: **Kaady Car Wash**
 Development Address: **18850 Willamette Drive**
 Planning Commission Hearing Date: **March 18, 2026**

APPLICATION

The application was posted on the website at least 20 days before the hearing. All documents or evidence relied upon by the applicant, and applicable criteria are available for review at least 20 days before the hearing at City Hall, per Section 99.040 of the Community Development Code.

02/26/26	<i>Lynn Schroder</i>
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MAILED NOTICE

Notice of Upcoming PC Hearing was mailed at least 20 days before the hearing, per Section 99.080 of the CDC to:

Check Kaady, applicant	02/26/26	<i>Lynn Schroder</i>
Eric Li, applicant representative	02/26/26	<i>Lynn Schroder</i>
Evan Eykelbosch, applicant representative	02/26/26	<i>Lynn Schroder</i>
Clackamas County	02/26/26	<i>Lynn Schroder</i>
Oregon City	02/26/26	<i>Lynn Schroder</i>
Lake Oswego	02/26/26	<i>Lynn Schroder</i>
Andrew Mulkey	02/26/26	<i>Lynn Schroder</i>
Liz Dietz	02/26/26	<i>Lynn Schroder</i>
Mike Kapigian	02/26/26	<i>Lynn Schroder</i>
Property owners within 500ft of the site perimeter	02/26/26	<i>Lynn Schroder</i>
All Neighborhood Associations	02/26/26	<i>Lynn Schroder</i>

EMAILED NOTICE

Notice of Upcoming PC Hearing was emailed at least 20 days before the hearing date to:

All Neighborhood Associations	02/26/26	<i>Lynn Schroder</i>
Chuck Kaady, applicant	02/26/26	<i>Lynn Schroder</i>
Eric Li, applicant consultant	02/26/26	<i>Lynn Schroder</i>
Evan Eykelbosch, applicant consultant	02/26/26	<i>Lynn Schroder</i>
ODOT	02/26/26	<i>Lynn Schroder</i>
Stafford CPO	02/26/26	<i>Lynn Schroder</i>
Andrew Mulkey	02/26/26	<i>Lynn Schroder</i>
Liz Dietz	02/26/26	<i>Lynn Schroder</i>

WEBSITE

Notice of Upcoming PC Hearing was posted on the City's website at least 20 days before the hearing.

02/26/26

<i>Lynn Schroder</i>

TIDINGS/Review

Notice of Upcoming PC Hearing was posted in the West Linn Tidings/Review at least 10 days before the hearing, per Section 99.080 of the CDC.

03/04/26

<i>Lynn Schroder</i>

SIGN

A sign for the Upcoming PC Hearing was posted on the property at least 10 days before the hearing, per Section 99.080 of the CDC.

03/05/26

<i>Darren S. Wyss</i>

STAFF REPORT

The staff report was posted on the website and provided to the applicant and Planning Commissioners at least 10 days before the hearing, per Section 99.040 of the CDC.

03/05/26

<i>Lynn Schroder</i>

FINAL DECISION

Notice of Final Decision was mailed to the applicant, all parties with standing, and posted on the City's website, per Section 99.040 of the CDC.

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**CITY OF WEST LINN PLANNING COMMISSION
PUBLIC HEARING NOTICE
FILE NO. CUP-25-03/DR-25-03/VAR-25-02**

The West Linn Planning Commission will hold a hybrid public hearing on **March 18, 2026, at 6:00pm** in the Council Chambers of City Hall, 22500 Salamo Road, West Linn, to consider a request for a Conditional Use Permit, Class II Design Review, and Class II Variance at 18850 Willamette Drive. The applicant is requesting approval for a drive-through car wash with a variance from building façade minimum transparency standards.

You have been notified of this proposal because County records indicate that you own property within 500 feet of the proposal (Clackamas County Assessor’s Map 21E14DD tax lot 6900) or as otherwise required by CDC Chapter 99.080.

The Planning Commission will make its decision based on applicable criteria found in Chapters 19, 32, 42, 44, 46, 48, 54, 55, 60, 96, and 99 of the Community Development Code (CDC). The CDC approval criteria are available for review on the City website <http://www.westlinnoregon.gov/cdc> or at City Hall and the City Library.

The application is posted on the City’s website, <https://westlinnoregon.gov/projects>. The application, all documents or evidence relied upon by the applicant, and applicable criteria are available for inspection at City Hall at no cost. Copies may be obtained at a reasonable cost. The staff report will be posted on the website and available for inspection at no cost, or copies may be obtained at a reasonable cost, at least ten days before the hearing.

The hearing will be conducted according to CDC Section 99.170 in a hybrid format with some Commissioners, staff, presenters, and members of the public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online at <https://westlinnoregon.gov/meetings> or on Cable Channel 30.

Anyone wishing to present written testimony for consideration should submit all materials before 12:00 pm on the meeting day to dwys@westlinnoregon.gov or mail them to City Hall.

Those who wish to participate remotely should complete the speaker form at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> **before 4:00 pm on the meeting day** to receive an invitation to join the meeting. Virtual participants can join online or dial in by phone.

It is important to submit all testimony in response to this notice. All comments submitted for consideration of this application should relate specifically to the applicable criteria. Failure to raise an issue in a hearing, in person, or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the Oregon Land Use Board of Appeals based on that issue.

The final decision will be posted on the website and available at City Hall. Persons with party status may appeal the decision by submitting an appeal application to the Planning Department within 14 days of mailing the final decision notice pursuant to CDC [99.240](#).

For additional information, please contact Darren Wyss, Principal Planner, City Hall, 22500 Salamo Rd., West Linn, OR 97068, 503-742-6064.

Scan the QR Code to go the project website:





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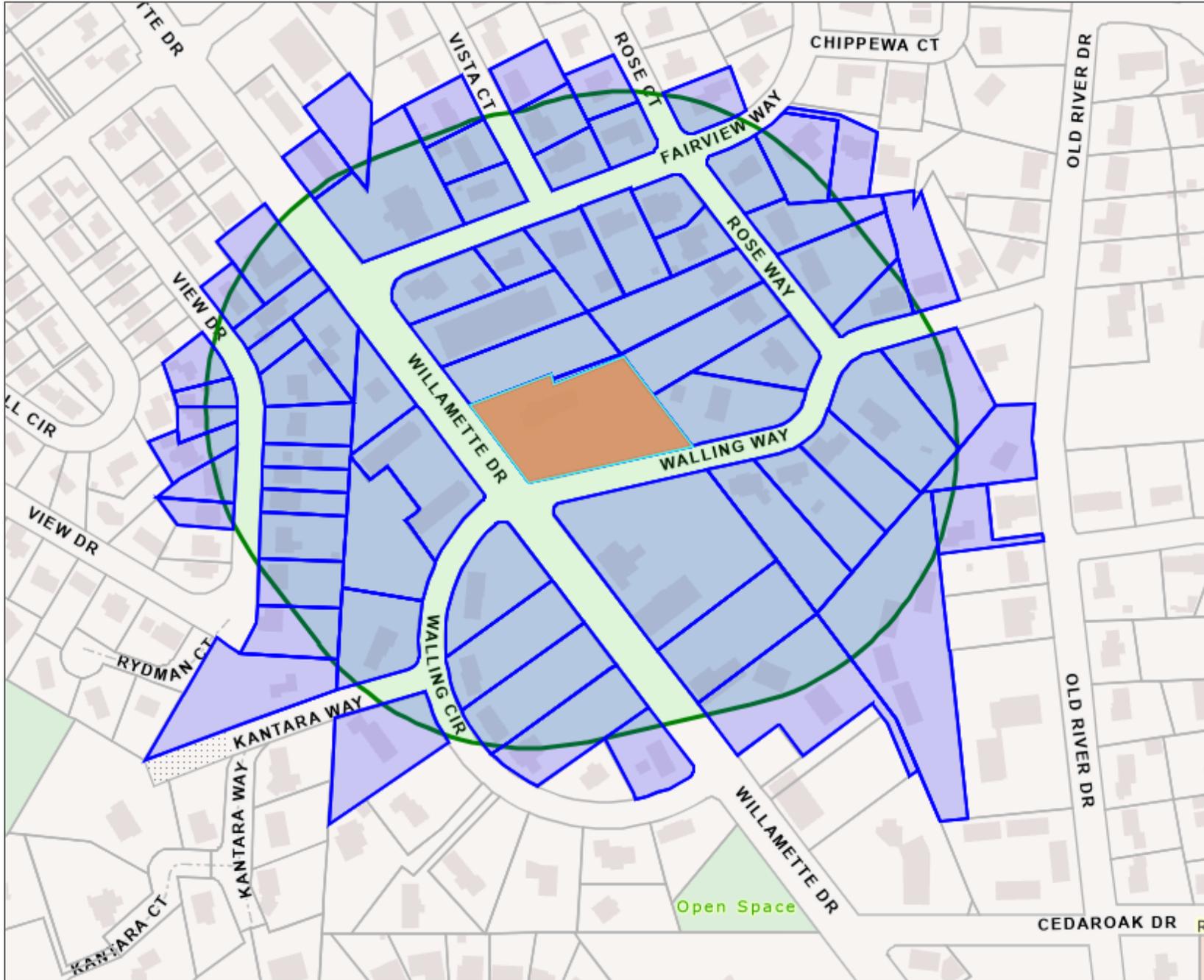
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CUP-25-03/DR-25-03/VAR-25-02 Notified Properties within 500 feet of 1885 Willamette Drive





**NOTICE OF UPCOMING
PLANNING COMMISSION PUBLIC HEARING**

**PROJECT # CUP-25-03/DR-25-03/VAR-25-02
MAIL: 02/26/2026 TIDINGS: 03/04/2026**

CITIZEN CONTACT INFORMATION

To lessen the bulk of agenda packets and land use application notice, and to address the concerns of some City residents about testimony contact information and online application packets containing their names and addresses as a reflection of the mailing notice area, this sheet substitutes for the photocopy of the testimony forms and/or mailing labels. A copy is available upon request.