



January 20, 2016

Peter Jameson  
18480 Nixon Avenue  
West Linn, OR 97068

SUBJECT: MIP-15-03 application for 3-Lot Minor Partition at 18480 Nixon Avenue

Dear Peter:

On January 20, 2016, the Planning Department received your most recent resubmittal. This submittal fulfills the applicable requirements necessary to make a determination that **your application is now complete**. The City has 120 days to exhaust all local review; that period ends May 5, 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 Manager to render a decision on your proposal.

Staff will now prepare the public notice of the Planning Manager's decision. There will be a 20 day public notice period followed by the Planning Manager's decision. The notice should give you a better indication of expected decision date.

Contact me at 503-723-2539, or by email at [pspir@westlinnoregon.gov](mailto:pspir@westlinnoregon.gov) if you have any questions or comments. Associate Planner, Jennifer Wells, will be handling your application and staff report from here. She is now your primary contact person. Her contact phone number is 503-723-2542 or [jwells@westlinnoregon.gov](mailto:jwells@westlinnoregon.gov).

Sincerely,

*Peter Spir*

Peter Spir  
Associate Planner