



CITY OF
**West
Linn**

LAND USE PRE-APPLICATION CONFERENCE

Thursday, June 2, 2011

**City Hall
22500 Salamo Road**

Willamette Conference Room

10:00 am Construct new one-story 4,120 SF branch bank building with remote 2-lane drive-thru with canopy (one VAT, one 24-hr. ATM) and associated site/landscape work.

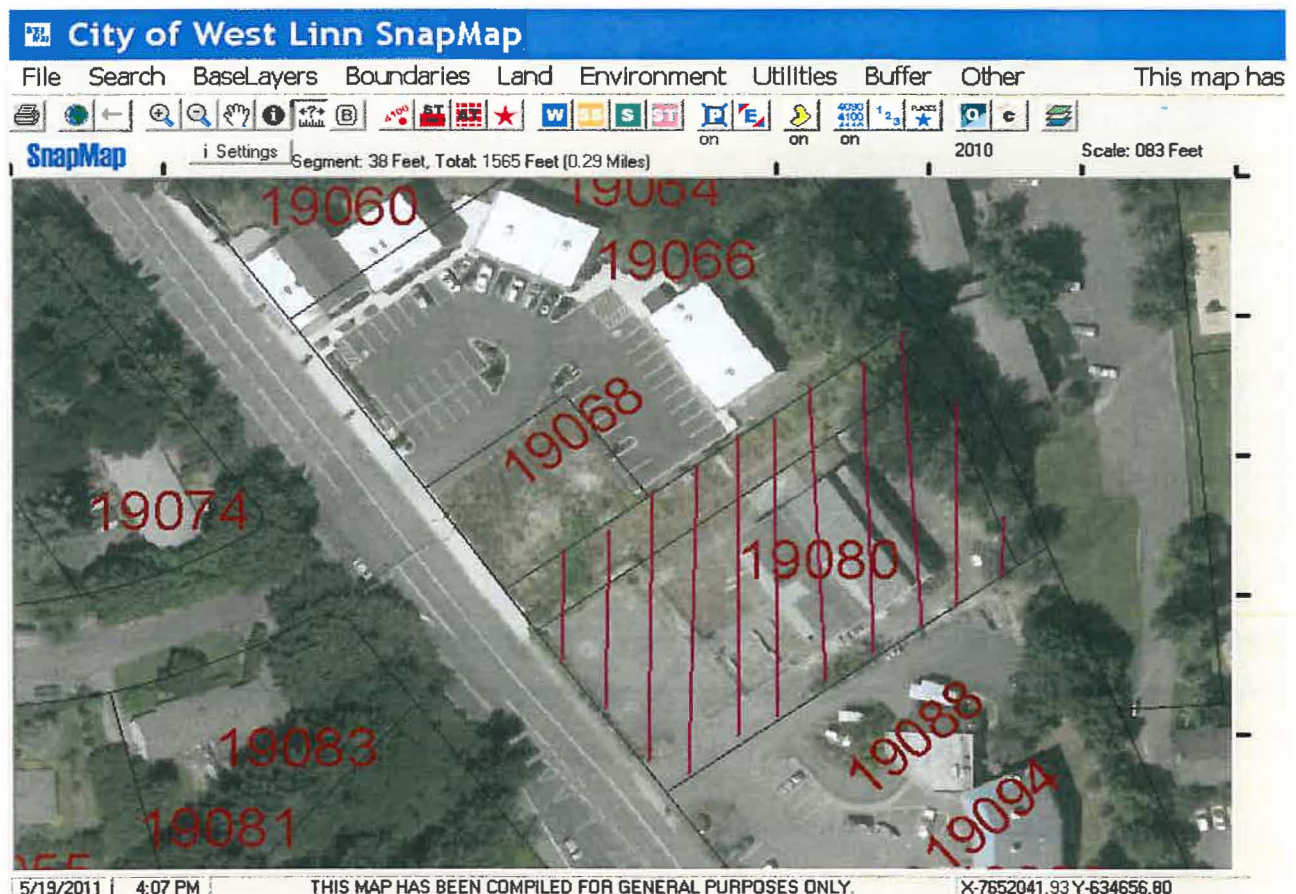
Applicant: Callison Architects, P.C., John McAuley

Subject Property Address: 19080 Willamette Dr.

Neighborhood Assn: Robinwood

Planner: Peter Spir

Project #: PA-11-16



**West Linn**Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov**PRE-APPLICATION CONFERENCE**

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE: <u>6/2/11</u>	TIME: <u>10AM</u>	PROJECT #: <u>PA-11-16</u>
STAFF CONTACT: <u>PETER SPIR</u>		FEE: <u>1000⁰⁰</u>

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.

Address of Subject Property (or map/tax lot): 19080 Willamette Dr., West Linn, OR

(Parcel: 00360656 RefParcel: 21E23AA00703 & Parcel: 00360674 RefParcel: 21E23AA00705)

Brief Description of Proposal:

Construct new one story 4,120 SF branch bank building consisting of exterior shell work, interior work, remote 2-lane drive-thru with canopy (one VAT, one 24-hr ATM), and associated site/landscape work. Access is proposed via full access driveway from Willamette Dr., along S. side of site. Additionally, cross access to commercial parcel to N. is proposed. See attached Cover Letter submitted with application for additional information.

Applicant's Name: Callison Architects, P.C., John McAuley

Mailing Address: 1420 Fifth Avenue, Suite 2400, Seattle, WA 98101

Phone No: (206) 623-4646

Email Address: jon.mcauley@callison.com

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

Please list any questions or issues that you may have for city staff regarding your proposal:

Please see Cover Letter submitted with application for questions for City Staff.

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

May 12, 2011
Date

3777 W.A. Ave Emmett, Id 83617
Property owner's mailing address (if different from above)

May 19, 2011

City of West Linn
Planning Department
Attn: Mr. John Nomie
22500 Salamo Rd
West Linn, OR 97068

Re: Chase: Cedar Oak & Willamette
Callison Project Number: TBD
Pre-Application Meeting Request w/ Narrative and Questions for meeting

Dear Mr. John Nomie:

We are submitting a request for a Pre-Application meeting with the City of West Linn for a Chase branch bank proposed to be developed at 19080 Willamette Dr; Parcel: 00360565.

We would like to request attendance by representatives from the City's Planning, Development Engineering, Transportation, Public Works, and Building departments. We would also like to request a representative from the Fire Department be in attendance, as well as representatives from any other agencies/jurisdictions that may have potential development requirements for the site. Below we have provided project information, as well as a list of items for verification/ questions that we would like to discuss at the pre-application meeting.

Project Description:

- Project Type: Ground-up and detached Drive-Thru with one (1) VAT (Voice Automated Teller) lanes and one (1) ATM lane.
- Scope of Work: Demolish existing Building; Construct new one story 4,120 SF branch bank building consisting of exterior shell work, interior work, remote 2-lane drive-thru with canopy (one VAT, one 24-hr ATM), and associated site/landscape work. Access is proposed via full access driveway from Willamette Dr., along S. side of site. Additionally, cross access to commercial parcel to N. is proposed.
- Proposed Building Area: 4,120 sf
- Total Site Area: +/- 38,225 SF
- Zoning Classification: "GC" General Commercial
- Proposed Height: 26'-4"/ 1-story
- Occupancies: B
- Construction Type: V-B
- Existing Use: "Kasch's" Garden Center Building with associated parking and site improvements.
- Number of Employees: 11-12
- Parking: 37 Standard Stalls, includes 2-ADA (w/ one being van accessible)

Current Site Conditions:

The site is located at the northwest corner of the lot abutting the Willamette Drive right of way (ROW). The site is zoned "GC" - General Commercial and is currently developed with a "Kasch's" Garden Center, associated parking and site landscaping.

The site extends back or east 260 feet from the Willamette Drive ROW. The front two-thirds of the lot is flat. The land then drops down to the rear property line with slopes of over 25% in the final 50 feet. There are no drainageways, riparian zones, wetlands or other natural features as defined by the CDC on the property. The trees are few and limited to the rear sloped area near the property line.

Access from Willamette Drive would utilize an existing driveway that is shared with the 7-11 development next door. A cross access to connect to the existing commercial development to the north is proposed.

Items to Verify/Questions for Pre-Application Meeting:

- Please verify if any frontage improvements and or right-of-way dedications are required along Willamette Drive.
- Are the site vehicular access points and circulation acceptable?
- Please verify setbacks or landscape buffers are required? Width and Type?
- Are there any pedestrian connections required to connect to the existing street frontage improvements?
- Is parking provided acceptable? Max/Min requirements?
- Likelihood of parking variance approval to exceed parking maximum?
- Parking lot landscaping requirements?
- Is bicycle parking required? If so, short term/long term?
- How many stacking spaces are required for the Drive-Thru?
- Is trash enclosure required? If so, is a roof required? Floor drain to storm or sanitary sewer required?
- Are there any specific restrictions/ordinances for site lighting?
- Is blue architectural up lighting allowed in this zone? See attached rendering.
- Are there any specific signage requirements we should be aware of? Is a pylon sign allowed?
- Please provide information on the most current storm water requirements, outlet location, and SDC/Connection fees.
- Sanitary Sewer Main size and location; existing service size and location; and SDC/Connection Fees?
- Water Main location; existing service size, meter size, and locations and SDC/Connection Fees?
- What is the available water pressure and fire flow?
- Are separate irrigation and domestic meters required?
 - Are back flow preventers required for both?

- Water Meter Costs? 1-inch; 1-1/2 inch; 2-inch
- Are sprinklers or fire alarms required? If required is a monitoring system required? If required is fire riser room required and must it be access from the exterior? Knox box?
- Fire access lanes required? Location and Dimension requirements?
- Nearest fire hydrant and fire flow information, if available.
- Are any new hydrants required?
- Is a Design Review/Planning Review required? If so, is it required prior to or concurrent with building review?
- Would a State Environmental Review and Traffic Impact Analysis study will be required for this project?
- What are the most current applicable building codes for your jurisdiction?
- Is a separate building or land-use permit required for the free-standing drive-through canopy or trash enclosure?
- Is it acceptable to install furniture and equipment prior to C of O?
- Are other agency reviews required?
- What timelines are associated with all reviews?
- What are the permit and plan review fees for all agencies?
- Are there any development or latecomer fees?

Sincerely,

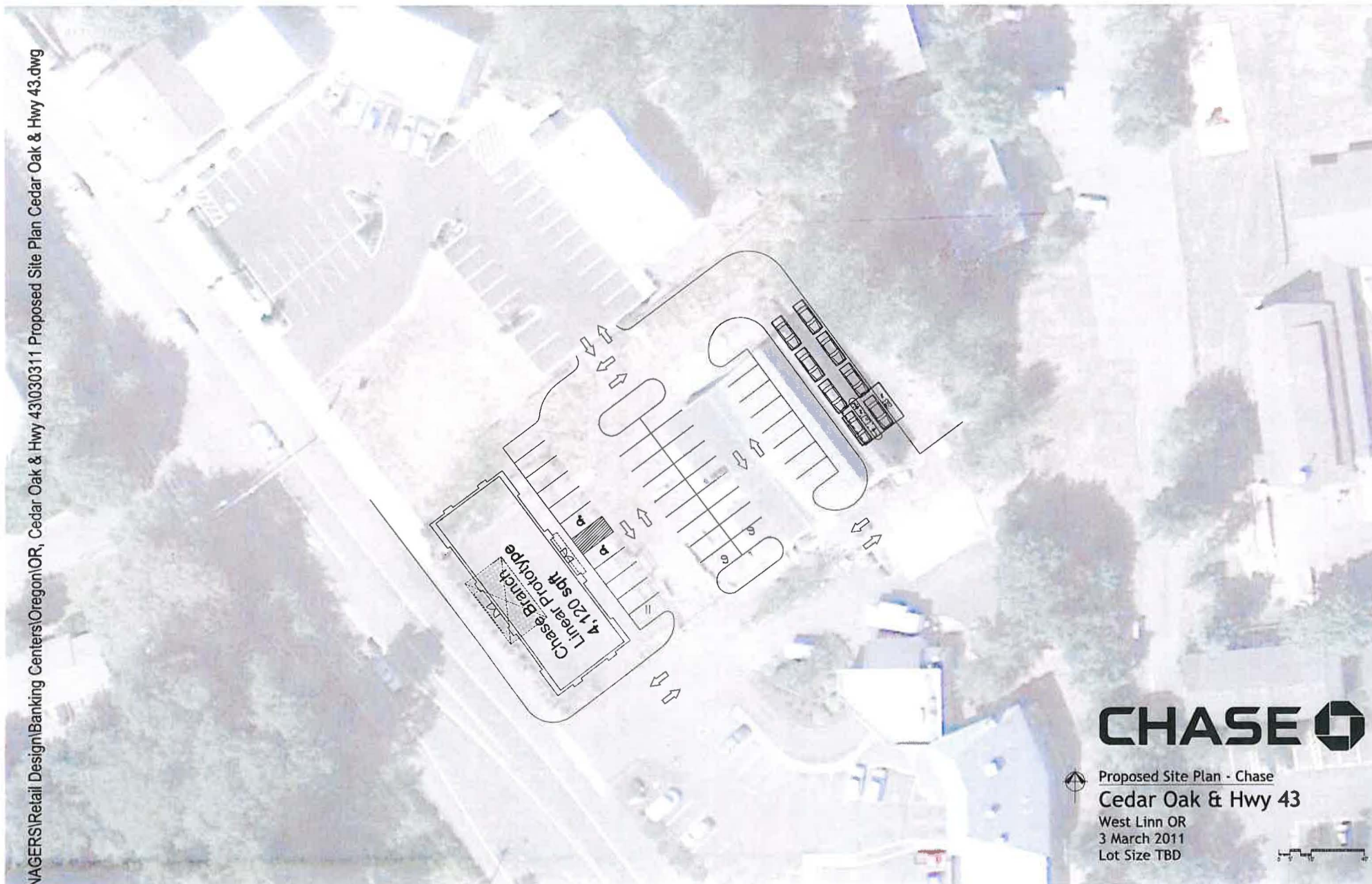
Hans Christiansen
Associate

Attached Documents for Submittal:

- Chase Bank - Site Plan
- Chase Prototype Rendering Elevations

VICINITY MAP

**SITUATED IN LOTS 17 AND 18, "CEDAROAK PARK"
IN THE NE 1/4 OF SECTION 23, T.2S., R.1E., W.M.,
CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON**



CHASE 



Proposed Site Plan - Chase
Cedar Oak & Hwy 43
West Linn OR
3 March 2011
Lot Size TBD



L-Series Prototype - Brick



Left Elevation



Front Elevation



Right Elevation



Back Elevation



Front View



Back View



Right View - Architectural Lighting