



CITY OF  
**West Linn**

December 7, 2015

Tim Woodley  
WLWV School District  
2755 SW Borland Rd.  
Tualatin, OR 97062

SUBJECT: MIP-15-04 application for 1-Lot Minor Partition to consolidate lots on the Sunset Elementary School property at 2351 Oxford Street

Dear Tim:

You submitted this application on October 26, 2015. The Planning and Engineering Departments found that this application was incomplete on November 24, 2015. Additional information was subsequently provided on December 3, 2015 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends April 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 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,

Darren Wyss

Associate Planner