



## CITY OF West Linn

March 6, 2024

Brian Fletcher and Erika Tarjan  
4285 Kenthrope Way  
Portland, OR 97068

SUBJECT: VAR-24-01 Application for a Class I Variance to reduce rear yard setback by 20% at 4285 Kenthrope Way

Dear Brian Fletcher and Erika Tarjan:

The city accepted this application for review on February 7th, 2024. The Planning Department finds the application to be **complete** as of March 6, 2024. The city has 120 days to exhaust all local review once an application has been deemed complete; that period ends July 3rd, 2024.

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.

A 14-day public notice will be prepared and mailed to property owners within 300 feet of the property, neighborhood associations, and relevant agencies. The City will review and respond to all comments about the project and prepare findings as to whether the application meets the approval criteria of the applicable Community Development Code Sections.

This decision for this application will be made by the Planning Manager.

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

Sincerely,

Aaron Gudelj  
Associate Planner