From: Russell, Kevin
Sent: Tuesday, December 08, 2015 4:13 PM
To: O'Connor, Mike
Cc: Franklin, Lisa; Voice, Jared
Subject: FW: Burgerville Corvallis

FYI

From: Russell, Kevin
Sent: Tuesday, December 08, 2015 4:10 PM
To: 'Jeff Lightheart'
Subject: RE: Burgerville Corvallis

Jeff,

Thanks for clarifying the scope to the proposal. I believe it would be of great benefit for us to meet in advance of turning in your application. The way our code is structured we are required to look at frontage improvements with "development". Have you already received clarification from Public Works if sidewalk/planter improvements will be required? If you are required to construct improvements you would also need to apply for a permit through Public Works prior to or concurrent with your building permit application. Additionally, have you gone through our submittal package to ensure you have completed the correct forms (sewer discharge, SDC, Deferred Submittals, etc.)? I am not trying to make things more complicated, however, I just want to be certain your project would be able to quickly navigate through the City's permit review process. Please let me know if you have questions.

Best,

Kevin Russell
Project Manager
City of Corvallis Development Services
(541) 766-6709 phone

From: jefflightheart@gmail.com [mailto:jefflightheart@gmail.com] **On Behalf Of** Jeff Lightheart
Sent: Tuesday, December 08, 2015 3:56 PM
To: Russell, Kevin
Cc: O'Connor, Mike; Carlson, Dan
Subject: Re: Burgerville Corvallis

Kevin:

Appreciate the response back. The scope of the project is primarily an interior TI to change out kitchen equipment and re-work some finishes. Limited exterior work is proposed just to take off the Wendy's look. We will have a complete set of TI drawings including architectural, kitchen equipment and interior design drawings and would like to forgo the

predevelopment conference and set up a time for an intake meeting. Were in hopes you would have time early afternoon next Wednesday December 16th for the intake meeting.

Questions at this time are how do we determine what the "plan check fee" would be and would you allow "deferred submittals" for the MEP remodel work?

Thanks for your help.

Jeff

On Mon, Dec 7, 2015 at 12:28 PM, Russell, Kevin <Kevin.Russell@corvallisoregon.gov> wrote:

Jeff,

I am glad to hear this project is gaining momentum and ready to enter the permitting phase. I would suggest we meet for a predevelopment conference prior to submitting your permit application(s). This will enable us to discuss the project in detail, answer any of your initial questions, and hear from other City Departments (Fire, Public Works, etc.) prior to applying for your permit(s). We typically hold these meetings on Tuesday afternoons between 1:30 and 4:30pm. For a predevelopment meeting we would request a site plan, building elevations, and a list of specific questions one week in advance of meeting. This allows staff to review the information and conduct the appropriate research prior to sitting down with you to meet. If you are wanting to forgo the predevelopment conference we can set up a time for an intake meeting. This is typically a 30 minute meeting with City staff to review the application for completeness prior to turning it in for review. If all of the information has been provided you could turn in your application, pay the initial fees and the City could start the review. We look forward to working with you and please let me know if you have any questions or would like to set up a meeting.

Best,

Kevin Russell

Project Manager

City of Corvallis Development Services

(541) 766-6709 phone

From: Carlson, Dan
Sent: Monday, December 07, 2015 12:05 PM
To: 'Jeff Lightheart'
Cc: Russell, Kevin; O'Connor, Mike
Subject: RE: Burgerville Corvallis

Hi Jeff,

Nice to hear from you. Sounds like an exciting project!

The main point of contact will be Kevin Russell, Project Manager 541-766-6709. Our plans examiners are called Project Coordinators. Your assigned PC will be Michael O'Connor (541) 766-6538. I copied Kevin and Michael on this reply so you'll also have their email. Best place to start would be scheduling a free predevelopment meeting or application intake meeting with Kevin.

Our website is www.CorvallisPermits.com and we have a lot of info there.

We are looking forward to working with you. Best regards,

-Dan

Dan Carlson
City of Corvallis, Development Services Manager

Building Official
(541) 766-6539 direct
dan.carlson@corvallisoregon.gov

Online: CorvallisPermits.com

From: jefflightheart@gmail.com [mailto:jefflightheart@gmail.com] **On Behalf Of** Jeff Lightheart
Sent: Monday, December 07, 2015 11:46 AM
To: Carlson, Dan
Subject: Burgerville Corvallis

Dan:

We are the architectural firm coordinating the proposed remodel of the existing Wendy's located at 2300 NW 9th in Corvallis. We are headed towards a permit submittal the week of Dec. 15th and was hoping to hook up with the appropriate contact person at your office to discuss submittal requirements, fee's, etc. Can you help with this request. Thanks

Jeff

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Jeffrey A. Lightheart, A.I.A.
LLB Architecture
Vancouver, WA

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Jeffrey A. Lightheart, A.I.A.
LLB Architecture
Vancouver, WA