



CITY OF West Linn

February 1, 2016

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

SUBJECT: CUP-15-03/DR-15-17/VAR-15-01/VAR-15-02/VAR-15-03 application for Conditional Use Permit, Class II Design Review, and three Variances to construct a new Sunset Primary School on existing school site at 2351 Oxford Street

Dear Tim:

You submitted this application on December 2, 2015. The Planning and Engineering Departments found that this application was incomplete on December 18, 2015. Additional information was subsequently provided on January 7, 2016 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends May 31, 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 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 503-722-5512, or by email at dwyss@westlinnoregon.gov if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "Darren Wyss".

Darren Wyss
Associate Planner