



Coos County Planning Department

Coos County Courthouse Annex, Coquille, Oregon 97423
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Jill Rolfe, Planning Director

June 28, 2021

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WILLOW SERIES HOLDINGS LLC
C/O HANCOCK NATURAL RESOURCE GROUP
197 CLARENDON ST #C-08-99
BOSTON, MA 02116-5010

RE: ACU-21-040, PLA-21-019, PLA-21-020, D-21-002, D-21-003

Planning staff has reviewed the submitted Discreet Parcel Determination application for completeness. The application was submitted on May 28, 2021. A completeness review is the first step in this process and required by Coos County Zoning and Land Development Ordinance (CCZLDO) § 5.0.200 as well as ORS 215.427.

The application has been **deemed incomplete** as of the date of this letter. The application cannot be deemed complete for the following reasons:

1. Staff is requiring a pre-application meeting with the applicant due to the complexity of the applications, Coos County Surveyor, and Coos County Assessor's Office to discuss these applications to gain more knowledge before we can find that the applications are complete.
2. A Variance cannot be granted to not require a partition plat for a validation of an unlawfully established unit of land.

As the applicant please respond by either submitting:

1. All of the missing information;
2. Some of the missing information and written notice that no other information will be provided; or
3. A written notice that none of the missing information will be provided.

If one of the above actions is not taken by the application within 181 days after the application was submitted, the application will be void.

If you have any questions please contact the Planning Staff at (541)396-7770 or come to the Planning Counter located at 225 North Adams Street, Coquille, Oregon. If you would like to mail information or questions to us, the mailing address is Coos County Planning Department, Coos County Courthouse, 250 N. Baxter Coquille, OR 97423.

Sincerely,

Crystal Orr

Crystal Orr, Planner I
Coos County Planning Department

Cc: File