



CITY OF
West Linn

November 6, 2023

Allison Morton
3330 Quail Ridge Ct
West Linn, OR 97068

Subject: CUP-23-02 – Application for a micro-school in an existing commercial structure.

Dear Ms. Morton:

Your application submitted on October 10, 2023 has been deemed **complete**. The city has 120 days to exhaust all local review; that period ends March 5, 2024.

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 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 503-742-6062, or by email at cmyers@westlinnoregon.gov if you have any questions or comments.

Sincerely,

Chris J Myers

Chris Myers
Associate Planner