



City of  
**West Linn**

November 12, 2015

Nancy Westermeijer  
P.O. Box 52  
West Linn, OR. 97068

SUBJECT: MIP-15-02/WR-15-03/MI-15-08 application for 2-Lot Minor Partition, Flood Management Area Permit, and Willamette River Protection Review at Water Resource Area permit at 5083 Territorial Drive.

Dear Nancy:

You submitted this application on August 18, 2015. The Planning and Engineering Departments found that this application was incomplete on September 17, 2015. Additional information was subsequently provided on October 23, 2015 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends March 11, 2016.

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 Director to render a decision on your proposal.

A 20-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date.

Please contact me at 503-722-5512, or by email at [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "Darren S Wyss". The signature is fluid and cursive, with the first name "Darren" and last name "Wyss" clearly legible.

Darren Wyss

Associate Planner