



CITY OF  
**West Linn**

June 5, 2015

Tom Boland  
Murray Smith & Associates, INC  
121 SW Salmon Street  
Portland, OR 97204

RE: Completeness Check - CUP 15-02

Mr. Tom Boland:

On May 28, 2015, the Planning Department received the required plans and other submittal materials. This submittal fulfills the applicable requirements necessary to make a determination that **your application packet is now complete**. The City has 120 days to exhaust all local review; that period ends Saturday, October 3, 2015.

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 Commission to render a decision on your proposal.

We are determining with our Planning Commission, the best date for which to schedule this project for a public hearing. You will receive written notice of the actual hearing date at least 20 days prior to the hearing. Please contact me at 503-723-2524, or by email at [jboyd@westlinnoregon.gov](mailto:jboyd@westlinnoregon.gov) if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "John J. Boyd".

John J. Boyd, AICP  
Planning Manager