



LAND USE PRE-APPLICATION CONFERENCE

Thursday, May 21, 2015

City Hall
22500 Salamo Road

Willamette Conference Room

9:00 am Proposed conversion of a vacant bank to a new Starbucks with a drive-through

Applicant: Keith Jones, Harper Houf Peterson Righellis

Subject Property Address: 18900 Willamette Drive

Neighborhood Assn: Robinwood

Planner: Peter Spir

Project #: PA-15-20



Can you please give us an update on West Linn? Do we have a pre-app meeting scheduled?

Thanks,
Greg

On 5/6/15, 8:59 AM, "ROGER P BURPEE" <rburpee@me.com> wrote:

How about an update
Have our consultants met with City?
When was last contact with Starbucks?
Thanks

Sent from my iPhone



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>5/21/15</u>	TIME: <u>9 AM</u>	PROJECT #: <u>PA-15-20</u>
STAFF CONTACT: <u>PETER SPIR</u>		FEE: <u>1000</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): 18900 Willamette Drive / 21E23AA01400

Brief Description of Proposal: Convert vacant bank to new Starbucks with drive-through. No new floor area will be added just remodel of building.

Applicant's Name: Keith Jones, Harper Houf Peterson Righellis, Inc.

Mailing Address: 205 SE Spokane Street, Suite 200, Portland, OR 97202

Phone No: 503 221-1131

Email Address: keithj@hhpr.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
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

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

The medical office is 6,000 SF and vacant bank is 3,000. What is the parking requirement? Can the amount of parking be

reduced? What type of process?

is a land use application required?

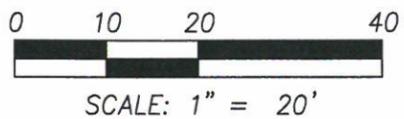
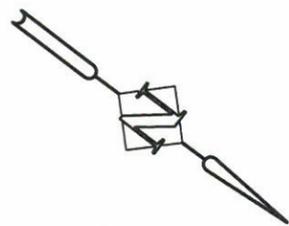
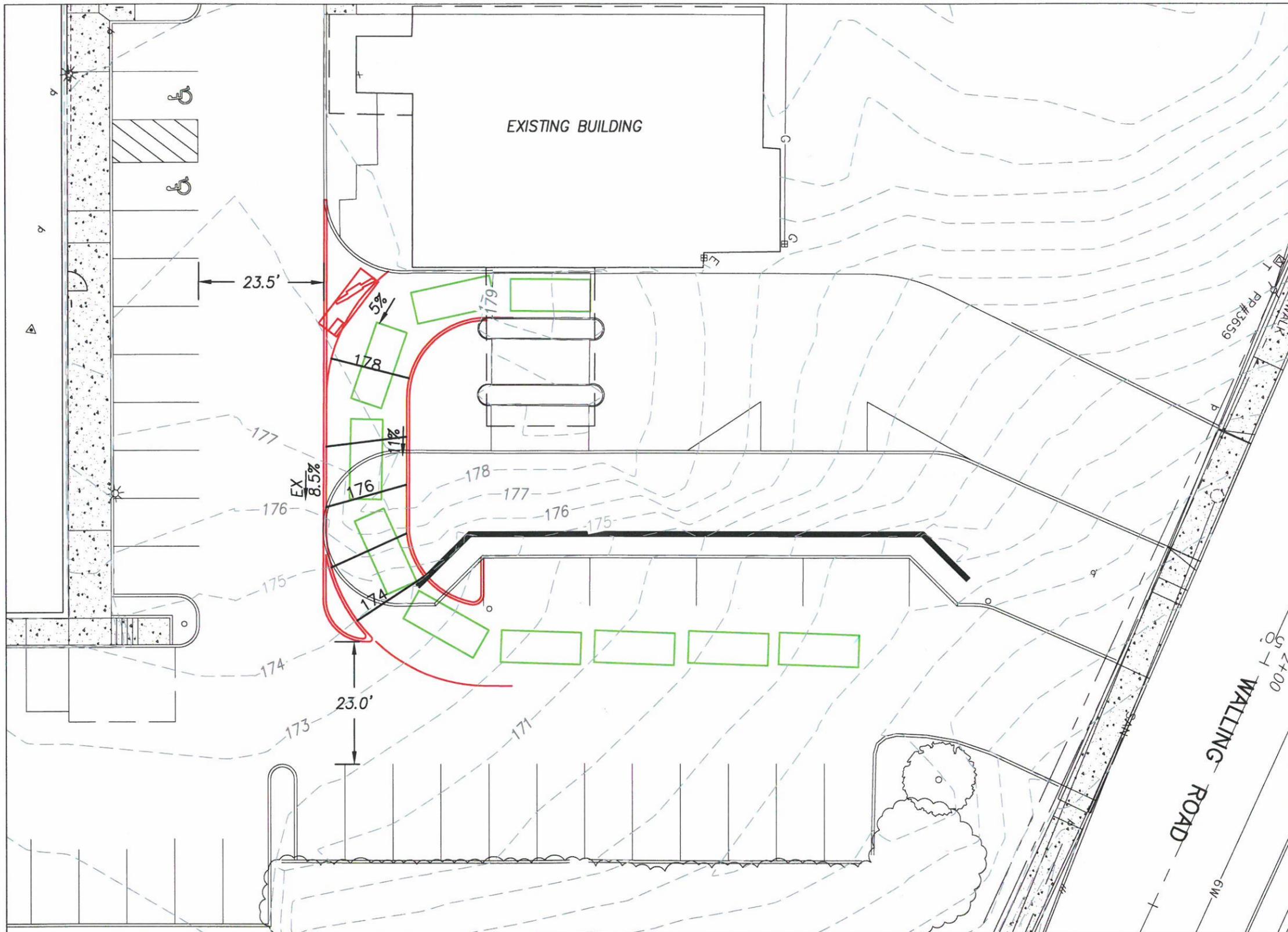
By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Roger Burpee West Lynn Investors LLC
Property owner's signature

4-6-2015
Date

PO BOX 487 LAKE OSWEGO, OR 97034
Property owner's mailing address (if different from above)

P:\MFX (Macadam Forbes)\MFX-02 (Starbucks)\MFX02-DWGS\SHEETS\MFX02-EXHIBIT.dwg



DATE	NO.	DESCRIPTION
R E V I S I O N S		

DESIGNED:	HHPR
DRAWN:	HHPR
CHECKED:	JLB
DATE:	10/28/2014

Harper Houf Peterson Righellis Inc.
ENGINEERS • PLANNERS
LANDSCAPE ARCHITECTS • SURVEYORS
205 SE Spokane Street, Suite 200, Portland, OR 97202
phone: 503.221.1131 www.hhpr.com fax: 503.221.1171

**SITE EXHIBIT - WITH GRADING
WEST LINN STARBUCKS
WEST LINN, OREGON**

SHEET NO.	2
JOB NO.	MFX-02