



CITY OF
**West
Linn**

LAND USE PRE-APPLICATION CONFERENCE

Thursday, April 15, 2010

**City Hall
22500 Salamo Road**

Willamette Conference Room

11:00am New one-story, 3,900 s.f. freestanding building to be used as a Key Bank branch with three (3) drive-through lanes.

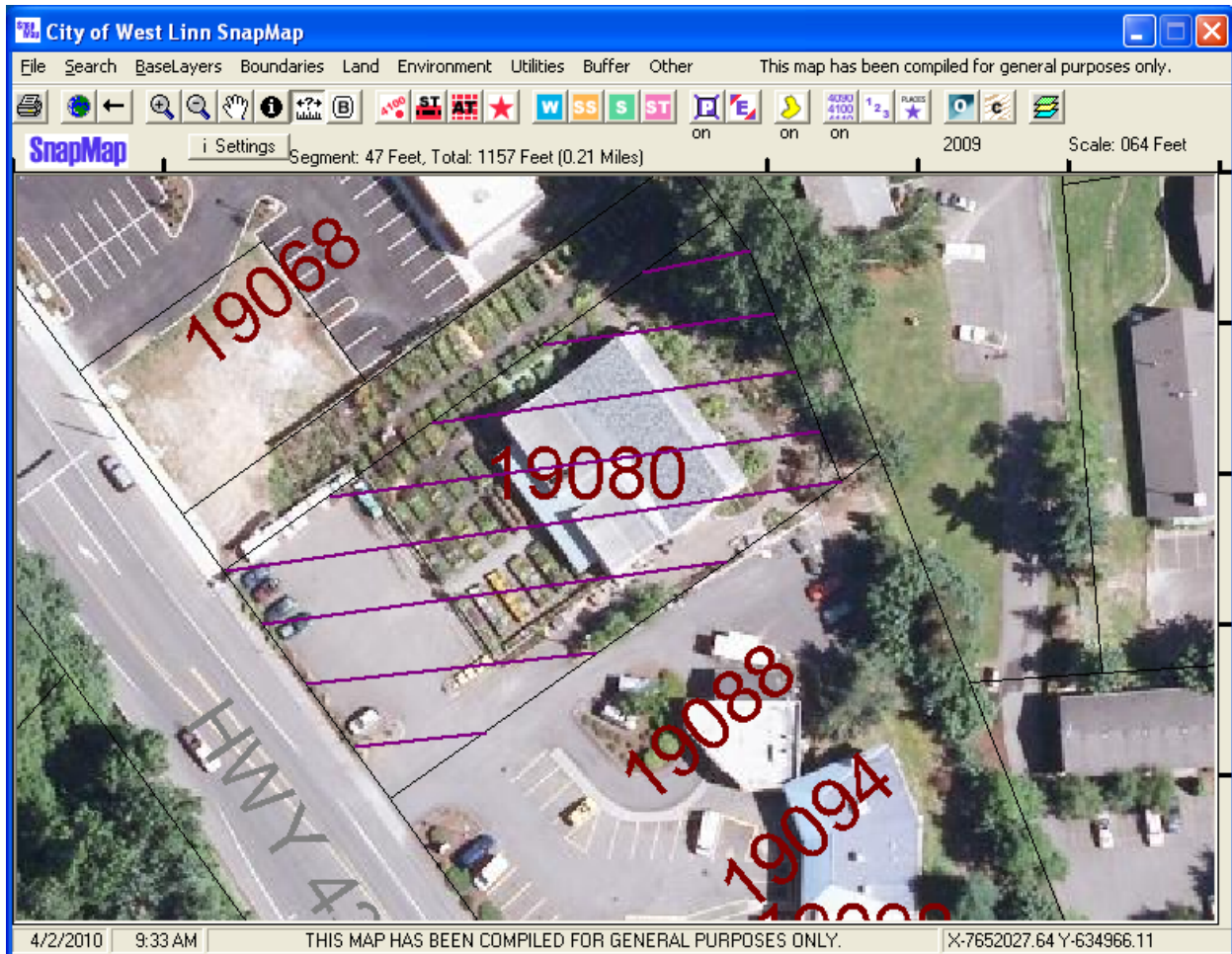
Applicant: Vina Anderson (in behalf of Key Bank)

Address: 19080 Willamette Drive

Neighborhood Assn: *Robinwood*

PA-10-09

Planner: Peter Spir



CITY OF WEST LINN PRE-APPLICATION CONFERENCE

DATE OF CONFERENCE <u>4/15/10</u>	TIME OF CONFERENCE <u>11:00 AM</u>
FEE <u>\$1000⁰⁰</u>	PROJECT # <u>PA-10-09</u>
STAFF CONTACT <u>Peter Spir</u>	
(This section to be filled in by staff)	

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four-hour notice is required to reschedule.

APPLICANT'S NAME Vina Anderson (in behalf of Key Bank) PHONE NO. (206) 623-4646

*ADDRESS (or map/tax lot) OF SUBJECT PROPERTY 19080 Willamette Drive, West Linn, OR 97068

APPLICANT'S MAILING ADDRESS 1420 Fifth Avenue, Suite 2400, Seattle, WA 98101

APPLICANT'S E-MAIL ADDRESS vina.anderson@callison.com

BRIEF DESCRIPTION OF PROPOSAL: New one-story, 3,900 s.f. freestanding building to be used as a Key Bank branch with three (3) drive-thru lanes

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Access to and from the site, if applicable
- General location of existing trees
- Location of creeks and/or wetlands
- Location of existing utilities (water, sewer, etc.)
- Easements (access, utility, all others)

Please list any questions or issues that you may have for city staff regarding your proposal:
Request feedback on cross access, existing curb cuts, storm and traffic issues, including feedback from Transportation, Fire, Public Works, ODOT, Utilities and Engineering.

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Florence Ellen Ethington
Property owner's signature

4/1/10
Date

Property owner's mailing address (if different from above)

TRANSMITTAL



Date: Wednesday, March 31, 2010

To: Peter Spir
City of West Linn Planning Department
22500 Salamo Road
West Linn, OR 97068

Re: Key Bank- Marylhurst, West Linn, OR

Direct Phone: 503.656.4211 Direct Fax: 503.656.4106 Ship Via: Fed Ex - 1st Overnight (8:00AM)

Project: KeyBank: OR Marylhurst Project #: 207251.68

We are sending you the following:		For Your:	Action Required:
<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover	<input checked="" type="checkbox"/> Info and Use	<input checked="" type="checkbox"/> As Indicated
<input checked="" type="checkbox"/> Prints	<input type="checkbox"/> Originals	<input type="checkbox"/> Review and Comment	<input type="checkbox"/> Sign And Return
<input type="checkbox"/> Submittal	<input type="checkbox"/> Samples <input type="checkbox"/> Other	<input type="checkbox"/> As Requested	<input type="checkbox"/> No Action Required

Mr. Spir,

Please note that the completed Pre-Application Conference form will be faxed to your attention by end of day Thursday, 4/1/2010.

Thank you,

Vina Anderson
Associate



CALLISON

March 31, 2010

Mr. Peter Spir
City of West Linn Planning Department
22500 Salamo Road
West Linn, OR 97068
Phone: 503-656-4211 / Fax: 503-656-4106

Re: Key Bank: Marylhurst
Callison Proj # 207251.68
Pre- Application Narrative

Dear Mr. Spir,

Please find the following enclosed documents as part of the required submittal for the pre-application conference to be held on April 15, 2010. Per our conversation, the meeting could either be at 9 a.m. or 10 a.m.

This package is for the potential Key Bank at 19080 Willamette Drive in West Linn.

- One (1) Pre-Application Conference Form
- One (1) Conceptual Site Plan
- One (1) Aerial Site Photograph
- Two (2) Key Bank Standard Prototype Elevations
- Check 223972 in the amount of \$1,000.00

Please note that the exterior elevations included in this package are the standard Key Bank 3,900 SF elevations.

We would also like to request to have a representative from ODOT at the meeting, along with representatives from the following departments if possible: Fire, Transportation, Public Works, Utilities, Engineering.

Please do not hesitate to give me a call if you have any further questions. I look forward to hearing from you on the actual time of the meeting.

Thank you,

Vina G. Anderson

Vina G. Anderson
Associate

vina.anderson@callison.com

Callison Architects, P.C.



Key Bank: Marylhurst
Callison Proj # 207251.68
Pre- Application Questions

Entitlement Process:

1. Please describe the entitlement process for this proposed project?
2. Confirm that site does not need to be rezoned?
3. Please list the fees that will be applicable for the proposed project?

Design Review:

1. Does the project have to go through a Design Review?
2. Is Neighborhood notification required? If so, when?
3. How much for the Design fees?

CUP Review:

1. Does the project have to go through a CUP?
2. Does this site need to be rezoned? If so, how long will this take?
3. Can we mail the package in or does it have to be submitted in person?
4. How much are the CUP fees?

Environmental Review:

1. Is an Environmental Review required for this site?
2. Confirm that that wetland or waterbody permits are not required?

Site Requirements:

1. Are there any easements on this property?
2. Is there a stacking requirement for the Drive-up lanes?
3. Is a by-pass lane required?
4. What is the parking required for Bank use?
5. What are the requirements for the parking stalls and drive-aisle?
6. Are there any design standards for the exterior and drive-thru canopy?
7. Does the pad need to be certified?
8. Is a Planning Review required for site lighting?
9. Are there any specific restrictions, requirements or ordinances required site lighting?
10. Are walk up ATM and drive-thru ATMs allowed?
11. Is a landscape buffer required? If yes, minimum setback?
12. Can switch gear be exposed on exterior?
13. Is a trash enclosure required? If yes, what are the requirements?

Building Requirements:

Do we need to complete any forms before we can submit for a Building Permit or during C of O confirming that the site is accessible other than the approved Building Permit drawings?

Fire Department:

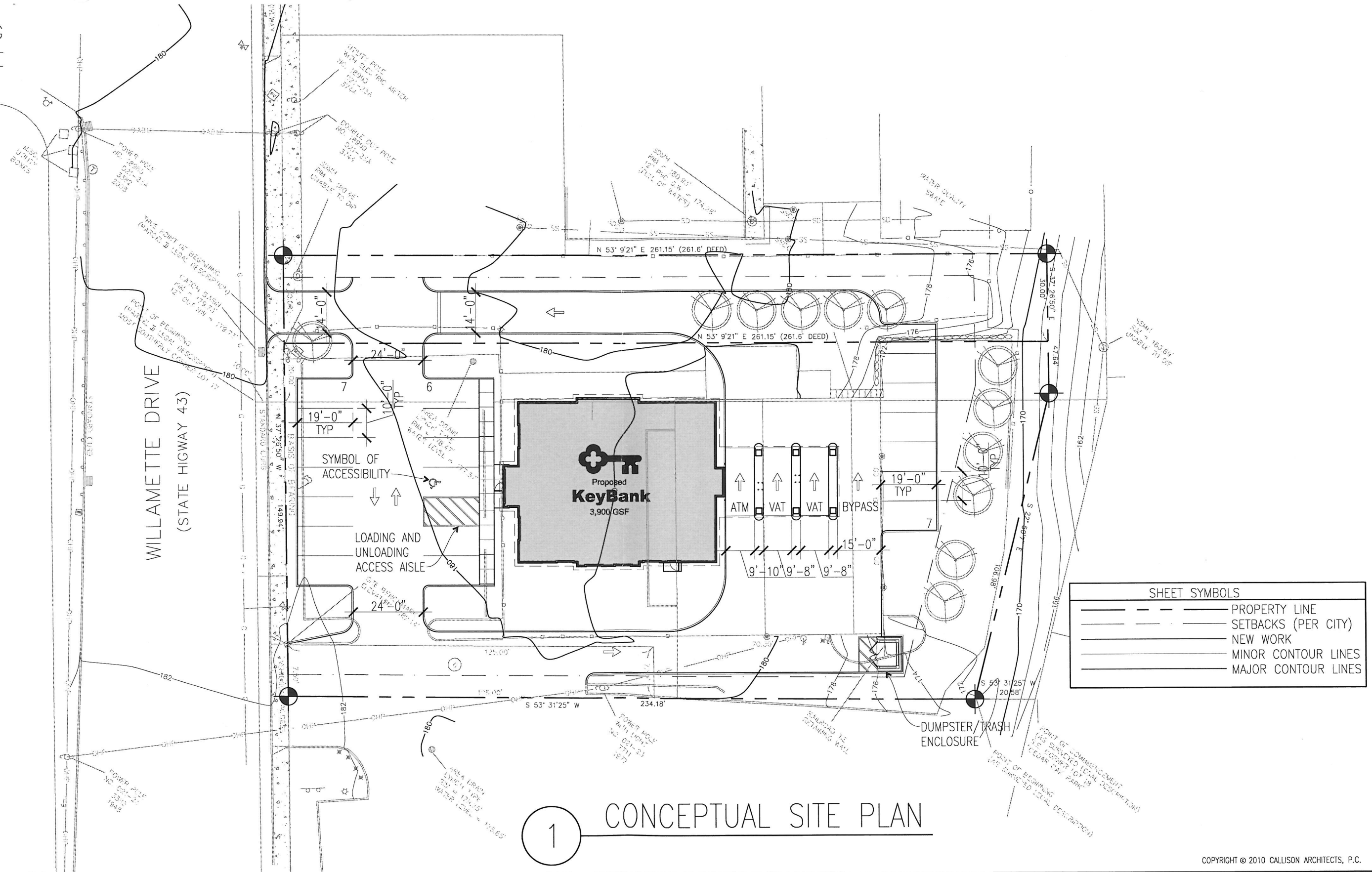
1. Are fire sprinklers required? If sprinklers are required, is a Fire Riser room required?
2. Can the door be located on the outside?
3. Does there need to be a Knox box?
4. Is a fire alarm system required?
5. Is a fire sprinkler monitoring system required?
6. What is the minimum width for a fire lane?

Utilities

Can you provide contact information for:

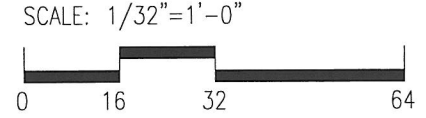
1. Water/Storm/Sewer providers
2. Gas Company
3. Electric Company
4. Waste Removal

WALLING CIRCLE



1

CONCEPTUAL SITE PLAN

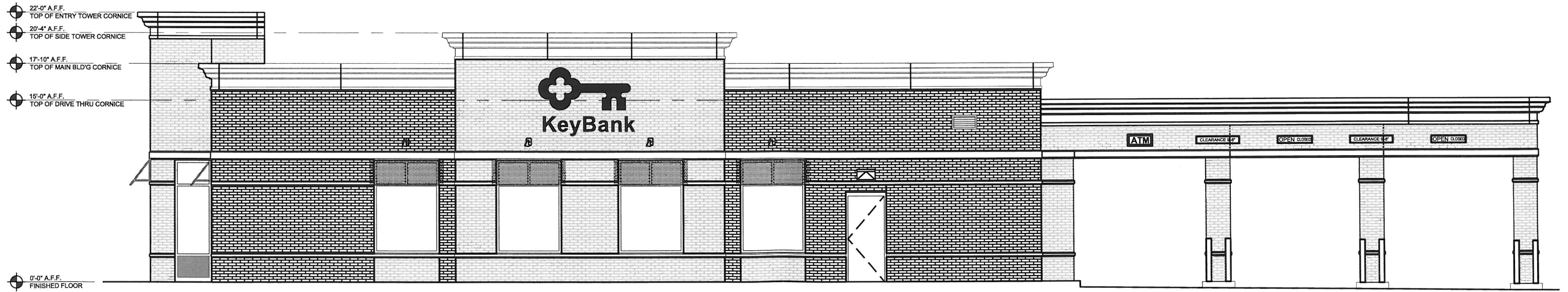


COPYRIGHT © 2010 CALLISON ARCHITECTS, P.C.

KEY BANK: MARYLHURST
 19080 WILLAMETTE DRIVE
 WEST LINN, OR 97068
 DRAWING NO.: 1
 APRIL 1, 2010
 PROJECT NO.: 207251.68



1 PROTOTYPICAL FRONT ELEVATION
SCALE: 1/8"=1'-0"



2 PROTOTYPICAL SIDE ELEVATION
SCALE: 1/8"=1'-0"

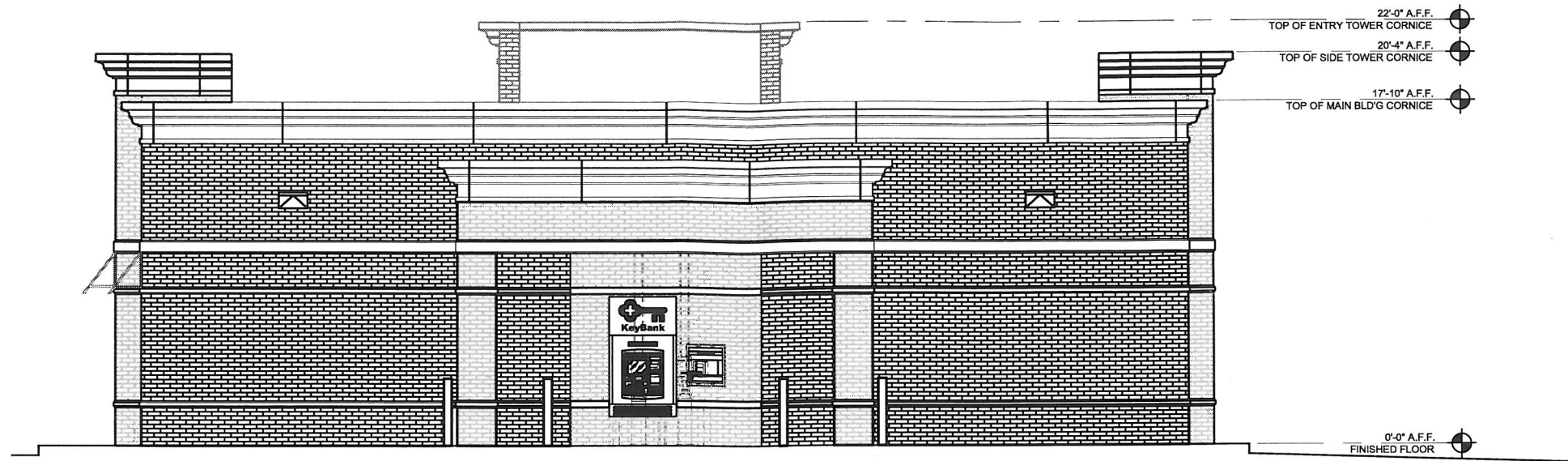


SCALE: 1/8"=1'-0"

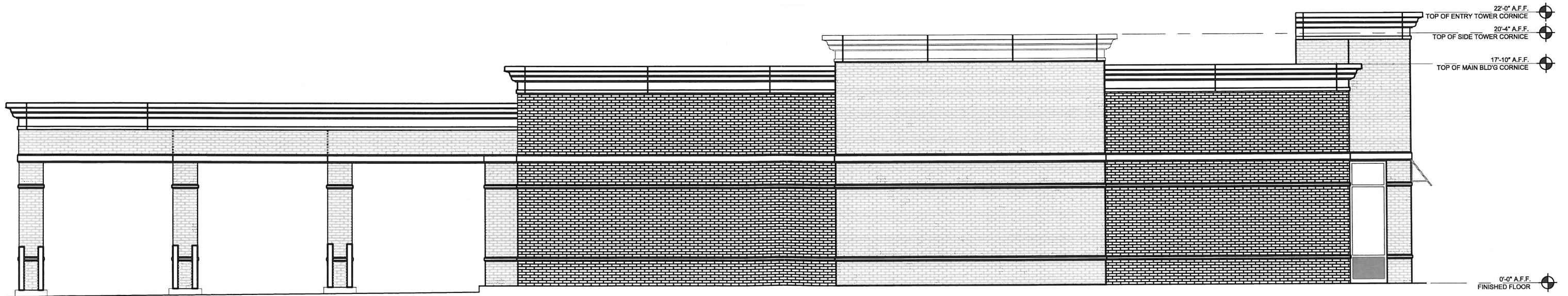


COPYRIGHT © 2010 CALLISON ARCHITECTS, P.C.

KEY BANK: MARYLHURST
19080 WILLAMETTE DRIVE
WEST LINN, OR 97068
DRAWING NO.: 3
APRIL 1, 2010
PROJECT NO.: 207251.68



1 PROTOTYPICAL REAR ELEVATION
SCALE: 1/8"=1'-0"



2 PROTOTYPICAL SIDE ELEVATION
SCALE: 1/8"=1'-0"



COPYRIGHT © 2010 CALLISON ARCHITECTS, P.C.

KEY BANK: MARYLHURST
19080 WILLAMETTE DRIVE
WEST LINN, OR 97068
DRAWING NO.: 4
APRIL 1, 2010
PROJECT NO.: 207251.68