



CITY OF  
**West Linn**

May 20, 2026

JJ Portlock  
The Portlock Company  
6105 W. A Street, Suite B  
West Linn OR. 97068

Subject: Completeness determination for ELD-26-03: Application for a two-lot expedited land division (ELD) of a 1.46-acre parcel at 4110 Cornwall Street

Mr. Portlock,

The City has reviewed the resubmittal of your application for a two-lot expedited land division (ELD) at 4110 Cornwall Street and has deemed it **complete**. The City has 63 days to exhaust all local review; that period ends **July 22, 2026**.

Please note that a completeness determination does not indicate approval of your application. It simply means that the necessary information has been submitted to proceed with the application review process.

Notice will be mailed to property owners within 500 feet of the property, the neighborhood association, and relevant agencies. The notice will explain the ELD process per ORS 197A.140, which stipulates that the City may not require notice of a decision to be provided to anyone other than the applicant, and that only the applicant may appeal a decision.

Please feel free to contact me with any questions about the process.

Sincerely,

**Erica Smith, AICP, Senior Planner**  
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(503) 742-6062