



# CITY OF MILWAUKIE

October 25, 2019

Stephen McMurtrey, Housing Authority of Clackamas County  
PO Box 1510  
Oregon City, OR 97045

**Master File: #MLP-2019-003**

**Site: 2889 SE Hillside Ct**

Dear Mr. McMurtrey:

Please be advised that the above-referenced land use application has been deemed complete as of October 21, 2019. This is the date that you submitted the materials to correct the incompleteness materials identified by the City in the incompleteness letter dated October 9, 2019. 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 February 18, 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 1, 2019). **I will prepare a sign for your use, with instructions and an affidavit of posting—these items will be available at the Planning office on Johnson Creek Boulevard.** 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 October 29, 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 Tuesday, November 12, 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 November 12, 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.

### **Approvability Items**

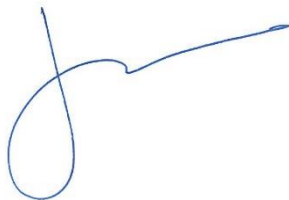
The following items are approvability items, not completeness items. They are listed here for your information and should be resolved at the beginning of the review process so that staff has sufficient time to analyze your proposal and formulate a recommendation with regard to approvability.

1. Prior to final plat approval, new water line easements must be approved by the City and recorded.
2. Prior to final plat approval, provide all easement documents for public utilities on Parcel 1.
3. Prior to final plat approval, provide proof of recording of the new open space/recreation area easement.

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](mailto:koliasv@milwaukieoregon.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vera Kolias', with a stylized flourish extending to the right.

Vera Kolias, Associate Planner

cc: Debbie Cleek, The Bookin Group (via email)  
Dennis Egner, FAICP, Planning Director  
Engineering Development Review  
File(s): #MLP-2019-003