



CITY OF West Linn

February 9, 2016

Lance Calvert, Director
City of West Linn Public Works
22500 Salamo Road
West Linn, OR 97068

RE: Completeness Letter - MISC 16-01

Dear Lance:

You submitted this application on January 14, 2016. On January 26, 2016, the Planning Department determined the application was incomplete and asked you address eight items. In an email dated February 3, 2016, a separate (undated) response was provided for the eight items. These submittals fulfill the applicable requirements necessary to make a determination that **your application packet is complete**. The City has 120 days to exhaust all local review; that period ends Thursday, June 16, 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 503-723-2524, or by email at jboyd@westlinnoregon.gov if you have any questions or comments.

Sincerely

A handwritten signature in blue ink that reads 'John Boyd'.

John Boyd AICP
Interim Community Development Director