



CITY OF MILWAUKIE

November 21, 2019

Dean Masukawa, LRS Architects
720 NW Davis St., Suite 300
Portland, OR 97209

File: #DEV-2019-009; TFR-2019-001; VR-2019-012

Site: 37th Ave and Monroe St

Dear Mr. Masukawa:

Please be advised that the above-referenced land use application has been deemed complete as of November 20, 2019, per your direction that the application be deemed complete upon submittal of revised materials. This is in accordance with Milwaukie Municipal Code (MMC) Subsection 19.1003.3 and Oregon Revised Statutes 227.178. The 120-day deadline by which the City must take final action is March 19, 2020.

Sign Posting Requirement

Per MMC 19.1005.3.C, you are responsible for posting notice of the application on the subject property within 7 days of the date of this letter (by the end of the day on November 28, 2019). **I prepared two signs, with instructions and an affidavit of posting, which were picked up by an LRS staff member on November 20.** It is your responsibility to ensure that the sign remains continuously posted until a decision is issued. The signed affidavit of posting must be submitted prior to the issuance of a decision.

Type II Review Process

A public notice of the application is scheduled to be mailed on November 21, 2019. The notice will be mailed to you and all property owners within 300 feet of the property. From the date of the public notice mailing, there is a comment period during which the applicant or other parties receiving notice may submit written comments prior to the issuance of a decision. **This comment period will last until at least 5:00 p.m. on Friday, December 20, 2019.**

The Planning Director will consider any comments received and issue a decision to approve the proposal, approve the proposal with conditions, or deny the proposal. **A decision will be**

issued no sooner than December 20, 2019. Factors such as comments received, complexity of the proposal, and staff workload will affect how long after this date a decision will be issued.

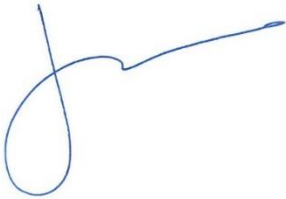
The Planning Director's decision may be appealed to the Planning Commission within 15 days of the issuance of the decision. Any party that is aggrieved or adversely impacted by the decision, or that believes an error was made regarding the evaluation of the approval standards and criteria for the proposal, may appeal the decision.

No building permits will be issued until the appeal period has ended, though we can proceed with building permit review during this time.

If you decide to withdraw your application before a decision is rendered, please be aware that application fees are nonrefundable. The City may retain some or all of the deposits for technical reviews, such as traffic studies or natural resource studies, based on actual costs incurred by the City.

If you have any questions or concerns, you can call me at 503-786-7653 or email me at koliasv@milwaukieoregon.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vera Kolias', with a long horizontal stroke extending to the right.

Vera Kolias, Associate Planner

cc: Marc Wzykowski, Johnson Development Associates, Inc.
Dennis Egner, FAICP, Planning Director
Leila Aman, Community Development Director
Engineering Development Review
Steve Adams, City Engineer

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