



CITY OF West Linn

August 3, 2026

Mike Wilcuts
Del Boca Vista, LLC
P.O. Box 3189
Newberg, OR 97132

Subject: ANX-26-01 Killarney Drive, tax lot 21E26C00901 – Letter of Completeness

Dear Mike Wilcuts,

The Planning Department has reviewed your application for an expedited annexation – submitted on June 10, 2026, for tax lot 21E26C00901 on Killarney Drive – and has deemed it **complete** as of July 9, 2026.

Please note that determination of a complete application does not guarantee approval of your application. It signals that staff believe you have provided the necessary information for City Council to render a decision.

PROCESS

- An expedited annexation is a decision made by City Council with no public hearing required (see CDC 81.060).
- Once a decision date has been set, notice will be sent to necessary parties, as defined by Metro Code 3.09.045(b), at least 20 days before that date.
- A brief staff report will be made available at least seven days prior to the decision date.
- If approved, the City and Metro will follow the procedures described by Metro Code 3.09.060 and ORS Chapter 222 to make the boundary change effective.

Once staff have completed review of your application, we will reach out to the applicant to coordinate a City Council decision date. Please contact me directly if you have any questions or comments.

Sincerely,

Erica Smith, AICP, Senior Planner
esmith@westlinnoregon.gov
(503) 742-6062