



CITY OF
West Linn

October 6, 2016

Siobhan Kirk
11945 SW 70th Avenue
Tigard, OR 97223

SUBJECT: CUP-16-02/DR-16-03 application for Conditional Use Permit and Class II Design Review to construct a new Tualatin Valley Fire & Rescue Station 55 at 0 Hidden Springs Road (adjacent to 20800 Hidden Springs Road)

Dear Siobhan:

You submitted this application on September 13, 2016. The Planning and Engineering Departments found that this application to be deemed **complete**. The city has 120 days to exhaust all local review; that period ends February 3, 2017.

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 503-723-2542, or by email at dwyss@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Jennifer Arnold

Associate Planner