

Department of Community Services  
Land Use Planning Division  
www.multco.us/landuse



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1600 SE 190th Avenue, Portland OR 97233-5910 • PH. (503) 988-3043 • Fax (503) 988-3389

October 29, 2021

Matt Alexander  
Lower Columbia Engineering  
58640 McNulty Way  
St. Helens, OR 97051

**RE: Application for Community Service Conditional Use Permit, Significant Environmental Concern permit, Design Review, and Variance to Setbacks (Case #T3-2021-14962)**

Dear Applicant:

I am pleased to inform you that I have received the materials required to process your land use application for the property located at **31520 E. Woodard Road, Troutdale**. Your Case #T3-2021-14962 is deemed complete as of **October 29, 2021**.

Your case will now go into my queue of complete cases. I will advance your land use application through the remainder of the review process, once I have issued the decision for all cases deemed complete prior to your case.

For the next step in the review process, we will schedule your application for a public hearing in front of a County Hearings Officer. Prior to the hearing, Land Use Planning prepares a staff report with tentative findings and recommendations regarding the approval criteria for your application. While drafting the staff report, Land Use Planning may ask you additional questions and/or request additional materials for your application. We prepare the staff reports as quickly as possible, but the timing is dependent on the number of cases ahead of yours in the case queue and available hearing dates.

We will inform you when your hearing date is set. At least 20 days prior to the hearing, a public notice will be mailed to property owners within 750 feet of the subject property, any recognized neighborhood associations for the area and other interested parties [MCC 39.1105(C)]. Recipients of this notice can provide comments and/or attend the hearing. Staff or parties in attendance can submit testimony and evidence at the hearing. The staff report will be available to the public at least seven (7) days prior to the hearing.

Please contact me via email at [chris.liu@multco.us](mailto:chris.liu@multco.us) if you have any questions.

Sincerely,

*Chris Liu*

Chris Liu  
Planner

cc: file