



CITY OF
West Linn

November 8, 2016

Tim Woodley
West Linn-Wilsonville School District
2755 SW Borland Road
Tualatin, OR 97062

SUBJECT: Completeness Determination for enclosure of outdoor learning space at Trillium Creek Elementary School (FILE: DR-16-04)

Dear Tim:

Your application was received on October 31, 2016 and found to be **complete**. The City has 120 days to exhaust all local review; that period ends on February 28, 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 Manager to render a decision on your proposal.

Fourteen day public notice will be prepared and mailed. The notice will identify the earliest possible decision date by the Planning Manager.

Please contact me at 503-723-2539, or by email at pspir@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Peter Spir

Peter Spir
Associate Planner