



CITY OF  
**West Linn**

August 4, 2021 (Revised)

JJ Portlock  
Toll Brothers  
4949 Meadows Road  
Lake Oswego, OR 97034

SUBJECT: VAR-21-08 Proposed Type I Variance to a Side Yard Setback

Dear Mr. Portlock:

You submitted this application on July 15, 2021 and provided revised materials on August 3, 2021. Upon review of the revised materials, the Planning and Engineering Departments now find this application **complete**. The city has 120 days to exhaust all local review; that period ends December 2, 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~~ Director to render a decision on your proposal.

A 14-day public notice will be prepared and mailed. This notice will identify the earliest potential decision date by the Planning Manager.

Please contact me at 503-742-6058, or by email at [jfloyd@westlinnoregon.gov](mailto:jfloyd@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

*John M Floyd*

John Floyd  
Associate Planner