



CITY OF  
**West Linn**

September 30, 2020

Toll Brothers  
ATTN: JJ Portlock  
4949 Meadows Rd, Suite 420  
Lake Oswego, OR 97035

**SUBJECT:** VAR-20-03 an application for a Class II Variance to allow 5 driveways on a shared private access and modify a condition of approval from the original subdivision approval (SUB-15-02) at 2196 Tannler Drive.

Dear Mr. Portlock:

You submitted this application on September 30, 2020 and after reviewing the submittal, the Planning Department finds this application is **complete**. The city has 120 days to exhaust all local review; that period ends January 28, 2021.

Please be aware that 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.

The 20-day public notice will be prepared and mailed for a public hearing before the West Linn Planning Commission tentatively scheduled for **October 21, 2020**.

Please contact me at 503-742-6057, or by email at [jarnold@westlinnoregon.gov](mailto:jarnold@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

Jennifer Arnold  
Associate Planner