



CITY OF
West Linn

August 30, 2018

Robin Scholetzky
UrbanLens Planning, LLC
2744 SE 34th Ave.
Portland, OR 97202

SUBJECT: MIP-18-03 application for partition/lot consolidation at 2330 Debok Road

Dear Robin Scholetzky:

You submitted this application on May 29, 2018. The Planning and Engineering Departments find that this application is **incomplete**. On August 20, 2018 you requested the street improvements requirements be waived until the next land use application for this property. On August 27, 2018 the Planning Manager granted your request making this application **complete**. The City has 120 days to exhaust all local review; that period ends December 28, 2018.

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 by the Planning Director.

Please contact me at 503-742-6057, or by email at jarnold@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Jennifer Arnold
Associate Planner