



Community Development Department  
Building & Planning Division

360.423.9922 (P)  
360.423.6591 (F)

July 23, 2019

**COPY**

Corie Dow-Kramer  
Youth and Family Link  
907 Douglas Street  
Longview, WA 98632

RE: Youth and Family Link Kelso Satellite Office Conditional Use Permit #CUP19-001

Dear Ms. Dow-Kramer,

Your application for the new Youth and Family Link Kelso Satellite Office located at 1107 South 4th is complete. No additional information is required to begin review of the application. It is possible that questions will come up during the review process. If additional material is needed, we will contact you.

The required Notice of Application and Public Hearing will be circulated on July 31, 2019. This notice includes a fourteen (14) day review and comment period. If anything comes up during this comment period, I will contact you. The public hearing before the Hearing Examiner is scheduled for August 14, 2019 at 5:30pm.

Please contact me if you have any questions about the review process. You can reach me by phone at (360) 423.9922 x 3321 or via email at [tbaraconi@kelso.gov](mailto:tbaraconi@kelso.gov). I look forward to working with you throughout this process.

Sincerely,

Tammy S. Baraconi  
Planning Manager

cc: Michael Howard, JH Kelly via email