

PLANNING DEPARTMENT
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503-786-7630
 planning@milwaukieoregon.gov

Application for Land Use Action

Master File #: CU-2019-002

Review type*: I II III IV V

CHOOSE APPLICATION TYPE(S):

~~Modification to Existing Approval~~

Conditional Use - Major Modification

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...

...

Received by Milwaukie Planning Dept:
 October 3, 2019

Use separate application forms for:

- Annexation and/or Boundary Change
- Compensation for Reduction in Property Value (Measure 37)
- Daily Display Sign
- Appeal

RESPONSIBLE PARTIES:

APPLICANT (owner or other eligible applicant—see reverse): **Galloway - Michael Cerbo**

Mailing address: **6162 S Willow Drive, Suite 320** Zip: **80111**

Phone(s): **303-770-8884** Email: **mikecerbo@gallowayus.com**

APPLICANT'S REPRESENTATIVE (if different than above):

Mailing address: Zip:

Phone(s): Email:

SITE INFORMATION:

Address: **3701 SE International Way** Map & Tax Lot(s): Parcel #01414286 | Tax Lot 11E36AD06502


Comprehensive Plan Designation: **C** Zoning: **C-G** Size of property: **3.33 Acres**

PROPOSAL (describe briefly):

Majority of Property is zoned BI and identified as I-Industrial on the comprehensive plan. The portion of the property that this application applies to is zoned C-G and the purpose of this application is to enable a conversion of existing, underutilized office space into self-storage units.

SIGNATURE:

ATTEST: I am the property owner or I am eligible to initiate this application per Milwaukie Municipal Code (MMC) Subsection 19.1001.6.A. If required, I have attached written authorization to submit this application. To the best of my knowledge, the information provided within this application package is complete and accurate.

Submitted by: **Michael S Cerbo**  Date: **July 25, 2019**

IMPORTANT INFORMATION ON REVERSE SIDE

*For multiple applications, this is based on the highest required review type. See MMC Subsection 19.1001.6.B.1.

WHO IS ELIGIBLE TO SUBMIT A LAND USE APPLICATION (excerpted from MMC Subsection 19.1001.6.A):

Type I, II, III, and IV applications may be initiated by the property owner or contract purchaser of the subject property, any person authorized in writing to represent the property owner or contract purchaser, and any agency that has statutory rights of eminent domain for projects they have the authority to construct.

Type V applications may be initiated by any individual.

PREAPPLICATION CONFERENCE:

A preapplication conference may be required or desirable prior to submitting this application. Please discuss with Planning staff.

REVIEW TYPES:

This application will be processed per the assigned review type, as described in the following sections of the Milwaukie Municipal Code:

- Type I: Section 19.1004
- Type II: Section 19.1005
- Type III: Section 19.1006
- Type IV: Section 19.1007
- Type V: Section 19.1008

THIS SECTION FOR OFFICE USE ONLY:

FILE TYPE	FILE NUMBER	FEE AMOUNT*	PERCENT DISCOUNT	DISCOUNT TYPE	DEPOSIT AMOUNT	DATE STAMP
Master file		\$			\$	
Concurrent application files		\$			\$	
		\$			\$	
		\$			\$	
		\$			\$	
SUBTOTALS		\$			\$	

TOTAL AMOUNT RECEIVED: \$

RECEIPT #:

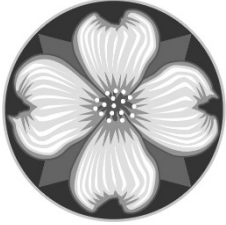
RCD BY:

Associated application file #s (appeals, modifications, previous approvals, etc.):

Neighborhood District Association(s):

Notes:

*After discount (if any)



MILWAUKIE PLANNING
6101 SE Johnson Creek Blvd
Milwaukie OR 97206
503-786-7630
planning@milwaukieoregon.gov

Submittal Requirements

For all Land Use Applications
(except Annexations and Development Review)

All land use applications must be accompanied by a signed copy of this form (see reverse for signature block) and the information listed below. The information submitted must be sufficiently detailed and specific to the proposal to allow for adequate review. Failure to submit this information may result in the application being deemed incomplete per the Milwaukie Municipal Code (MMC) and Oregon Revised Statutes.

Contact Milwaukie Planning staff at 503-786-7630 or planning@milwaukieoregon.gov for assistance with Milwaukie's land use application requirements.

1. **All required land use application forms and fees**, including any deposits.

Applications without the required application forms and fees will not be accepted.

2. **Proof of ownership or eligibility to initiate application** per MMC Subsection 19.1001.6.A.

Where written authorization is required, applications without written authorization will not be accepted.

3. **Detailed and comprehensive description** of all existing and proposed uses and structures, including a summary of all information contained in any site plans.

Depending upon the development being proposed, the description may need to include both a written and graphic component such as elevation drawings, 3-D models, photo simulations, etc. Where subjective aspects of the height and mass of the proposed development will be evaluated at a public hearing, temporary onsite "story pole" installations, and photographic representations thereof, may be required at the time of application submittal or prior to the public hearing.

4. **Detailed statement** that demonstrates how the proposal meets the following:

A. All applicable development standards (listed below):

1. **Base zone standards** in Chapter 19.300.
2. **Overlay zone standards** in Chapter 19.400.
3. **Supplementary development regulations** in Chapter 19.500.
4. **Off-street parking and loading standards and requirements** in Chapter 19.600.
5. **Public facility standards and requirements**, including any required street improvements, in Chapter 19.700.

B. All applicable application-specific approval criteria (check with staff).

These standards can be found in the MMC, here: www.qcode.us/codes/milwaukie/

5. **Site plan(s), preliminary plat, or final plat** as appropriate.

See Site Plan, Preliminary Plat, and Final Plat Requirements for guidance.

6. **Copy of valid preapplication conference report**, when a conference was required.

APPLICATION PREPARATION REQUIREMENTS:

- Five hard copies of all application materials are required at the time of submittal. Staff will determine how many additional hard copies are required, if any, once the application has been reviewed for completeness. Provide an electronic version, if available.
- All hard copy application materials larger than 8½ x 11 in. must be folded and be able to fit into a 10- x 13-in. or 12- x 16-in. mailing envelope.
- All hard copy application materials must be collated, including large format plans or graphics.

ADDITIONAL INFORMATION:

- Neighborhood District Associations (NDAs) and their associated Land Use Committees (LUCs) are important parts of Milwaukie's land use process. The City will provide a review copy of your application to the LUC for the subject property. They may contact you or you may wish to contact them. Applicants are strongly encouraged to present their proposal to all applicable NDAs prior to the submittal of a land use application and, where presented, to submit minutes from all such meetings. NDA information: www.milwaukieoregon.gov/citymanager/what-neighborhood-district-association.
- By submitting the application, the applicant agrees that City of Milwaukie employees, and appointed or elected City Officials, have authority to enter the project site for the purpose of inspecting project site conditions and gathering information related specifically to the project site.
- Submittal of a full or partial electronic copy of all application materials is strongly encouraged.

As the authorized applicant I, (print name) _____, attest that all required application materials have been submitted in accordance with City of Milwaukie requirements. I understand that any omission of required items or lack of sufficient detail may constitute grounds for a determination that the application is incomplete per MMC Subsection 19.1003.3 and Oregon Revised Statutes 227.178. I understand that review of the application may be delayed if it is deemed incomplete.

Furthermore, I understand that, if the application triggers the City's sign-posting requirements, I will be required to post signs on the site for a specified period of time. I also understand that I will be required to provide the City with an affidavit of posting prior to issuance of any decision on this application.

Applicant Signature: _____

Date: _____

Official Use Only

Date Received (date stamp below):

Received by: _____



6162 S. Willow Drive, Suite 320
Greenwood Village, CO 80111
303.770.8884 • GallowayUS.com

July 24, 2019

RE: CUP Minor Amendment – Milwaukie, OR – Letter of Authorization: 3701 SE International Way

To Whom It May Concern:

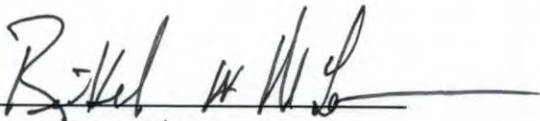
PUBLIC STORAGE PROPERTIES XIX INC- DEPT P.T. CO 219 ("OWNER") as owner of the above-referenced Property hereby designates Galloway & Company, Inc., authorized representative of Owner to submit an application for a CUP Minor Amendment and other necessary applications as they pursue necessary approvals for the Public Storage at the referenced Property.

This letter confirms that the undersigned represents the sole ownership of the Property and that no other party's consent is required to represent said ownership for required development and permitting applications.

Mr. Rick McKeever

Sign: _____

Date: _____


7/25/19

To: Vera Kolas, AICP – Associate Planner

From: Mike Cerbo – Site Development Project Manager

Date: September 30, 2019

Re: **CUP Major Modification – Public Storage, 3701 SE International Way, Milwaukie, OR**

This purpose of this application is to enable the conversion of approximately 4,800 sf of underutilized office space, that lies within a C-G zone district, into a self-storage use. The property owner, Public Storage, wishes to convert the existing office space into approximately 98 additional self-storage units and provide a single, consistent use throughout their property. Attached to this memorandum is a floor plan portraying the conversion.

The subject property is located at 3701 SE International Way and is owned by Public Storage.

There are two zoning classifications present on the subject property today - C-G and BI (Business industrial) - and self-storage is an existing use within both classifications.

We request the major modification (Type III) of an existing conditional use to enable the expansion of self-storage within office space that exists today but lies within the C-G (General Commercial) zoned area. There are two specific reasons why this request is necessary:

1. A conversion to self-storage does not comply with the original conditions associated with the original conditional use approval letter, dated July 18, 1989. Specifically, Condition #1, which states:

1. **The development shall occur as specified on the site plan with the exception that +/- 6,000 square feet of the structural area on grade and fronting 37th Avenue (in the C-G Zone area) shall be utilized for uses permitted outright within the C-G Zone. Minor modifications may be approved by Staff.**

Request: That the original condition of approval, number one, be removed from the existing Conditional Use.

2. Self-storage is not listed as a permitted or conditional use within the C-G zone district.

Request: That the existing “similar use determination” for self-storage, as was determined per the original Conditional Use application (please refer to original, 1988 staff report for the project - dated June 28, 1988 - with an excerpt shown below for convenience), apply to additional self-storage area within the C-G zone district.



3. Conditional Use Permit Criteria:

The proposed use requiring a conditional use is a Shurgard self-storage business. Shurgard proposes to offer enclosed storage units available to the general public on a rental basis. Storage units will be available in sizes ranging from 5' x 5' to 12' x 30'. The units will be sealed to ensure dryness and control of pests. Access to the storage units and security will be controlled with a front gate, security guard, and electronic security. The office will be open 9 a.m. to 6 p.m., daily. Access to storage units will be available 6 a.m. to 9 p.m. daily.

Staff has made a "similar use determination" that the proposed self-storage business could be allowed as a conditional use within the General Commercial (C-G) Zone. This determination was made by first evaluating whether self-storage is allowed under the existing Manufacturing (M) Zone. Self-storage is not listed as a permitted or conditional use, and under the current M Zone provisions, there is no authority to make similar use determinations. Therefore, Staff suggested the C-G zone. Staff determined that, the permitted uses in the C-G zone were not similar. "Contractor's storage", a conditional use in the C-G zone, was the only use that appeared similar. Therefore, Staff concludes that self-storage could be evaluated as a conditional use in this zone. In addition, the conditional use determination was based on concern there may be future proposals received for self-storage uses in C-G that may be adjacent to residential areas. The conditional use process could offer a means to measure compatibility in such cases.

No modifications outside of the building area that will be reconfigured into self-storage space are proposed, and we respectfully request approval of the major modification to allow for this conversion.

As shown on the email attached to the memorandum, Public Storage can report that over the last 8+/- years the occupancy has never reached above 50%. There has been one, quality long term tenant, but the other units have had constant turn over and collections issue. The highest rental rate obtained was \$1.12 per foot and it is their professional opinion that the highest and best use is storage at this location.

Existing office space utilized for self-storage operations will remain.

The purpose of this memorandum is to explain why this application for a major modification to a conditional use does not violate the remaining conditions of approval the apply to the site, complies with the development standards of the base zoning district, meets the approval criteria and will not have an adverse effect on the surrounding area.

Compliance with the C-G zone district development standards and the Conditional Use Approval Criteria from Section 19.905.4.A of code are shown below:

Code Criteria

1. Base zone standards in Chapter 19.307.3 are demonstrated below:

A. Lot size – minimum: Width 50' x Length 80'

- As shown on the existing, approved site plan, the lot exceeds minimum lot size requirements

B, C & D. No Front, Side or Rear yard requirements

- Per the approved site plan, buffer/yards are provided that vary between 4' and 30' in width.

E. Transition area, per Subsection 19.504.6, does not apply because the site does not abut, nor is across a right-of-way from, a lower-density zone. Please refer to explanation of code criteria #3, shown below.

F. Frontage requirements - Abut a public street for at least 35 ft.

- The site has approximately 195 linear feet of frontage along SE 37th Ave, and 438' along SE International Way.

G. Off-street parking and loading – please refer to explanation of code criteria #4, shown below.

H. Height Restriction – 3 stories

- No modifications to the height of the existing building are proposed, and the maximum height, per the approved elevations, is approximately 30'-6".

I. Lot Coverage - 85% total lot area, 15% living material minimum

- Per the approved site plan:
 - Lot Size – 145,202 sf
 - Land Area – 179,216.42 sf
 - LS Area – 28,900 sf
- Based on these values, the site complies with the lot coverage requirement and exceeds the living material requirement
 - LS Area, applied to Lot Size – 19.90%
 - LS Area, applied to Land Area - 16.10%, as shown on approved site plan

J. Open use – does not apply because open uses are not proposed. All self-storage units will be in a completely enclosed building.

K. Minimum Vegetation – 15% minimum vegetation requirement

- Per the approved site plan:
 - Lot Size – 145,202 sf
 - Land Area – 179,216.42 sf
 - LS Area – 28,900 sf
- Based on these values, the site exceeds the minimum vegetation requirement
 - LS Area, applied to Lot Size – 19.90%
 - LS Area, applied to Land Area - 16.10%, as shown on approved site plan

L. Transportation Requirements and Standards, per section 19.700

- The standards are not applicable, as a conversion from office space to self-storage will reduce vehicular trips and any associated impact on public facilities.

2. Overlay zone standards in Chapter 19.400 - Overlay Standards do not apply to this property

3. Supplementary development regulations in Chapter 19.500.

Subsection 19.504.6, Transition Area, does not apply, as the subject property is surrounded by BI Zoning and is not adjacent across a right-of-way from a residential use.

4. Off-street parking and loading standards and requirements in Chapter 19.600.

- Self-Storage Use:
 - Min – 1 space per 45 storage units, plus 1 space per employee of the largest shift
 - Max – 1 space per 20 storage units, plus 1 space per employee of the largest shift
- General Office
 - Min – 2/1,000 sf
 - Max – 3.4/1,000 sf
- Parking Stall Dimensions – 18' x 9'
 - As shown on Note 1 of the approved Site Plan, the parking stalls are consistent with the required dimensional standards:

NOTES:

- I. PARKING STALL SIZES: COMPACT 8'-0" x 16'-0"
STANDARD 9'-0" x 18'-0"
HANDICAPPED 12'-0" x 18'-0"

It is important to note that a conversion from office use to self-storage will result in a decrease in parking demand.

Per the approved unit schedule on sheet G-1 of the approved plans, there are 598 existing storage units. It is anticipated that 98 additional storage units can be added with the conversion, which would result in 696 total storage units. Accounting for three (3) employees during the largest shift the required parking would result in

Minimum: (696 existing units / 45 units per space) + 3 total employees = 19 spaces

Maximum: (696 existing units / 20 units per space) + 3 total employees = 38 spaces

There are 27 existing parking spaces today, which complies with the parking requirements for a self-storage use within the C-G zone.

5. Public facility standards and requirements, including any required street improvements, in Chapter 19.700.

The standards are not applicable, as a conversion to storage will reduce vehicular trips and any associated impact on public facilities.

Approval Criteria

1. The characteristics of the lot are suitable for the proposed use considering size, shape, location, topography, existing improvements, and natural features.

The primary use on the lot today is self-storage. The lot's size, shape, location, topography and natural features have proven to be well suited for the existing self-storage use and is suitable for the small increase of self-storage use that will bring a single, consistent use throughout the property.

The existing improvements will be more than adequate for additional self-storage units, as the proposed self-storage use will generate fewer vehicular trips and decrease the need for customer parking spaces, when compared to the office space that exists today.

2. The operating and physical characteristics of the proposed use will be reasonably compatible with, and have minimal impact on, nearby uses.

The existing self-storage use today has proven to be compatible with the nearby uses.

As a self-storage use will decrease traffic associated with property, it will not impact traffic conditions near the three-way intersection of SE International Way, SE 37th Way and the Milwaukie Expressway.

The physical characteristics of the building will remain as-is and improvements outside of the building area are not proposed. Minor, exterior modifications are more specifically described below:

- a. Existing doors will be secured and utilized for access into the converted self-storage area.
- b. Existing, transparent windows that abut the converted self-storage area will be made opaque for security purposes.
- c. An existing roll-up door on the south end of the building, adjacent to SE International Way, to be removed and replaced with a wall to match the existing building, for security purposes.
- d. Two new doors will be installed on the south end of the building, adjacent to SE International Way, to provide access into the converted self-storage area.
- e. Existing office space utilized for self-storage operations will remain as-is.

3. All identified impacts will be mitigated to the extent practicable.

No impacts have been identified, as no site improvements are proposed. Access, parking configuration and site circulation will remain as it exists today, and the proposed self-storage use will decrease the intensity of the use at this location, generating fewer vehicular trips and decreasing the impact on public infrastructure.

4. The proposed use will not have unmitigated nuisance impacts, such as from noise, odor, and/or vibrations, greater than usually generated by uses allowed outright at the proposed location.

The proposed self-storage use will decrease the intensity of the use at this location, generating fewer vehicular trips and no unmitigated nuisance impacts have been identified when compared to uses allowed outright in the C-G zone.

Permitted uses in the C-G zone such as offices, retail trade & eating establishments, parking facilities, department stores, vehicle or equipment sales & services and automobile service stations are uses of higher intensity, generate more vehicular trips and nuisance impacts from noise, odor and/or vibrations.

In addition, Contractor Storage, the conditional use that self-storage has been compared to in the “similar use designation,” per the original Conditional Use application (please refer to original, 1988 staff report for the project - dated June 28, 1988), would result in more vehicular trips from larger vehicles, such as construction and delivery trucks.

5. The proposed use will comply with all applicable development standards and requirements of the base zone, any overlay zones or special areas, and the standards in Section 19.905.

The proposed modifications do not impact compliance with development standards and requirements of the base zone, any overlay zones or special areas, and the standards in Section 19.905.

Compliance with the base zone standards, and any overlay or special areas, are portrayed under the **Code Criteria** section of this memorandum.

Public storage is committed to compliance with the standards in section 19.905, and compliance with Section 19.905.4 – Approval Criteria is contained within the **Approval Criteria** section of this memorandum.

6. The proposed use is consistent with applicable Comprehensive Plan policies related to the proposed use.

The conversion from office to self-storage use is consistent with many Comprehensive Plan policies, specifically:

- a. Chapter 4 – Land Use, Economic Base and Industrial/Commercial Land Element
 - i. Objective #1 – Economic Development – the proposed conversion to self-storage not only supports economic development activity by increasing the utilization of the existing space, but it also represents an investment and commitment to the property by Public Storage.

- b. Chapter 5 – Transportation, Public Facilities and Energy Conservation
 - i. Transportation Element – Goals #1-9 - a conversion to self-storage will decrease the number of vehicular trips generated from the site, when compared to office uses. This will be beneficial overall, but especially because of the site’s proximity to the three-way intersection of SE International Way, SE 37th Way and the Milwaukie Expressway.
 - ii. Public Facilities and Services Element – a conversion to self-storage will decrease the intensity of the use and reduce the impact the site has on the City’s public water & sewer facilities. The site’s drainage characteristics will remain the same and not impact the city’s drainage infrastructure.
 - c. The land use of the site is designated C – Commercial on Milwaukie’s Comprehensive Plan Map 8 and is surrounded by I - Industrial zoning. Maintaining the “similar use designation” and permitting a conversion to self-storage would be consistent with the Comprehensive Plan. Considering the site is surrounded by I-Industrial, it is worth noting that self-storage often functions similar to an industrial use, with items being picked up and dropped off, but that self-storage generates fewer trips by smaller vehicles.
7. Adequate public transportation facilities and public utilities will be available to serve the proposed use prior to occupancy pursuant to Chapter 19.700.

The proposed modification will not have an impact on transportation facilities and public utilities.

Trips to self-storage facilities are primarily made by single occupancy vehicles and are rarely accessed by public transportation, if ever.

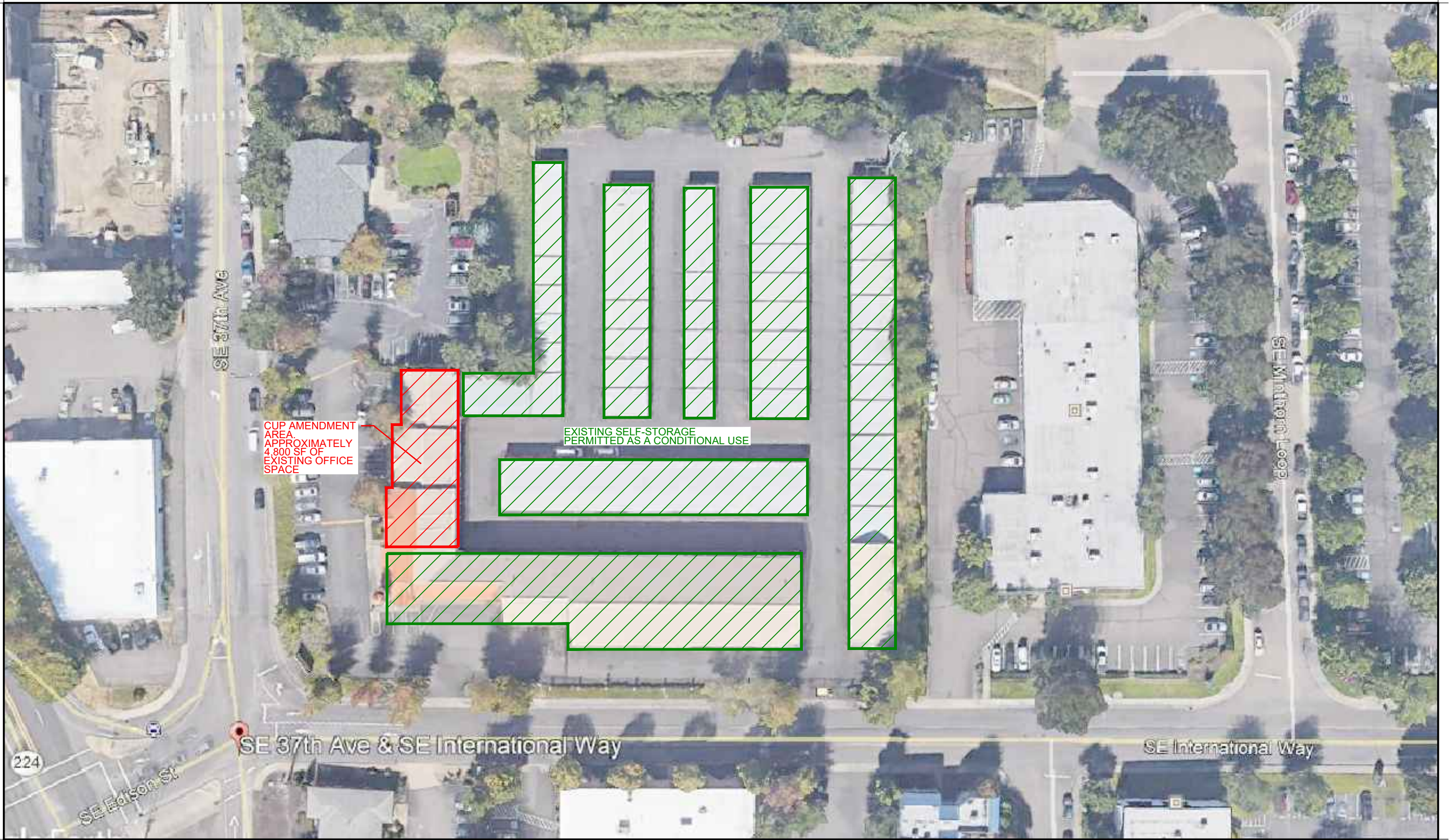
As stated above, a conversion to self-storage will decrease the intensity of the use and reduce the impact the site has on the City’s public water & sewer facilities. The site’s drainage characteristics will remain the same and not impact the city’s drainage infrastructure

Existing Conditional Use & Conditions

We would also like to note that, under the assumption that this application is approved and that condition of approval number one does not apply, the proposed modification does not violate any conditions of approval stipulated in the original conditional use approval letter, dated July 18, 1989 and shown below:

1. The development shall occur as specified on the site plan with the exception that +/- 6,000 square feet of the structural area on grade and fronting 37th Avenue (in the C-G Zone area) shall be utilized for uses permitted outright within the C-G Zone. Minor modifications may be approved by Staff.
2. Requirements of the Fire Marshal as specified in Exhibit 5 of the Staff Report shall be met.
3. Permits for cut and fill activities shall be obtained, if applicable, from the U.S. Army Corps of Engineers and the Oregon Division of State Lands (DSL).
4. Compliance is required with Public Works as authorized by the City Public Facilities Improvements Ordinance and specified in Exhibit 4 of the Staff Report.
5. S-89-02 (Minthorn Business Center) must receive final approval prior to occupancy of these proposed facilities. This site shall be designated as one lot as part of the S-89-02 final approval.
6. Wetlands determination by DSL must occur prior to construction.
7. Security fencing must be placed on the property side of the proposed perimeter landscaping.
8. The Applicant shall provide for Staff approval, a modified site plan for the C-G Zoned portion verifying adequacy of parking and landscaping to C-G standards.

Thank you for your consideration and review. Please do not hesitate to contact us if you have any questions or comments.



CUP AMENDMENT
AREA
APPROXIMATELY
4,800 SF OF
EXISTING OFFICE
SPACE

EXISTING SELF-STORAGE
PERMITTED AS A CONDITIONAL USE

SE 37th Ave & SE International Way

SE International Way

SE 37th AVE

SE Milwaukie Loop

224



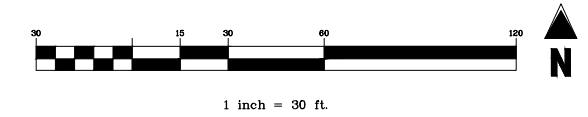
Milwaukie, OR

Public Storage

EXHIBIT

07.23.2019

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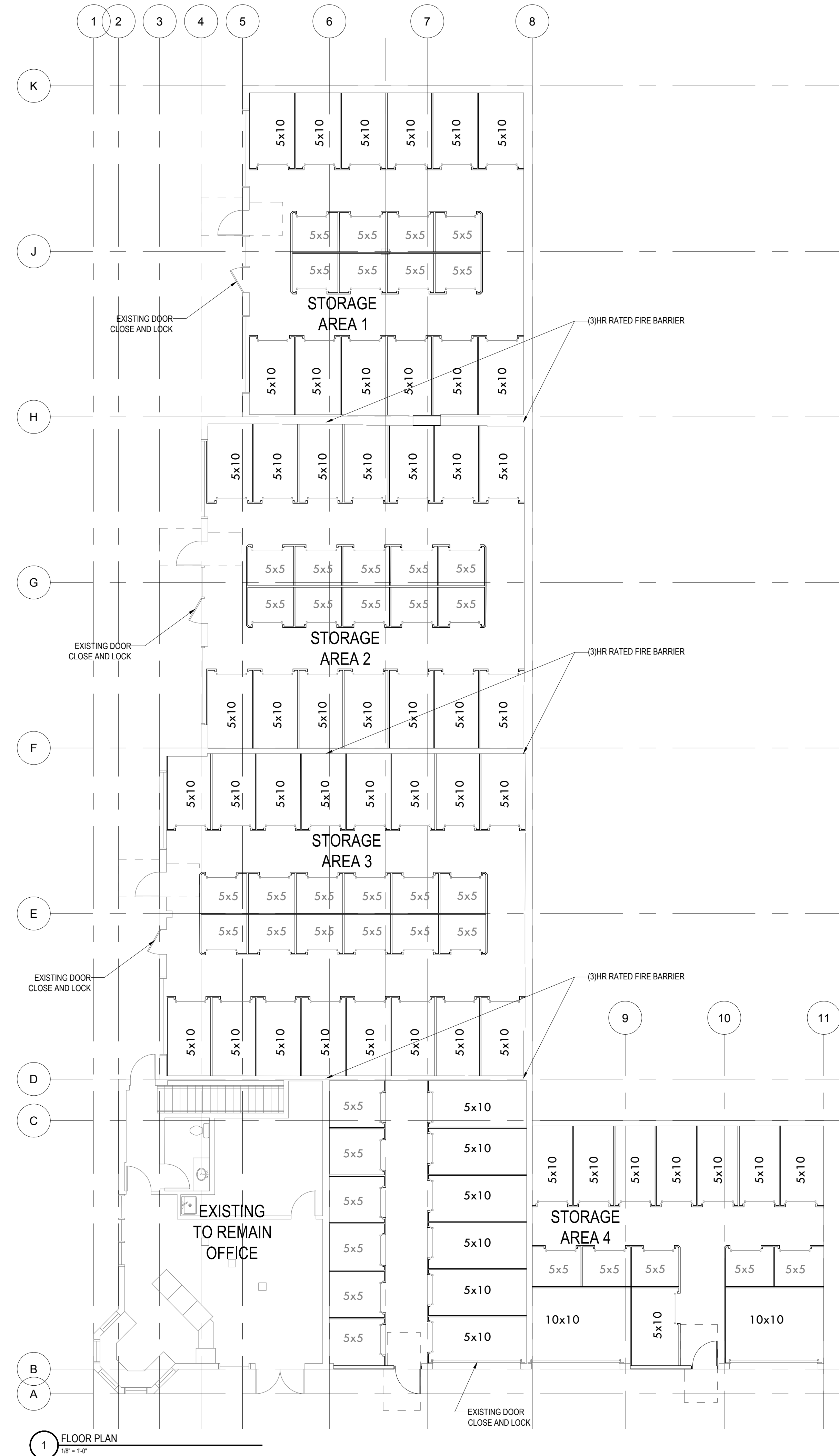
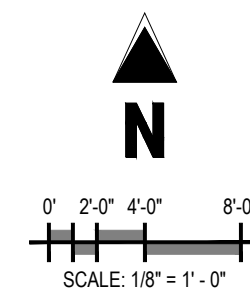


SPACE	OCC GROUP	OCC LOAD FACTOR	OCCUPIED AREA	OCC LOAD
STORAGE FIRE AREA 1	S-1	500 SQ FT	1,310 SQ FT.	3
STORAGE FIRE AREA 2	S-1	500 SQ FT	1,525 SQ FT.	3
STORAGE FIRE AREA 3	S-1	500 SQ FT	1,704 SQ FT.	3
STORAGE FIRE AREA 4	S-1	500 SQ FT	1,865 SQ FT.	4
SQUARE FOOTAGE TO BE MODIFIED			6,404 SQ FT.	13

BUILDING ANALYSIS

BUILDING HEIGHT:	-33'-5" (EXISTING TOWER)
BUILDING STORIES:	1-STORY
BUILDING OCCUPANCIES:	S-1
CONSTRUCTION TYPE:	V-B
HEIGHT AND AREA INCREASES:	NO
BASE STORIES PER IBC TABLE 504.4:	1 STORY
SPRINKLED IN ACCORDANCE WITH IBC 903.3.1.1:	NO
BASE BUILDING AREA PER IBC TABLE 506.2:	9,000
SQUARE FOOTAGE INCREASE PER IBC 506.2.3:	NONE
RESTROOM REQUIREMENT MET WITHIN 50'	

UNIT MIX	REQUESTED PROVIDED	
	QTY	QTY
5x5	41	41
5x10	55	56
10x10	2	2
10x20	0	0



PRELIMINARY
NOT FOR BIDDING
NOT FOR CONSTRUCTION

COPYRIGHT
THESE PLANS ARE AN INSTRUMENT OF SERVICE AND ARE THE PROPERTY OF GALLOWAY, AND MAY NOT BE DUPLICATED, DISCLOSED, OR REPRODUCED WITHOUT THE WRITTEN CONSENT OF GALLOWAY. COPYRIGHTS AND INFRINGEMENTS WILL BE ENFORCED AND PROSECUTED.



PUBLIC STORAGE

PS#08528

3701 SE. International Way
Milwaukie, OR 97222

PS0000077
SDM
KKS
07/18/19

CONCEPT FLOOR PLAN

A101

Mike Cerbo

From: Rick McKeever <rmckeever@publicstorage.com>
Sent: Friday, September 20, 2019 7:31 AM
To: Mike Cerbo
Cc: Zell Cantrell
Subject: FW: Property 08528 - 3701 SE International Way, Milwaukie OR

Mike,

Please find below the info from the leasing manager for the commercial spaces at property 08528. We can use these facts in the narrative for the level 3 application.

Let me know if you have any questions,

Rick McKeever | Construction Manager

Public Storage – Trusted Nationwide Since 1972

Cell: [\(727\) 560-7022](tel:7275607022) | rmckeever@publicstorage.com

PublicStorage.com | [Blog](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

From: Candess Wing <cwing@publicstorage.com>
Sent: Thursday, September 19, 2019 2:50 PM
To: Rick McKeever <rmckeever@publicstorage.com>
Subject: 3701 SE International Way, Milwaukie OR

Rick,

Concerning the property referenced above I handled leasing for the last 8+ years and the occupancy never reached above 50%. We had one long term tenant but the other units had constant turn over and collections issue. The highest rental rate obtained was 1.12 p.f. It is in my professional opinion that the highest and best use is storage at this location.

All the best,

Candess Wing | Regional Leasing Manager

Public Storage – Trusted Nationwide Since 1972

Office: [\(678\) 567-4971](tel:6785674971) | Fax: (678) 567-4971

Cell: [\(770\) 334-7647](tel:7703347647) | cwing@publicstorage.com

PublicStorage.com | [Blog](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)



CITY OF MILWAUKIE

September 30, 2019

Mike Cerbo
Galloway & Company
6162 S Willow Dr, Ste 320
Greenwood Village, CO 80111

Re: Preapplication Report

Dear Mike:

Enclosed is the Preapplication Report Summary from your meeting with the City on September 19, 2019, concerning your proposal for action on property located at 3701 SE International Way.

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Director may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Director may require a new preapplication conference.

If you have any questions concerning the content of this report, please contact the appropriate City staff.

Sincerely,

Dan Harris
Administrative Specialist II

Enclosure

cc: Vera Kolas, Associate Planner
Dalton Vodden, Associate Engineer
Zell Cantrell
Rick McKeever
file

PRE-APPLICATION CONFERENCE REPORT

This report is provided as a follow-up to a meeting that was held on 9/18/2019 at 10:00am

Applicant Name: Mike Cerbo
Company: Galloway & Company
Applicant 'Role': Owner
Address Line 1: 6162 S Willow Dr, Ste. 320
Address Line 2:
City, State Zip: Greenwood Village CO 80111

Project Name: Office to Storage Conversion
Description: Conversion of 4800 sq ft of retail/office space to self-storage use.
ProjectAddress: 3701 SE International Way
Zone: CG and BI
Occupancy Group:
ConstructionType:
Use: Commercial (C) and Industrial (I)
Occupant Load:
AppsPresent: Mike Cerbo, Zell Cantrell, Rick McKeever
Staff Attendance: Vera Kolias, Dalton Vodden

BUILDING ISSUES

ADA:
Structural:
Mechanical:
Plumbing:
Plumb Site Utilities:
Electrical:

Notes: All access shall conform to the Oregon Structural Specialty Code (OSSC) and the Oregon Fire Code (OFC).
All remodels or new constructions shall meet all current codes

Please note all drawings must be individually rolled. If the drawings are small enough to fold they must be individually folded.

FIRE MARSHAL ISSUES

Fire Sprinklers:

Fire Alarms:

Fire Hydrants:

Turn Arounds:

Addressing:

Fire Protection:

Fire Access:

Hazardous Mat.:

Fire Marshal Notes: See attached.

PUBLIC WORKS ISSUES

Water: The applicant proposes no change to the existing connection. The site currently has four water meters. The applicant may decommission superfluous water meters through contacting Milwaukie Engineering.

Sewer: The applicant proposes no change to the existing connection. System development charges may be assessed if additional plumbing fixtures are installed.

Storm: The applicant proposes only internal modification. No impervious surface is being developed or redeveloped.

Street: The proposed development will result in converting small office building (ITE land use 712) to mini-storage (ITE land use 151). The difference in use is a reduction in vehicle trips.

Frontage: Chapter 19.700 of the Milwaukie Municipal Code (MMC) applies to partitions, subdivisions, new construction and modification and or expansions of existing structures or uses that produce a projected increase in vehicle trips. No projected increase in vehicle trips is expected.

Right of Way:

Driveways: No accessway modification is being proposed.

Erosion Control: No grubbing, clearing or removal of ground vegetation, grading, excavation, or other activities, of which results in the disturbance or exposure of soils exceeding five hundred square feet is proposed.

Traffic Impact Study: MMC 19.704 states the Engineering Director will determine whether a proposed development has impacts on the transportation system by using existing transportation data. If the Engineering Director cannot properly evaluate a proposed development's impacts without a more detailed study, a transportation impact study (TIS) will be required to evaluate the adequacy of the transportation system to serve the proposed development and determine proportionate mitigation of impacts. It is the

responsibility of the applicant to provide enough detailed information for the Engineering Director to make a TIS determination. The Engineering Director has determined that sufficient existing transportation data is available for the City to determine the transportation system impacts of the development and a project specific TIS is not required for this development at this time. Changes to the application may alter this determination.

PW Notes:

APPLICABILITY OF PRE-APPLICATION REVIEW

The comments provided are preliminary and intended to address the original application materials submitted unless otherwise specifically called out in the notes. The information contained within these notes may change over time due to changes or additional information presented for the development. This pre-application review is for the following:
The conversion of office space to mini-storage.

SYSTEM DEVELOPMENT CHARGES (SDC'S)

All SDC's are calculated, assessed, and collected at the time of building permit is issued. Any changes in the proposed use may result in a change in the SDC's that are assessed.

REQUIREMENTS AT CERTIFICATE OF OCCUPANCY

- Changes to the application may require additional requirements.

PLANNING ISSUES

Setbacks:

The property is bisected by the General Commercial - CG zone and the Business Industrial - BI zone. The proposal will not expand the existing building footprint – all modifications will be interior to the structure.

CG zone setbacks: Front yard: none, except as provided in Subsections 19.307.3.E and 19.501.2.A; side yard. None, except as provided in Subsections 19.307.3.E and 19.501.2.A; and rear yard. None, except as provided in Subsections 19.307.3.E and 19.501.2.A.

BI zone setbacks: Front yard: minimum 20 ft unless additional setback is required in Subsection 19.501.2.A; side yard: no side yard shall be required except on corner lots where a side yard shall be at least 10 ft on the side abutting the street, unless additional setback is required in Subsection 19.501.2.A; and rear yard: no rear yard shall be required except as provided in Subsection 19.501.2.A.

Landscape:

In the CG zone, a minimum of 15% of the site must be landscaped. Vegetated areas may be planted in trees, grass, shrubs, or bark dust for planting beds, with no more than 20% of the landscaped area finished in bark dust (as per MMC Subsection 19.504.7).

Maximum lot coverage is 85%.

In the BI zone, a minimum of 15% of the site must be landscaped. Vegetated areas may be planted in trees, grass, shrubs, or bark dust for planting beds, with no more than 20% of the landscaped area finished in bark dust (as per MMC Subsection 19.504.7).

Maximum lot coverage is 85%.

Parking:

As per the off-street parking standards of MMC Table 19.605.1, general office uses must provide 2 off-street parking spaces per 1,000 sq ft of floor area with a maximum of 3.4 spaces per 1,000 sq ft of floor area.

Self-storage uses must provide a minimum of 1 space per 45 storage units, plus 1 space per employee

for the largest shift with a maximum of 1 space per 20 storage units plus employee parking.

Transportation Review: Please see the Public Works notes for more information about the requirements of MMC 19.700.

Application Procedures: The proposal is to convert existing office space into self-storage units in the structure located in the CG zone. This development was approved in 1989 as a conditional use to construct a self-storage facility. At the time of the approval, city staff determined that self-storage was similar to other conditional uses permitted in the CG zone; office uses are permitted outright in the CG zone. The approval included a condition of approval that the 6,000 sq ft of structural area fronting 37th Ave (CG zone) shall have uses permitted outright in the CG zone. In order to convert the existing office space into self-storage, the following land use applications are required:

- * Major modification of a Conditional Use (Type III)
- * Development Review (Type I review) = concurrent with building permit application

Major Modification of a Conditional Use

The proposal would modify the original 1989 conditional use approval for the development. The application materials must address the approval criteria established in MMC 19.905.4.A. Staff did not identify any impacts as a result of the proposal.

Development Review

At the time of building permit application, an application for Development Review is required to confirm that the project is in substantial conformance with the conditional use approval. The approval criteria for Type I Development Review can be found in MMC 19.906.4.

Land use application submission materials are listed below. Please refer to the land use application and submittal requirements form for detailed information.

1. All applicable land use applications forms with signatures of property owners.
2. All applicable land use application fees.
3. Completed and signed "Submittal Requirements" form.
4. 5 copies of an existing conditions and a proposed conditions site plan, both to scale. These two site plans can be combined onto one site plan. Once the application is deemed complete, additional copies will be requested for distribution to City departments, applicable governmental agencies, and the neighborhood district association for review.
5. Detailed narrative describing compliance with all applicable code sections.

For Type III review, once the application is deemed complete, a public hearing with the Planning Commission will be scheduled. Staff will determine the earliest available date that allows time for preparation of a staff report (including a recommendation regarding approval) as well as provision of the required public notice to property owners and residents within 300 ft of the subject property, at least 20 days prior to the public hearing. A sign giving notice of the application must be posted on the subject property at least 14 days prior to the hearing.

Issuance of a decision starts a 15-day appeal period for the applicant and any party who establishes standing. Permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.

Application fees are based on the current fee schedule. Fees are typically updated on July 1st of each year.

Current application fees relevant to the proposal:

* Development Review (Type I): \$200.

* Major Modification of a Conditional Use (Type III) = \$2,000

Natural Resource Review: Not applicable. The development site is not in any natural resource overlay zone.

Lot Geography: The subject property has an area of approximately 3.3 acres and has frontage on 37th Ave and International Way.

Planning Notes: The applicant was provided with the following list of items to be included in the application materials:

- 1.Explain, as much as possible, the reason for the transition from office to storage units. Provide any tenant history or vacancy rates as available.
 - 2.Clarify that no changes to the site or access to the site are proposed.
 - 3.Clarify that no changes to the exterior of the building are proposed, which maintains the streetscape and storefront design goals of the CG zone.
 - 4.Identify the number of parking spaces on the site.
 - 5.Identify the area of remaining office space on the site – for employees’ use.
 - 6.Identify the existing and proposed number of storage units.
 - 7.Clarify how the new storage units will be accessed (via the existing office doors, thereby maintaining the building façade and justifying the existing parking area).
 - 8.Provide a conceptual floor plan of the area with the new storage units showing access points.
- The full zoning code can be found here:
<http://www.qcode.us/codes/milwaukie/view.php?topic=19&frames=off>.

ADDITIONAL NOTES AND ISSUES

County Health Notes:

Other Notes:

This is only preliminary preapplication conference information based on the applicant's proposal and does not cover all possible development scenarios. Other requirements may be added after an applicant submits land use applications or building permits. City policies and code requirements are subject to change. If you have any questions, please contact the City staff that attended the conference (listed on Page 1). Contact numbers for these staff are City staff listed at the end of the report.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

Samantha Vandagriff - Building Official - 503-786-7611

Stephanie Marcinkiewicz

- Inspector/Plans Examiner - 503-786-7613

ENGINEERING DEPARTMENT

Kelly Brooks - Acting Engineering Director - 503-786-7573

Alex Roller - Engineering Tech II - 503-786-7695

COMMUNITY DEVELOPMENT DEPARTMENT

Alma Flores - Comm. Dev. Director - 503-786-7652

Leila Aman - Development Manager - 503-786-7616

Alicia Martin - Admin Specialist - 503-786-7600

PLANNING DEPARTMENT

Dennis Egner - Planning Director - 503-786-7654

David Levitan - Senior Planner - 503-786-7627

Brett Kelter - Associate Planner - 503-786-7657

Vera Kolas - Associate Planner - 503-786-7653

Mary Heberling - Assistant Planner - 503-786-7658

CLACKAMAS FIRE DISTRICT

Mike Boumann - Lieutenant Deputy Fire Marshal - 503-742-2673

Matt Amos - Fire Inspector - 503-742-2661

Clackamas County Fire District #1

Fire Prevention Office



E-mail Memorandum

To: City of Milwaukie Planning Department
From: Izak Hamilton, Fire Inspector, Clackamas Fire District #1
Date: 9/24/2019
Re: 19-014PA, 3701 SE International Way, Milwaukie, OR

This review is based upon the current version of the Oregon Fire Code (OFC), as adopted by the Oregon State Fire Marshal's Office. The scope of review is typically limited to fire apparatus access and water supply, although the applicant must comply with all applicable OFC requirements. When buildings are completely protected with an approved automatic fire sprinkler system, the requirements for fire apparatus access and water supply may be modified as approved by the fire code official. The following items should be addressed by the applicant:

Clackamas Fire District has no comments at this time.