



CITY OF
West Linn

June 5, 2015

Ken Worcester, Director
City of West Linn Parks and Recreation
22500 Salamo Road #1100
West Linn, Oregon 97068

RE: Completeness Check - DR 15-03

Dear Ken:

On April 1, 2015, the Planning Department received the plans and other submittal materials. The City provided a letter on April 30, 2015 that the submittal was incomplete and provided a list of required information. On May 22, 2015, the Planning Department received supplemental information. These submittals fulfill the applicable requirements necessary to make a determination that **your application packet is complete**. The City has 120 days to exhaust all local review; that period ends Saturday, October 3, 2015.

Please be aware that a determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted – it signals that staff believes you have provided the necessary information for the Planning Commission to render a decision on your proposal.

We are determining with our Planning Commission, the best date for which to schedule this project for a public hearing. You will receive written notice of the actual hearing date at least 20 days prior to the hearing. Please contact me at 503-723-2524, or by email at jboyd@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "John J. Boyd". The signature is fluid and cursive.

John J. Boyd, AICP
Planning Manager