

LAND USE PRE-APPLICATION CONFERENCE

Thursday, October 20, 2011

City Hall
22500 Salamo Road

Willamette Conference Room

8:00 am Tenant improvement for a new 3,051 sf branch bank in a former Blockbuster space. Work includes non-structural partitions, Mechanical, Electrical and Plumbing work. Two (2) exterior ATM's will be added, one on the east side of the space, and one on the west side.

Applicant: Jon McAuley for Callison Architects P.C.

Subject Property Address: 21500 Salamo Road

Neighborhood Assn: Parker Crest, Savanna Oaks

Planner: Chris Kerr/Tom Soppe

Project #: PA-11-26





PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE:	10-20-11	TIME: 8:00am
		PROJECT #: PA-11-26
STAFF CONTACT:	Tom Soppe	FEE: 350-

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): 21500 Salamo Rd

Brief Description of Proposal: Tenant improvement for a new 3,051 sf branch bank in a former Blockbuster space . Work includes non structural partitions, Mechanical, Electrical, and Plumbing work. (2) Exterior ATM's will be added, one on the east side of the space, the other on the west.

Applicant's Name: Jon McAuley for Callison Architects P.C.

Mailing Address: 1420 Fifth Ave #2400, Seattle, WA 98101

Phone No: (206) 623-4646

Email Address: jon.mcauley@callison.com

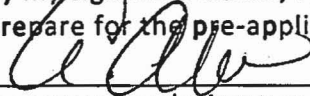
Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- > North arrow
- > 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:

See attached narrative for questions

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


Property owner's signature

9/20/11
Date

POIC . POB 23190. Federal Way. WA 98093
Property owner's mailing address (if different from above)



CALLISON

October 4, 2011

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

Re: Chase: Day Road & Salamo
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 Tennant Improvement proposed to be developed at 21500 Salamo Road, Building 6 in the Cascade Summit Shopping Center. Exterior modifications trigger design review and the requirement for a pre-application meeting.

We would like to request attendance by representatives from the City's Planning 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: Tennant Improvement
- Scope of Work: Demolish Interior, Storefront updates to accommodate new doors and 2 thru wall ATM's.
- Proposed Building Area: 3,045
- Total Site Area: N/A
- Zoning Classification: "GC" General Commercial
- Proposed Height: Existing Structure
- Occupancies: B
- Construction Type: V-B
- Existing Use: Previous Blockbuster Video
- Number of Employees: 11-12
- Parking: No revisions to parking. Will use existing parking available in shopping center.

Current Site Conditions:

The tenant space is formerly a Blockbuster video and occupies the northern most 3,045 square feet of the 5,945 square foot Building 6 in the Cascade Summit Shopping Center.

Proposed:

The landlord will be demolishing the interior of the space and providing new rooftop mechanical units to serve the space under a separate permit. Chase will be providing all new interior improvements. There are existing fire sprinklers within the space that will be relocated to match the remodel of the space. The project will result in revisions to the building exterior at the storefront to accommodate new door locations and two (2) thru-wall ATM's, which we understand will trigger design review. Exterior, storefront lighting will be updated, most specifically near entries and ATM's for Chase security purposes. Some patching and painting will be required along the storefront, specifically in areas where the old Blockbuster signage was located. Chase signage will be added to the exterior, permitted separately by Chase's sign consultant, Signtech.

Items to Verify/Questions for Pre-Application Meeting:

Design Review

1. Please provide information on the design review process? Type of decision...Administrative/Executive? Process timeline?, etc.
2. Will public notice be required? Site Posting? Are mailings required? who provides mailings, who sends out?
3. What elements will be reviewed now that design review is triggered?
4. Will exterior ATM's require design review?
5. For security reasons, and due to partitioning of the space for Chase, window film will be required to be installed to screen interior uses. Examples include security areas, and storefront at ATM locations. What, if any, limitations are there on using window film? Will this be reviewed during design review? Can any of the window films have marketing applied to them?

Signage

6. What are signage limitations?
7. Does window marketing count toward signage?
8. Chase name and logo is included on ATM's. Is this considered signage?
9. Is signage reviewed as part of design review?

Fire Protection

10. Sprinklering and Alarm Requirements? Access to riser room? Knox box?
11. Can Chase have their own monitoring system?

Building Permitting and other permits required

12. Can building permit plans be reviewed during design review?
13. Is it acceptable to install furniture and equipment prior to C of O?

City of West Linn – Pre-Application Meeting
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14. Are other agency reviews required?
15. What timelines are associated with all reviews?

Fees: Plan Review, Permits, Mitigation fees, etc.

16. What are the permit and plan review fees for all agencies?
17. Are there any development/impact fees?

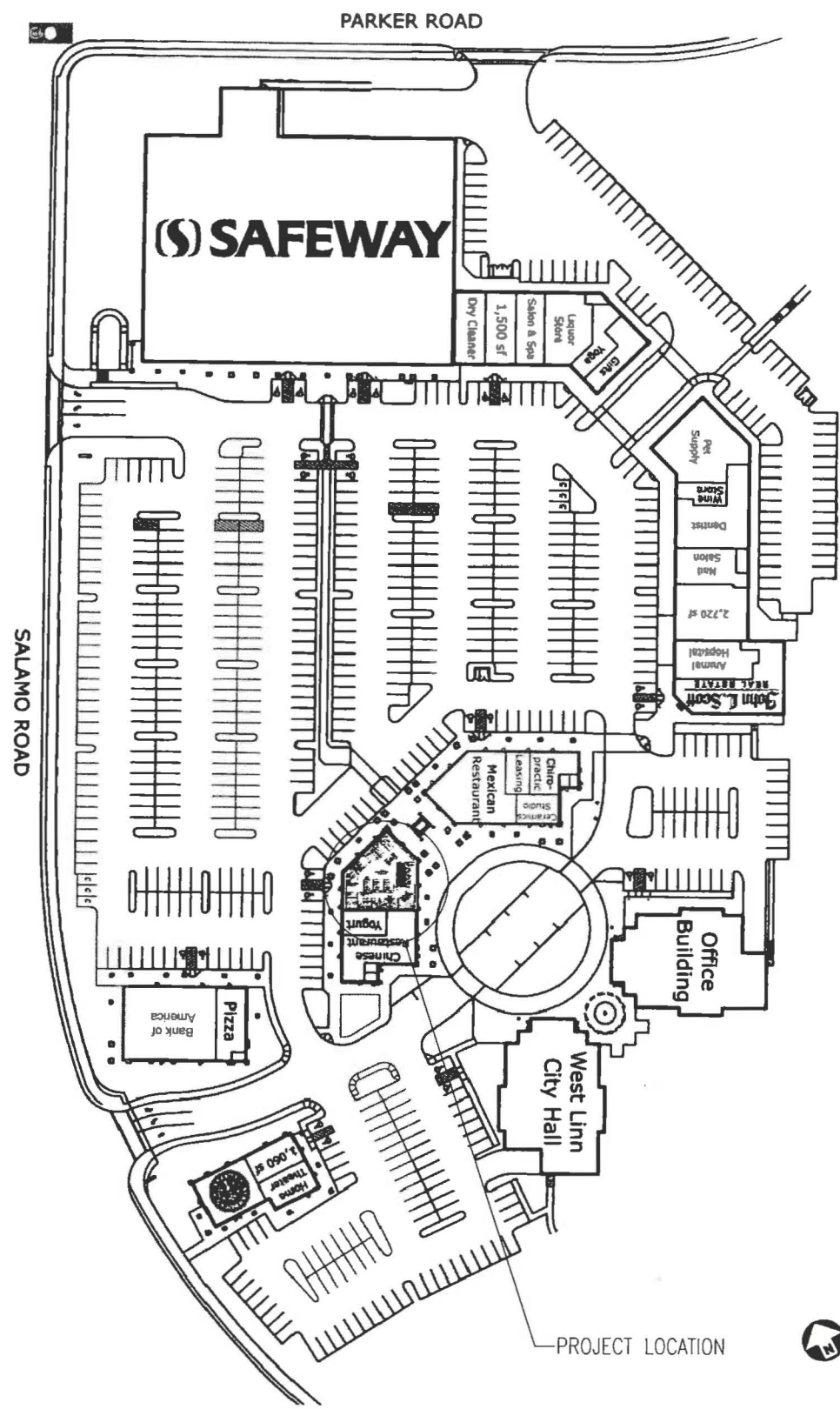
If any additional information is required prior to the pre-application meeting please do not hesitate to contact me.

Sincerely,

Jon McAuley
Associate

Attached Documents for Submittal:

- Chase Bank – Floor Plan
- Chase Bank - Elevations



1 SITE PLAN
3/32"=1'-0"



2 WEST ELEVATION
3/32"=1'-0"



3 EAST ELEVATION
3/32"=1'-0"



4 NORTHWEST ELEVATION 1
3/32"=1'-0"



5 NORTHWEST ELEVATION 2
3/32"=1'-0"





1 PROPOSED FLOOR PLAN
 3/32"=1'-0"



CALLISON
 CALLISON ARCHITECTS, P.C.

CHASE: DAY ROAD & SALAMO
 21500 Salamo Road.
 West Linn, OR
 3045 SF TENANT IMPROVEMENT

PRE-APP
 OCT 04, 2011

A-01

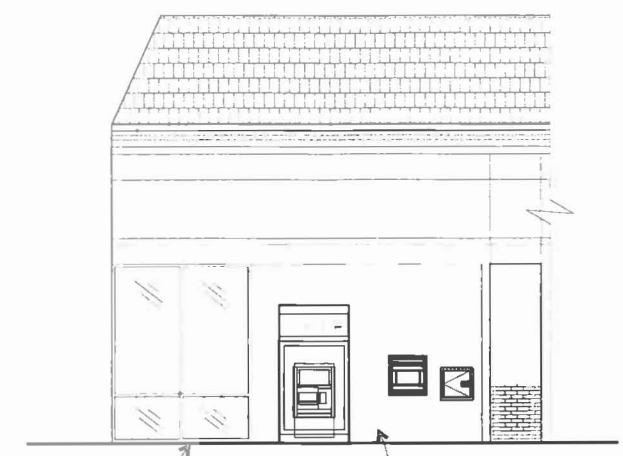
PROPOSED
 FLOOR PLAN



+11'-0"
 +9'-11"
 +6'-9"
 +2'-8"
 +0"
 FIN. FLOOR

REMOVE DOORS, PROVIDE NEW STOREFRONT WINDOWS TO MATCH EXISTING.

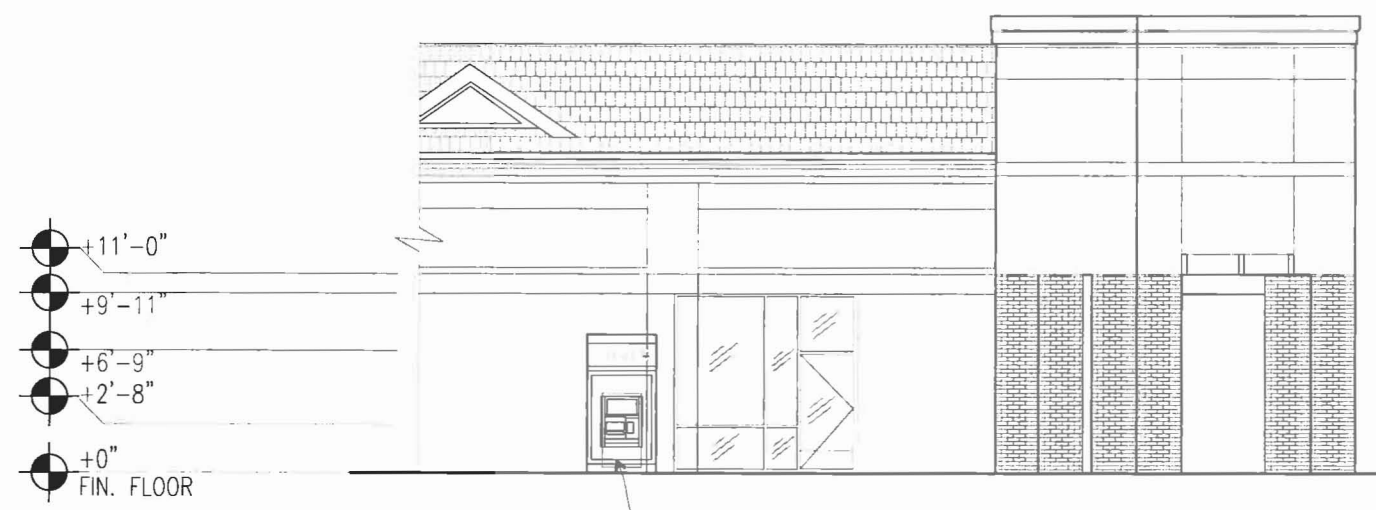
1 NORTH-WEST ELEVATION
 3/32"=1'-0"



REMOVE STOREFRONT DOORS, PROVIDE NEW STOREFRONT WINDOWS TO MATCH EXISTING.

AT NEW ATM, AND EQUIPMENT, REMOVE STOREFRONT, PROVIDE NEW WALL. FINISHES TO MATCH EXISTING.

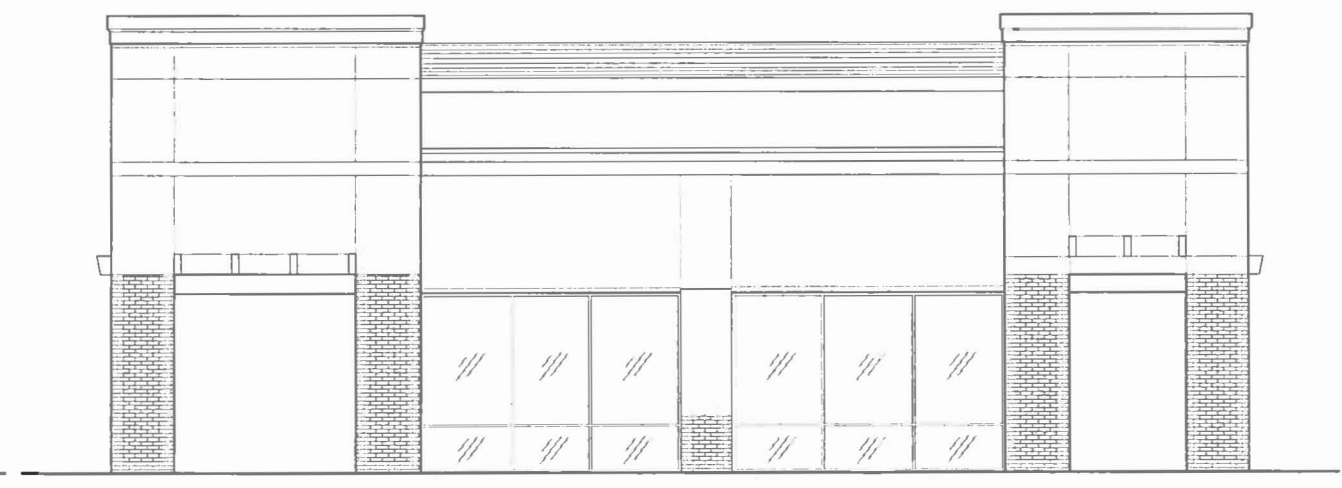
2 WEST ELEVATION
 3/32"=1'-0"



+11'-0"
 +9'-11"
 +6'-9"
 +2'-8"
 +0"
 FIN. FLOOR

AT NEW ATM, REMOVE STOREFRONT, PROVIDE NEW WALL. FINISHES TO MATCH EXISTING.

3 EAST ELEVATION
 3/32"=1'-0"



4 NORTH-EAST ELEVATION
 3/32"=1'-0"

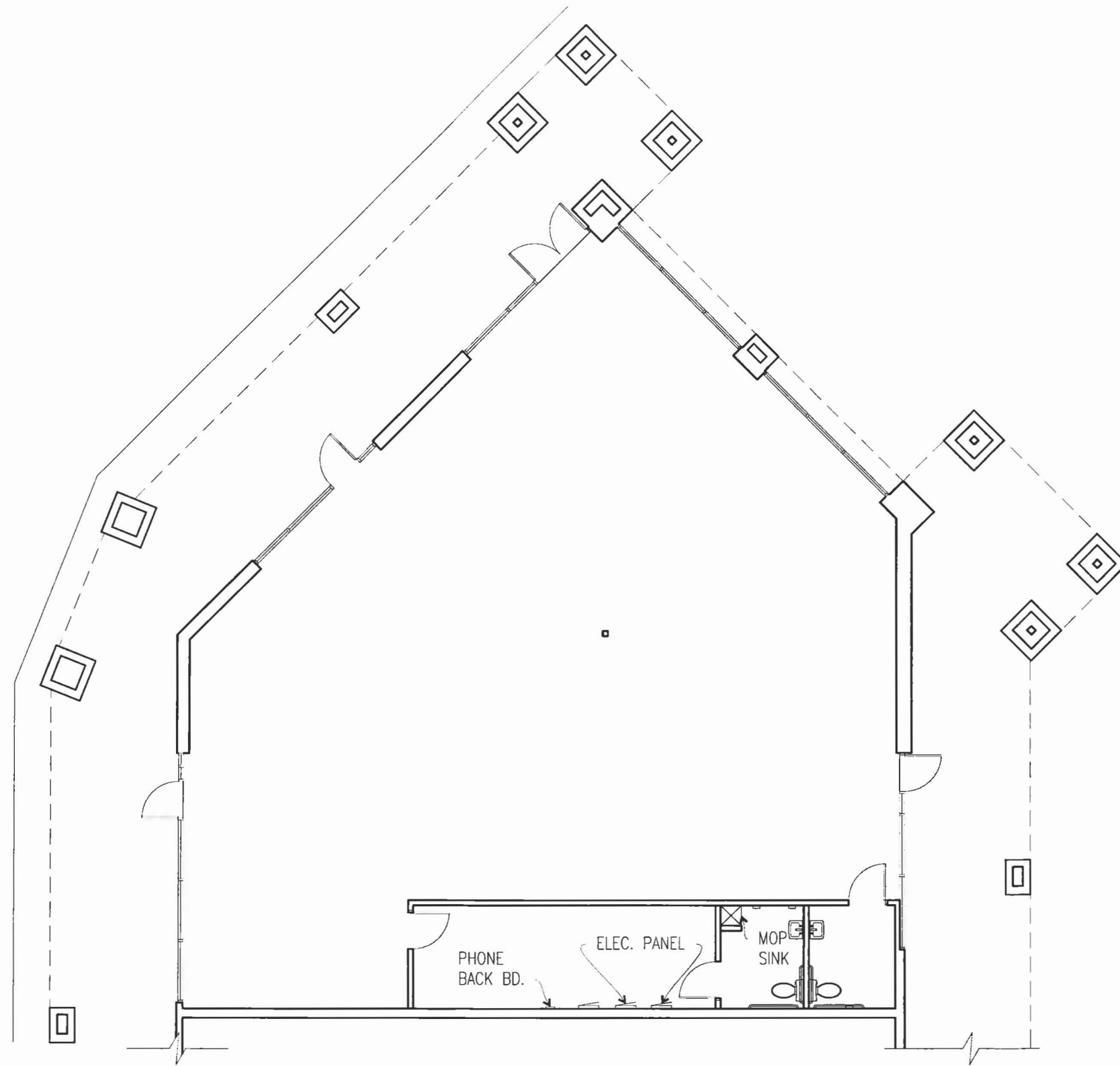


CALLISON ARCHITECTS, P.C.

CHASE: DAY ROAD & SALAMO
 21500 Salamo Road.
 West Linn, OR
 3045 SF TENANT IMPROVEMENT

PRE-APP
 OCT 04, 2011

A-02
 PROPOSED ELEVATIONS



1 EXISTING FLOOR PLAN
 3/32"=1'-0"



CALLISON
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21500 Salamo Road.
 West Linn, OR

3045 SF TENANT IMPROVEMENT

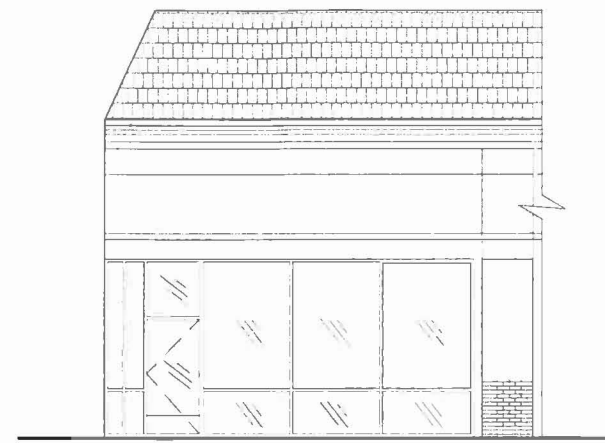
PRE-APP
 OCT 04, 2011

A-03

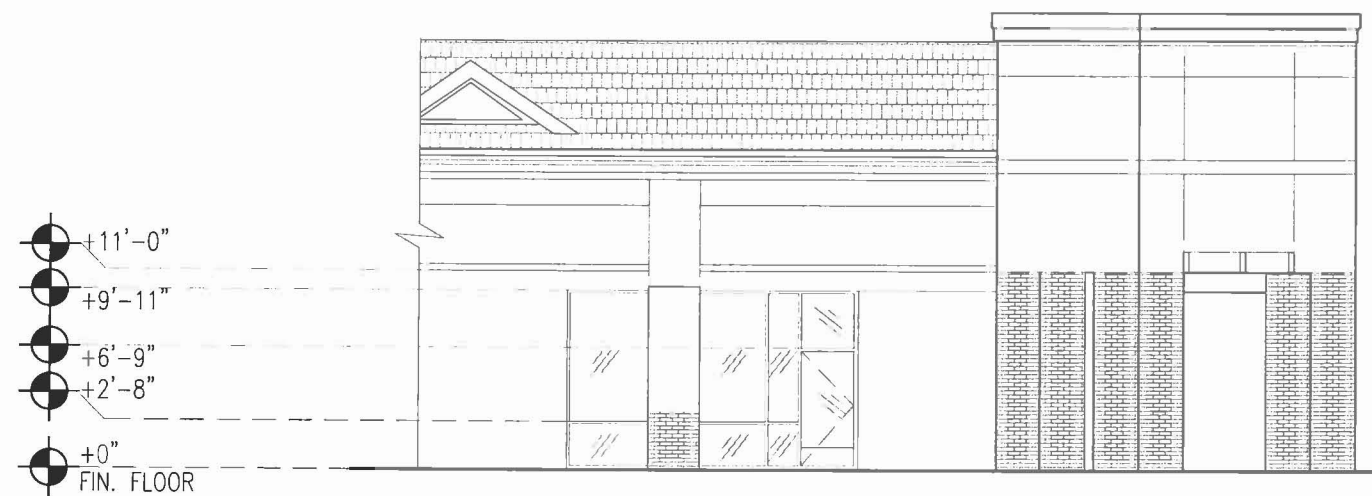
EXISTING
 FLOOR PLAN



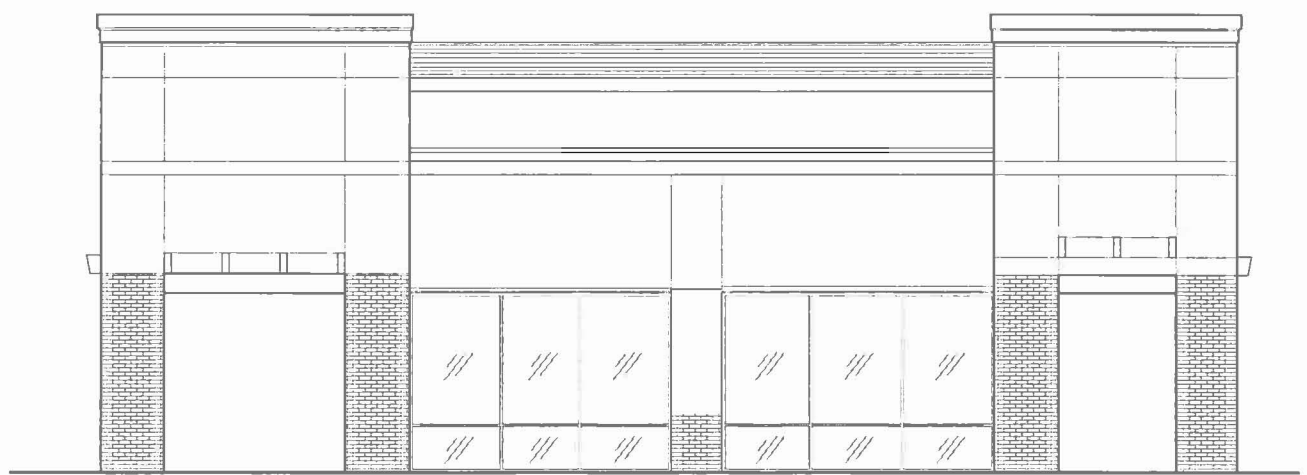
1 NORTH-WEST ELEVATION
3/32"=1'-0"



2 WEST ELEVATION
3/32"=1'-0"



3 EAST ELEVATION
3/32"=1'-0"



4 NORTH-EAST ELEVATION
3/32"=1'-0"



CALLISON
CALLISON ARCHITECTS, P.C.

CHASE: DAY ROAD & SALAMO

21500 Salamo Road.
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3045 SF TENANT IMPROVEMENT

PRE-APP
OCT 04, 2011

A-03

EXISTING
ELEVATIONS