



CITY OF West Linn

February 11, 2016

Dale Fortuna
3360 Arbor Drive
West Linn, OR. 97068

SUBJECT: MIP-15-05 application for 2-Lot Minor Partition at 3340 Arbor Drive.

Dear Dale:

You submitted this application on December 22, 2015. The Planning and Engineering Departments found that this application was incomplete on January 20, 2016. Additional information was subsequently provided on February 1, 2016 and the application has now been deemed **complete**. The city has 120 days to exhaust all local review; that period ends June 10, 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 if you have any questions or comments.

Sincerely,

Darren Wyss
Associate Planner