

September 10, 2021

Mercedes Serra  
3J Consulting, Inc.  
9600 SW Nimbus Avenue, Suite 100  
Beaverton, OR 97008

**RE: Application for an Administrative Decision by the Planning Director, a Category 3 Land Division, two Variances, and an Adjustment Review (Case #T3-2021-14961)**

Dear Mercedes Serra:

I am pleased to inform you that I have received the materials required to process your land use application for the property located at 13801 NW Charlton Road, Portland. Your Case #**T3-2021-14961** is deemed complete as of **Friday, September 10, 2021**.

Your case will now go into my queue of complete cases. I will advance your land use application through the remainder of the review process, once I have issued the decision for all cases deemed complete prior to your case.

For the next step in the review process, we will schedule your application for a public hearing in front of a County Hearings Officer. Prior to the hearing, Land Use Planning prepares a staff report with tentative findings and recommendations regarding the approval criteria for your application. While drafting the staff report, Land Use Planning may ask you additional questions and/or request additional materials for your application. We prepare the staff reports as quickly as possible, but the timing is dependent on the number of cases ahead of yours in the case queue and available hearing dates.

We will inform you when your hearing date is set. At least 20 days prior to the hearing, a public notice will be mailed to property owners within 750 feet of the subject property, any recognized neighborhood associations for the area and other interested parties [MCC 39.1105(C)]. Recipients of this notice can provide comments and/or attend the hearing. Staff or parties in attendance can submit testimony and evidence at the hearing. The staff report will be available to the public at least seven (7) days prior to the hearing.

Please contact me at (503) 988-0176 or via email at [rithy.khut@multco.us](mailto:rithy.khut@multco.us) if you have any questions.

Sincerely,



Digitally signed by Rithy Khut  
DN: cn=Rithy Khut, o=Multnomah  
County, ou=Land Use Planning  
Division,  
email=rithy.khut@multco.us, c=US

Rithy Khut  
Planner



cc: file

Wiley Farm Enterprises LLC, 13801 NW Charlton Rd., Portland, OR 97231

Mercedes Serra (via email at mercedes.serra@3j-consulting.com)

Robert Wiley (via e-mail at wiley42440@gmail.com)

Carlos Callava (via e-mail at carlos.callava@3j-consulting.com)