



CITY OF MILWAUKIE PREAPPLICATION APPOINTMENT WORKSHEET

6101 SE Johnson Creek Blvd. - Milwaukie, OR 97206 Tel.: (503) 786-7600

A preapplication appointment is strongly recommended, and in some cases required, for development proposals that require land use approvals and for major commercial building improvements. The purpose of the appointment is to help the applicant through the land use and permit process.

☐ **Preapplication Meeting – First meeting free, second meeting \$50.00, third and subsequent meetings \$100.00/mtg.**

- Optional meeting with 2 City staff. No meeting notes are provided by staff.
- Appointments should be made at least one week in advance of the desired meeting date. Check with staff for available meeting times.
- Requires 3 copies of the Submittal Information listed on the back of this page.

☒ **Preapplication Conference – \$200.00**

- Optional or required meeting with 3 or more staff. Meeting notes are provided within 2 weeks.
- City staff from the Planning, Building, Engineering, and Public Works departments shall attend. Other public agencies (such as the Fire District) may attend as necessary.
- Appointment times are Thursdays from 10:00 a.m.–11:00 a.m.
- Appointments must be made no less than **two weeks** in advance of the desired meeting date for **smaller projects** and no less than **three weeks** before the meeting date for **large projects**.*
- Requires 8 copies of the Submittal Information listed on the back of this page.

RECEIVED
OCT 28 2019

☐ **Traffic Impact Study Review – \$100.00**

- Mandatory second meeting if the project requires a Traffic Impact Study.
- To be scheduled after completion of a Traffic Impact Study by the applicant.

CITY OF MILWAUKIE
PLANNING DEPARTMENT

To be completed by the Applicant:

Today's Date: 10-28-19
 Project Address: 4215 SE King Road
 Name: Ryan O'Brien
 Company: Planning & Land Design LLC
 Applicant role: ☐ Owner ☐ Legal Representative
☐ Architect ☐ Contractor ☒ Other: Planning Consultant
 Address: 1862 NE Estate Drive
 City, State, Zip: Hillsboro, OR 97124
 Phone: _____ Mobile: 503-780-4061
 Email: ryanobrien1@frontier.com
 Number of Persons Expected to Attend: 4

For Office Use Only:

Receipt Number: _____
 Received by: DAL
 Appointment Date: 11/21/19
 Appointment Time: 10 am
 Project Type*: Minor ☐ Major ☒
 cc: Building cc: Engineering
 cc: Fire cc: Planning
 cc: Public Works cc: File
 cc: CD Director (development only)

Brief Proposal Description: 16-unit Condo for 2-fourplex apartments and 8 detached houses. An interior 22-foot wide alley provides access. A slight reconstruction of the existing law office development parking lot. Rezone all the the property from R-3 to R-2. Private utilities in the 22-foot alley. Variances included 10 to 12 feet vrs 15 feet for the 4-plexes along 43rd Avenue and a 7 foot rear yard vrs 15 feet for the 1-car garage houses.

IMPORTANT INFORMATION ON REVERSE SIDE

PREAPPLICATION APPOINTMENT REQUIREMENTS:

*All appointments are scheduled on a first-come/first-served basis.
Once submitted, application materials and applicant information become public record.*

Preapplication Meeting

The following materials must be submitted when an appointment is scheduled:

- **A complete application form and accompanying fee**
- **3 sets of the following:**
 - Preliminary site plan and building plans, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
 - A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
 - A list of all questions or issues the applicant would like the City to address.

Preapplication Conference

The following materials must be submitted when an appointment is scheduled and no later than 4:00 p.m. every Thursday:

- **A complete application form and accompanying fee**
- **8 sets of the following:**
 - Preliminary site plan and building plans drawn to scale, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
 - A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
 - A detailed list of all questions or issues the applicant would like the City to address.

Traffic Impact Study Review

The following materials must be submitted when an appointment is scheduled and no later than 4:00 p.m. every Thursday:

- **A complete application form and accompanying fee**
- **2 sets of the completed Traffic Impact Study.**

PLEASE NOTE:

Caveat: The information provided through the preapplication conference process represents the City staff's best effort to provide you with accurate and reliable information. However, please recognize that when a development application is submitted, a higher level of review is conducted which can sometimes lead to findings, conclusions, and conditions that were not identified during the preapplication stage.

Note that, in general, a complete and accurate preapplication submittal will help our staff provide you with better and more accurate information. While we aim to provide the most complete information possible, our staff may be unable to provide certain calculations, including any proportionality determination for required street and sidewalk improvements, until a complete development application has been formally submitted.

In contrast to a preapplication **conference**, a preapplication **meeting** offers information that is more general in nature and typically will not involve any estimates related to required public improvements or systems development charges.

***Project Types:**

Minor Developments (e.g. single family, ADUs, partitions)

- 2 weeks required for review

Major Developments (e.g. commercial, industrial, multi-family, subdivisions)

- 3 weeks required for review

Transmittal

Planning & Land Design LLC
1862 NE Estate Drive
Hillsboro, Oregon 97124

Cell: 503-780-4061
Email: ryanobrien1@frontier.com

TO: City of Milwaukie Planning Department

FROM: Ryan O'Brien, Planning Consultant

DATE: 10-28-19

SUBJECT: Pre-Application for SE King, Tax Lot 5301, Tax Map1-2E-30CC

The developer is Liitaa Development LLC. They have an option to purchase the northerly 279.8 feet of Tax Lot 5301. If city staff agrees with this plan, a partition application will be submitted to the city to separate the law office development from the residential portion of this property. The attached plans show 16 condo units and a slight re-construction of the law office parking lot. Two 4-plex apartments 2 stories in height are proposed along 43rd Avenue. A total of 8 detached houses 3 stories in height are proposed along the west property line. We assume Design Review by the Planning Commission will be required for the apartments. The apartments contain 2-bedrooms. The 2-car garage detached units contain 3 bedrooms and the 1-car detached units contain 2-bedrooms.

The site has a 12-foot elevation cross slope from 43rd Avenue to the west property line. Therefore, the apartments will be elevated by 6 to 7 feet above the sidewalk along 43rd Avenue. The bottom floor of the detached houses will be 5 feet lower than existing ground as shown by the house elevations.

A 2,500-sf common park is located between the apartment units. A pathway is proposed between the alley sidewalk and 43rd Avenue. A sidewalk is provided along the interior frontage of the apartment site adjacent to the alley. This common park is intended to be used by the residents of both the apartments and the detached houses. The code requires open space to be 10% of the net gross area (45,152-sf = 4,515-sf park). Since the detached units have patios and rear yard open space, they can be excluded from the gross area to calculate the size of the common open space. The gross area of the apartment site is about 17,000-sf. Therefore, the required common open space is 1,700-sf which is less than the 2,500-sf provided.

A total of 19 parking spaces are proposed in front of the apartments. Only 16 parking spaces are allocated for the apartments. The remaining 3 parking spaces are for guests of the owners of the 8 detached units. Table 19-605-1 of the Milwaukie Code identifies a maximum of 2 parking spaces per unit for

apartments, but no maximum for the detached units. The minimum parking for detached houses is 1 space per unit.

Two variances are proposed with this application. The first is a 10 to 12-foot setback along 43rd Avenue. The code requires 15 feet. The second variance is a 7-foot rear yard setback for an uncovered deck 5- feet above the ground. This request is only for the 1-car garage units along the west property line. The code requires 15 feet. The rear yard setback is 18 feet for the 3-story portion of the houses.

Mike Ard, our traffic engineer, is preparing a traffic study for the zone change from R-3 to R-2. This zone change is necessary to increase the density and allow 3 story units. The existing driveway for the law office is proposed to remain in its current location since no development of the law office property is proposed. The traffic study will address the required 300-foot driveway spacing along 43rd Avenue, a collector street. The proposed alley driveway access for the residential development on 43rd Avenue is located the following distances from existing major driveways and public streets:

- 240-feet from SE Drake Street
- 150-feet from SE Rhodesa Street
- 280-feet from the law office driveway
- 170-feet from the apartment driveway on the east side of 43rd Avenue

The partition plan shows a future 22-foot pavement section for 43rd and a property line sidewalk 10-feet in width for a combination bike and pedestrian pathway.

Mike Ard prepared a preliminary traffic study which was submitted to the city the first week of June 2019. During AM peak hours, no more than 3 cars were stacked at the 43rd and King Road intersection in the left turn lane at any time waiting for the red light to change green. No more than 4 cars were stacked in the PM peak hours. The maximum stacking of 3 to 4 cars only occurred less than 10% of the time. The traffic volumes appear to be low for a collector street. This distance appears to be adequate to allow a separate driveway with full in and out turning movements for the law office and a separate alley driveway for the residential development.

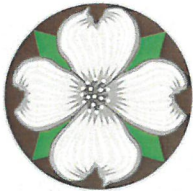
Our questions are as follows:

1. What is the approval process for re-construction of the law office parking lot? Will sidewalks be required along 43rd Avenue adjacent to the law office?
2. Will the city require any public improvements with the partition application?

3. The code requires a door along 43rd Avenue for the apartments. Is this really required? This extra door does not fit with the design of the apartments. Can a variance be submitted to eliminate this second access? The apartment will be elevated 6 feet above the public street sidewalk so access to the sidewalk will be difficult.

4. Design review will be required for the frontage of the apartment building. We do not believe the detached houses are required to comply with Section 19.505 Design Review requirements because the units are over 50-foot from 43rd Avenue. Is this correct?

5. Does the city agree with my calculation for the required 10% common open space and can this open space be used by the residents of both the apartments and the detached units?



Transaction Receipt

601-19-000106-PLNG

Receipt Number: 17834

Receipt Date: 10/28/19

www.milwaukieoregon.gov

Worksite address: 4215 SE KING RD, MILWAUKIE, OR 97222

Parcel: 12E30CC05301

Milwaukie Planning Department

6101 SE Johnson Creek Blvd
Milwaukie, OR 97206

503-786-7630

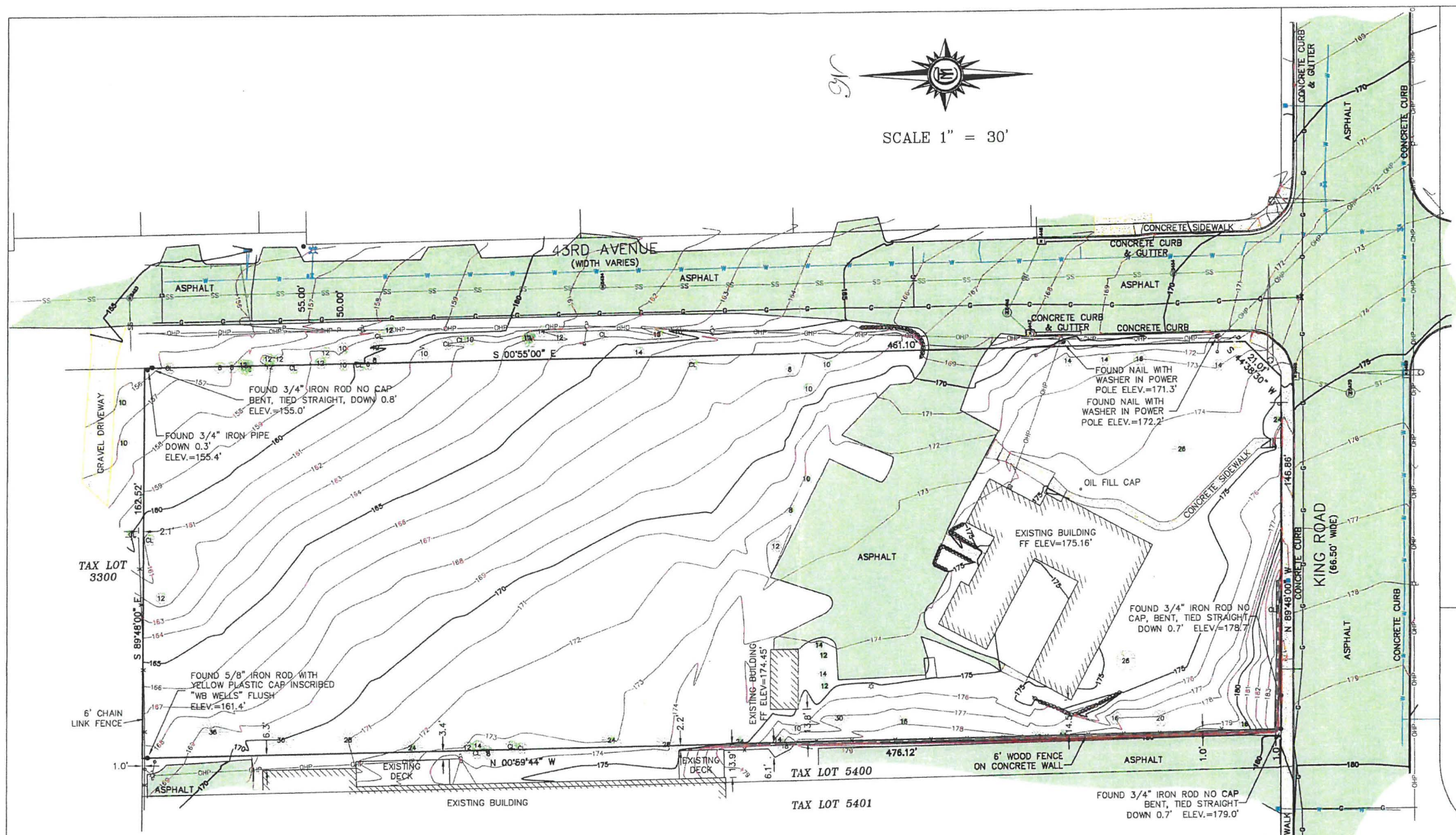
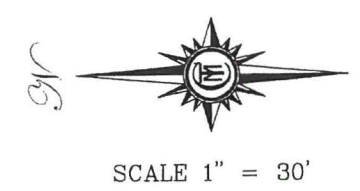
Fax: 503-774-8236

planning@milwaukieoregon.gov

Fees Paid			
Transaction date	Units	Description	Account code
10/28/19	200.00	Amount Pre-application Conference	110-000-4480
Fee Notes: PA-2019-017.			
			Fee amount \$200.00
			Paid amount \$200.00

Payment Method:	Check number: 1557	Payer: Planning & Land Design LLC
Transaction Comment: Planning & Land Design LLC		
1862 NE Estate Dr.		
Hillsboro, OR 97124-2116		
		Payment Amount: \$200.00

Cashier: Tempest Blanchard	Receipt Total: \$200.00
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LEGEND

- | | | | |
|--|---|--|------------------------------|
| | EXISTING DECIDUOUS TREE W/ TRUNK DIAMETER (INCHES)(CL=CLUSTER) | | EXISTING CATCH BASIN |
| | EXISTING CONIFEROUS TREE W/ TRUNK DIAMETER (INCHES)(CL=CLUSTER) | | EXISTING SANITARY MANHOLE |
| | EXISTING SIGN | | EXISTING STORM MANHOLE |
| | EXISTING TRAFFIC SIGNAL POLE | | EXISTING SANITARY SEWER LINE |
| | EXISTING ELECTRIC METER | | EXISTING STORM SEWER LINE |
| | EXISTING POWER POLE | | EXISTING UTILITY RISER |
| | EXISTING GUY ANCHOR | | EXISTING FENCE |
| | EXISTING LIGHT POLE | | EXISTING CONCRETE WALL |
| | EXISTING UNDERGROUND POWER LINES | | EXISTING ROCK WALL |
| | EXISTING OVERHEAD POWER LINES | | FOUND MONUMENTS |
| | EXISTING FIRE HYDRANT | | EXISTING GRAVEL |
| | EXISTING WATER METER | | EXISTING CONCRETE |
| | EXISTING WATER VALVE | | EXISTING ASPHALT |
| | EXISTING UNDERGROUND WATER | | |
| | EXISTING GAS VALVE | | |

NOTES

1. THE PURPOSE OF THIS MAP WAS TO SHOW THE EXISTING CONDITIONS FOR 4215 S.E. KING ROAD.
2. THE BASIS OF BEARINGS WAS PER SURVEY NO. 21140 MULTNOMAH COUNTY RECORDS.
3. LOCAL DATUM WAS ESTABLISHED BY CITY OF MILWAUKIE BENCHMARK NO. 59. "O" IN "WORKS" ON THE FIRE HYDRANT ON THE SOUTHWEST CORNER OF THE INTERSECTION OF S.E. KING ROAD & S.E. 42ND AVENUE. ELEVATION=181.396
4. THIS MAP WAS PREPARED FOR THE EXCLUSIVE USE OF LIRAA DEVELOPMENT.
5. THIS MAP WAS PREPARED BY PLAT RECORDS, CALCULATED DATA, AND FIELD MEASUREMENTS. A RECORDED BOUNDARY SURVEY WILL BE FILED AT A DATE TO BE DETERMINED.
6. ALL UTILITY LOCATIONS ARE SHOWN BY ABOVE GROUND FEATURES AND LOCATION OF PAINT MARKS SUPPLIED BY THE LOCAL UTILITY COMPANIES. CMT TAKES NO RESPONSIBILITY OF UNDERGROUND LOCATION. PLEASE NOTIFY THE UTILITY NOTIFICATION CENTER BEFORE ANY DIGGING 1-800-332-2344.

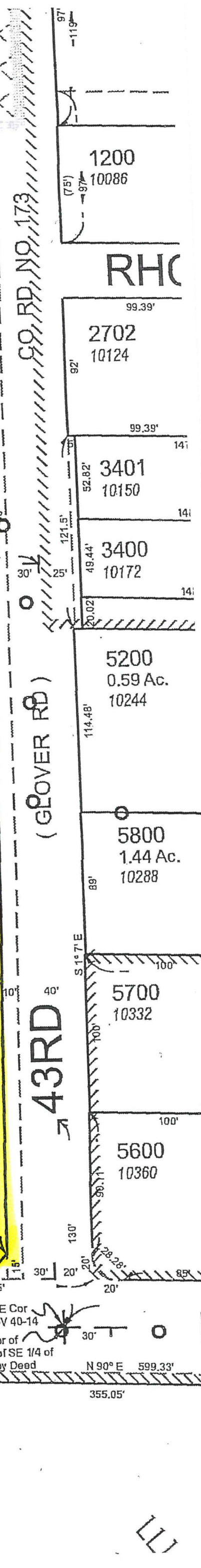
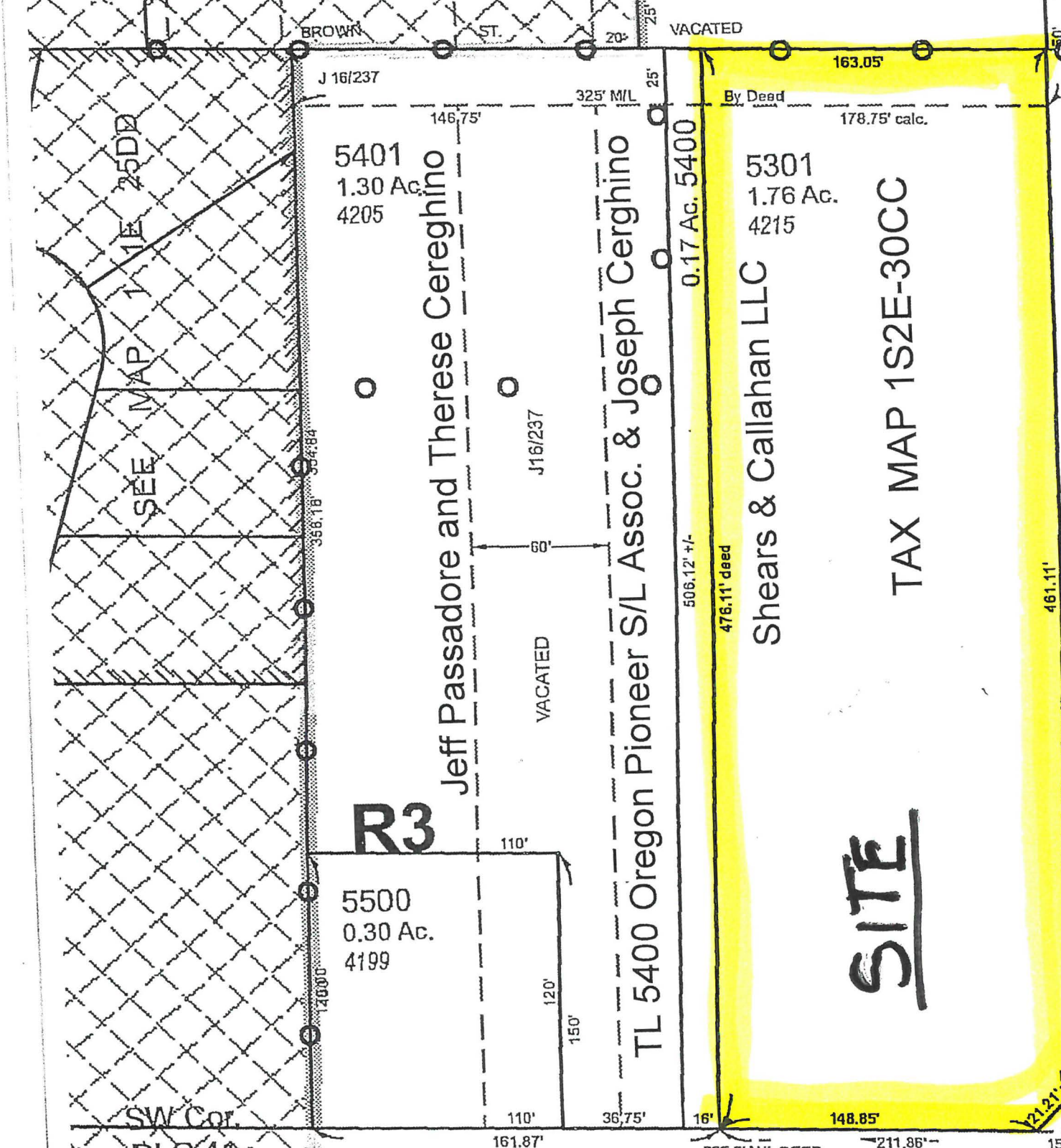
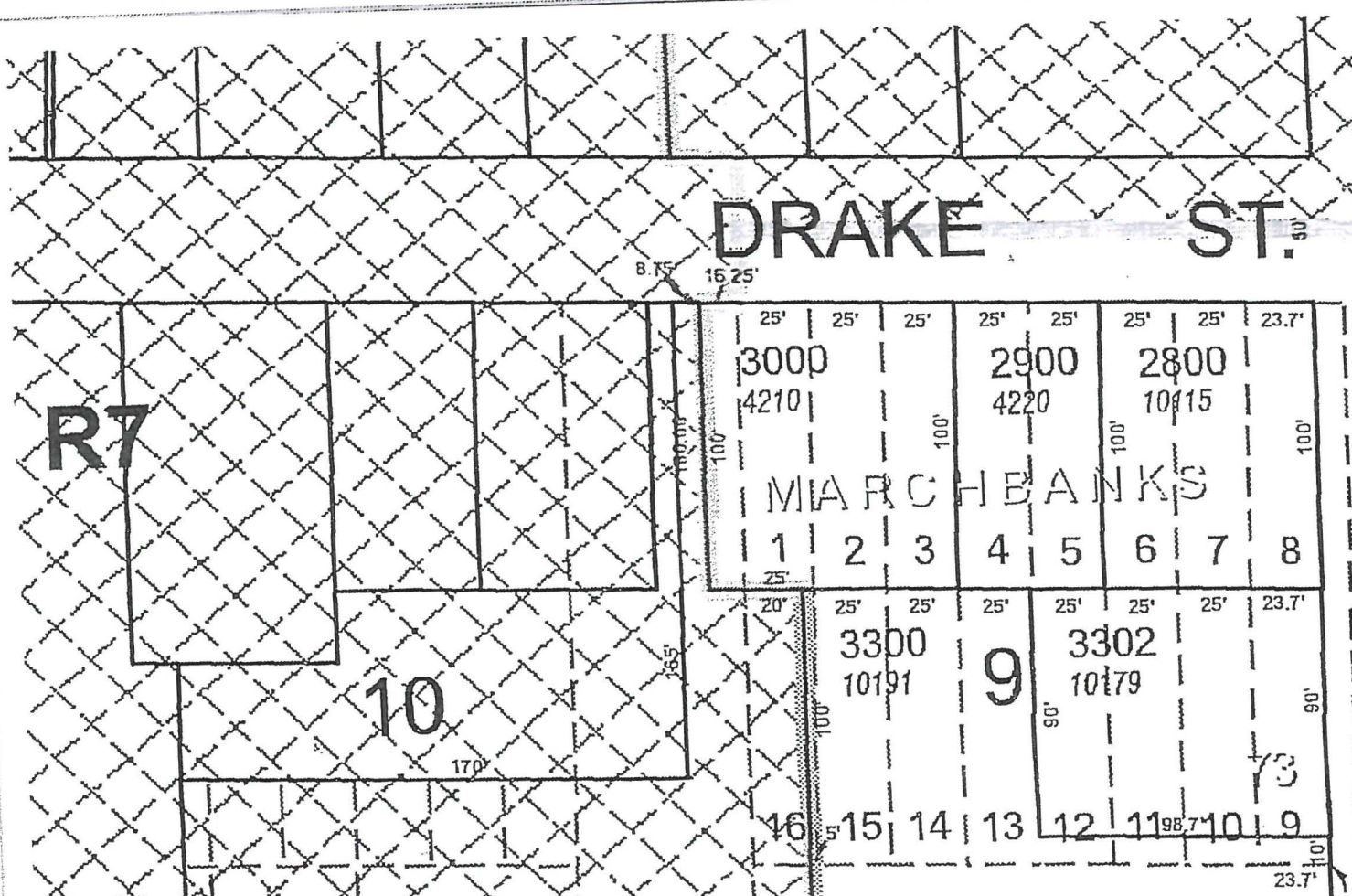
REGISTERED
PROFESSIONAL
LAND SURVEYOR
Michael R. Gates
OREGON
JULY 25, 1990
MICHAEL R. GATES
2449

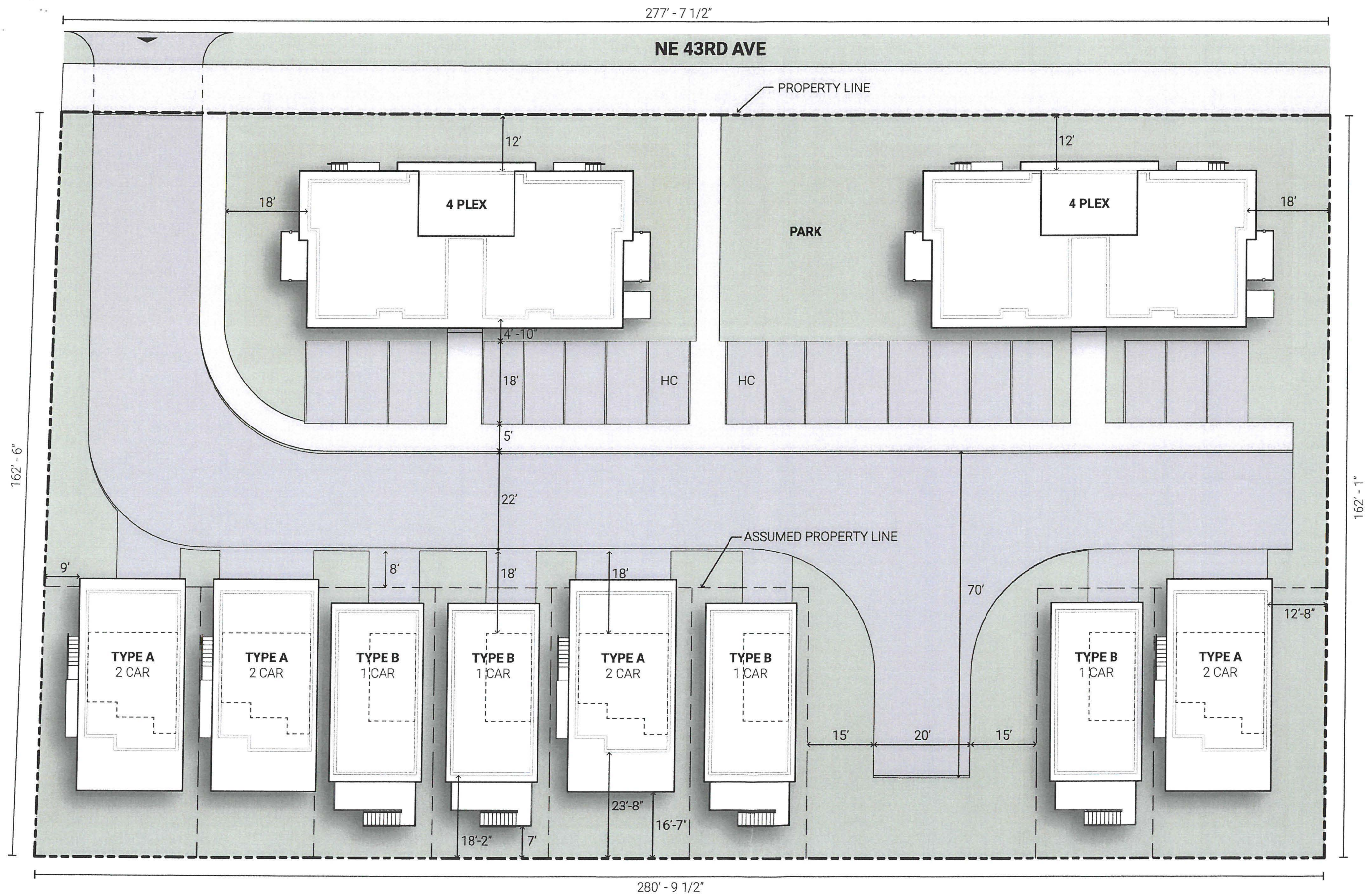
EXPIRES: 6-30-19

EXISTING CONDITIONS

4215 SE KING RD
TAX LOT 5301, 1 2 E 30 CC
SW 1/4 SEC 30, T 1 S, R 2 E, W.M.
CITY OF MILWAUKIE
CLACKAMAS COUNTY, OREGON
APRIL 18, 2019
DRAWN: RLMc CHECKED: MRG
SCALE 1"=30' ACCOUNT # 500-689
Y:\500-689\DWG\500689BASE.DWG

CMT SURVEYING AND CONSULTING
20330 SE HIGHWAY 212
DAMASCUS, OR 97089
PHONE (503) 850-4672 FAX (503) 850-4590





SCALE: 1" = 20'-0"

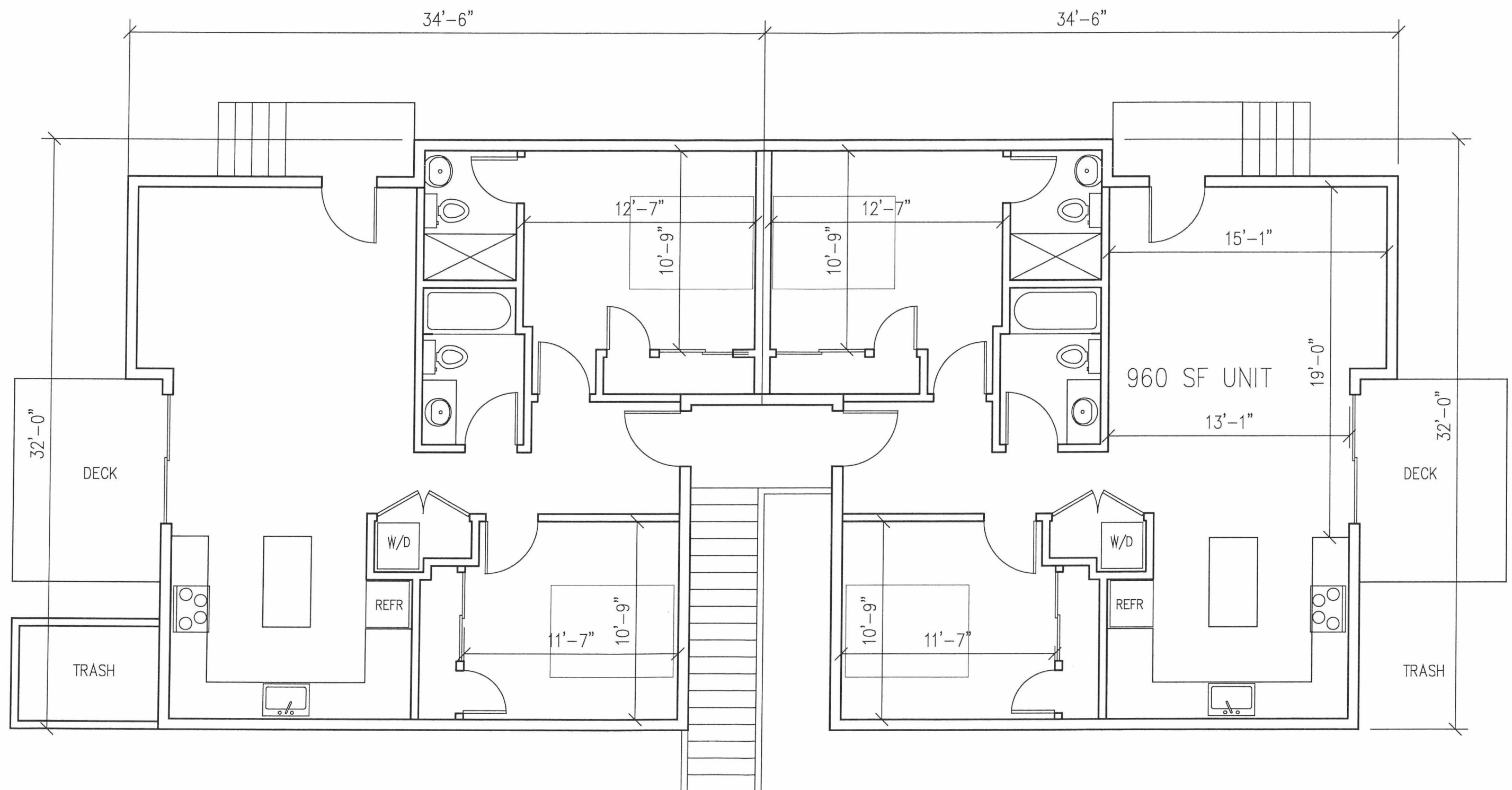
DATE
10/09/19



43RD & KING

DATE
10/09/19







500 NE Sandy Blvd. Suite D
Portland, Oregon 97232
www.brettschulz.com
F: 503.222.9099



215 NE King Rd, Milwaukie, OR

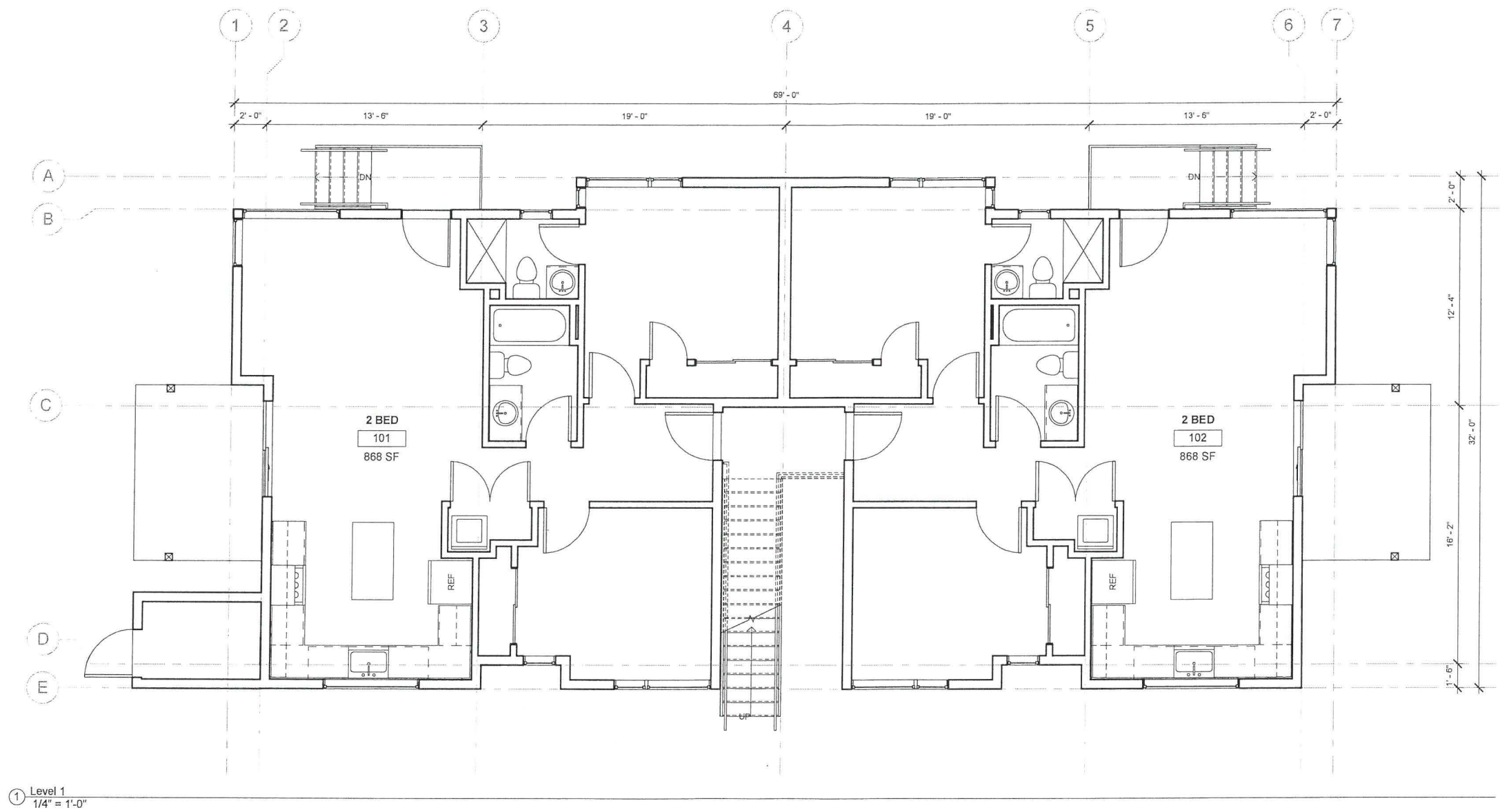
Issue: Project Status
Issue Date: Issue Date
Print Date: 8/29/2019 5:42:12 PM

Drawn by _____ Author _____
Checked by _____ Checker _____

[illegible]

LEVEL 1 FLOOR PLAN

A02.01





BRD & KING

owner

15 NE King Rd, Milwaukie, OR

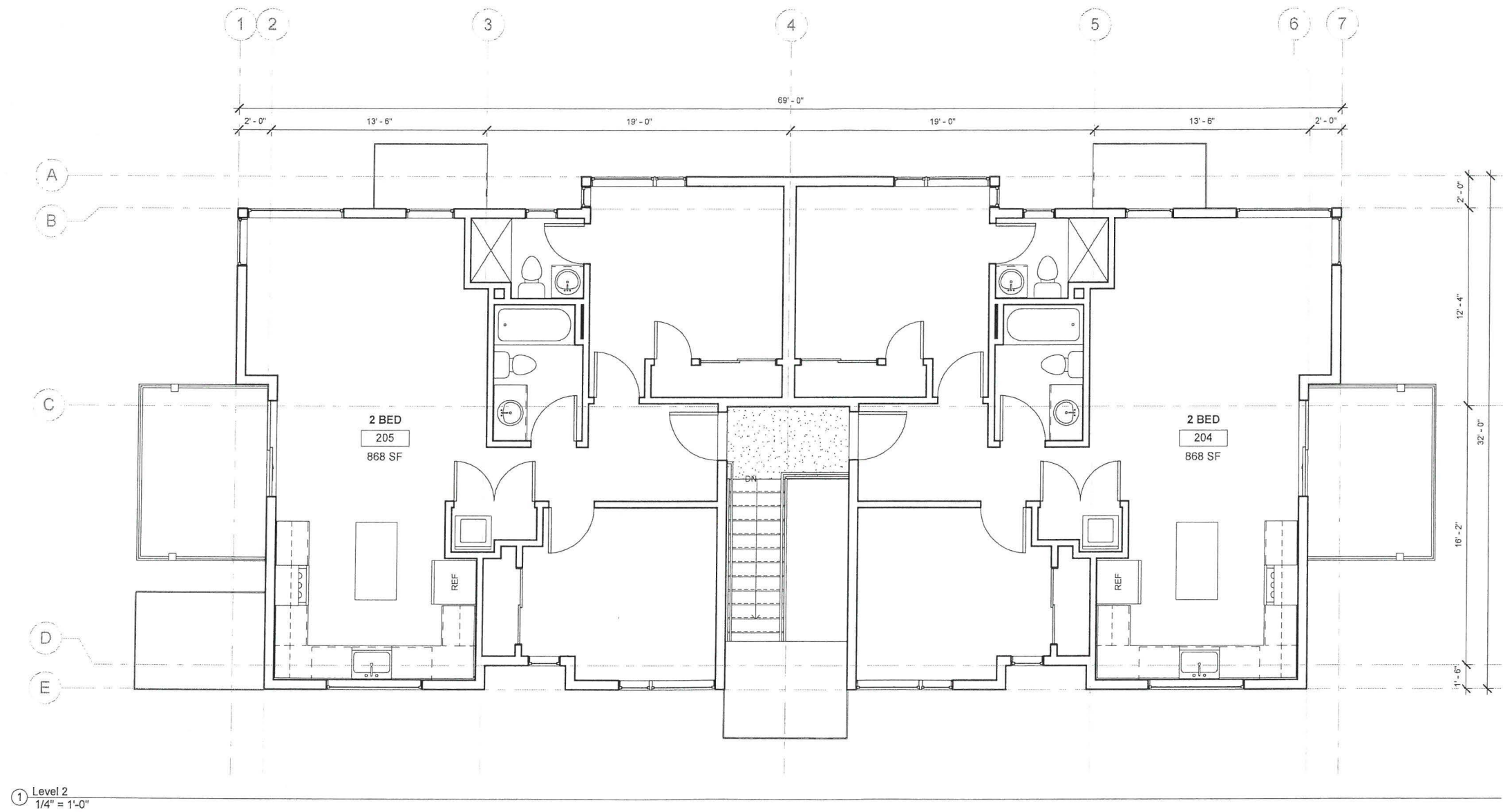
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Issue Date: Issue Date
Print Date: 8/29/2019 5:42:12 PM

Drawn by _____ Author _____
Checked by _____ Checker _____

[illegible]

EVEL 2 LOOR PLAN

A02.02





2500 NE Sandy Blvd. Suite D
Portland, Oregon 97232
www.brettschulz.com
T: 503.222.9099



43RD & KING

Owner

4215 NE King Rd, Milwaukie, OR

Issue: Project Status
Issue Date: Issue Date
Print Date: 8/29/2019 5:42:14 PM

Drawn by	Author
Checked by	Checker

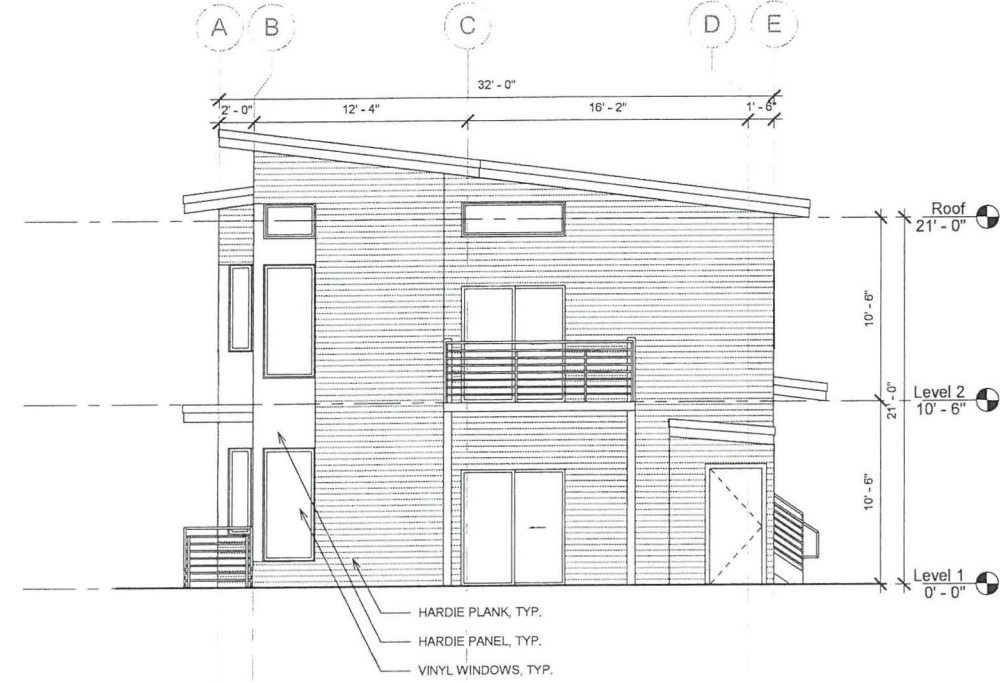
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ELEVATIONS

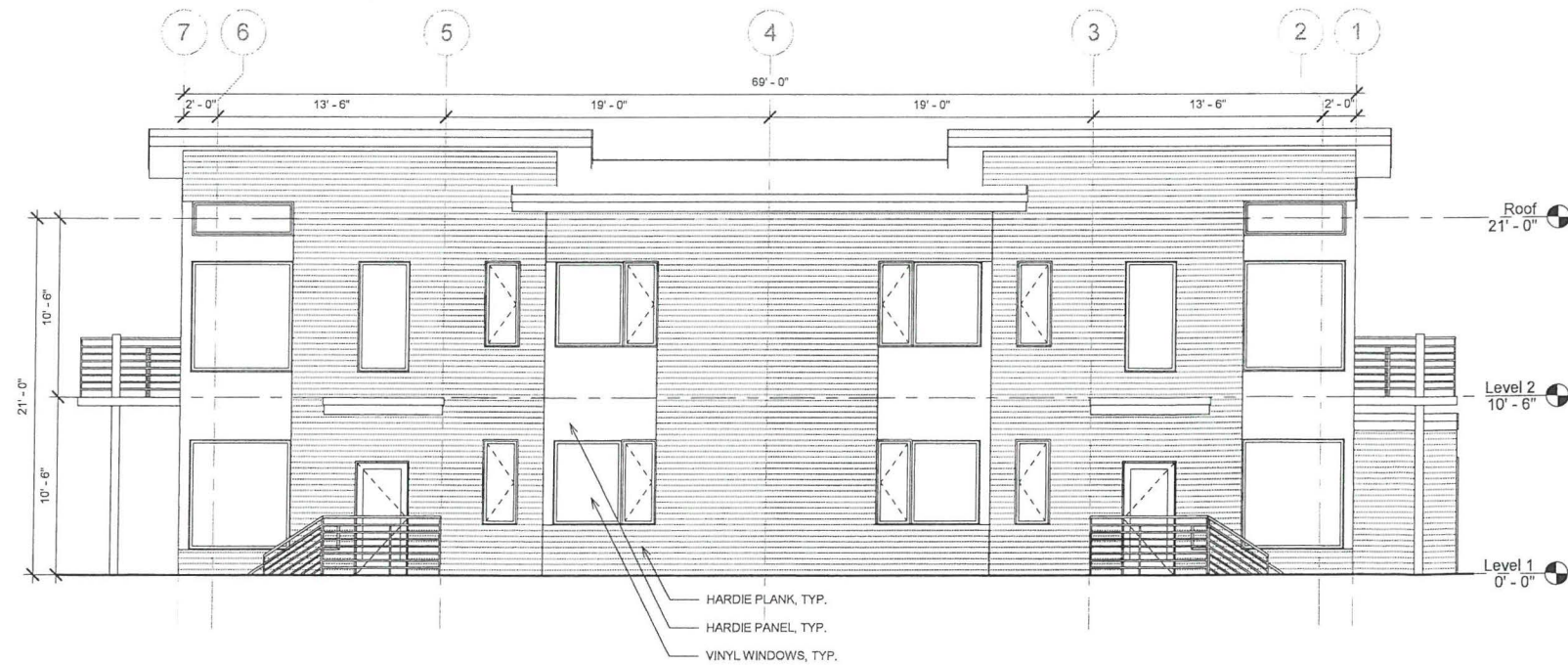
A03.00



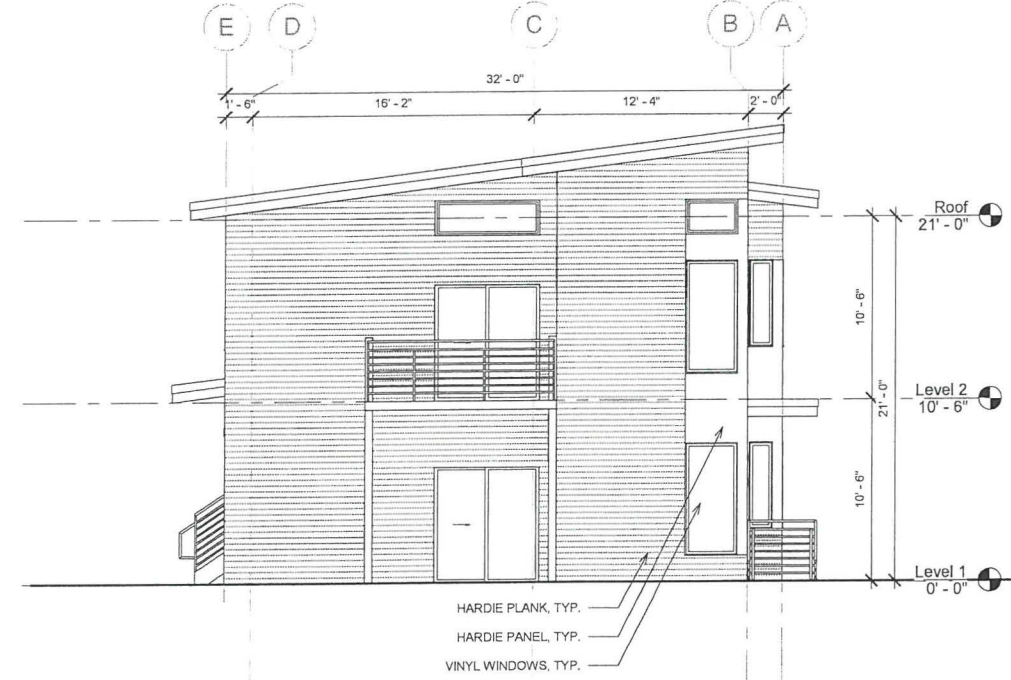
③ SOUTH ELEVATION
3/16" = 1'-0"



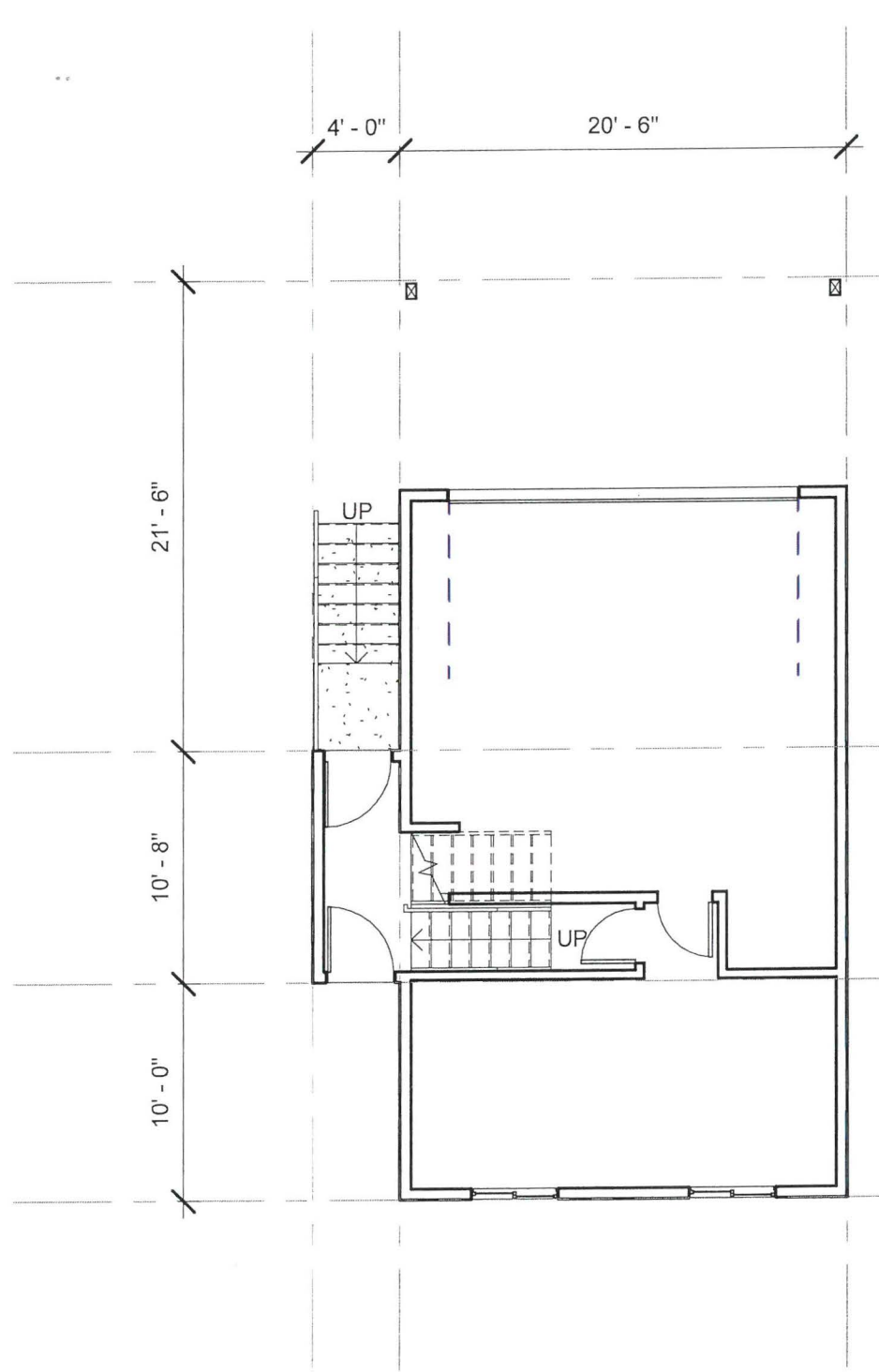
④ WEST ELEVATION
3/16" = 1'-0"



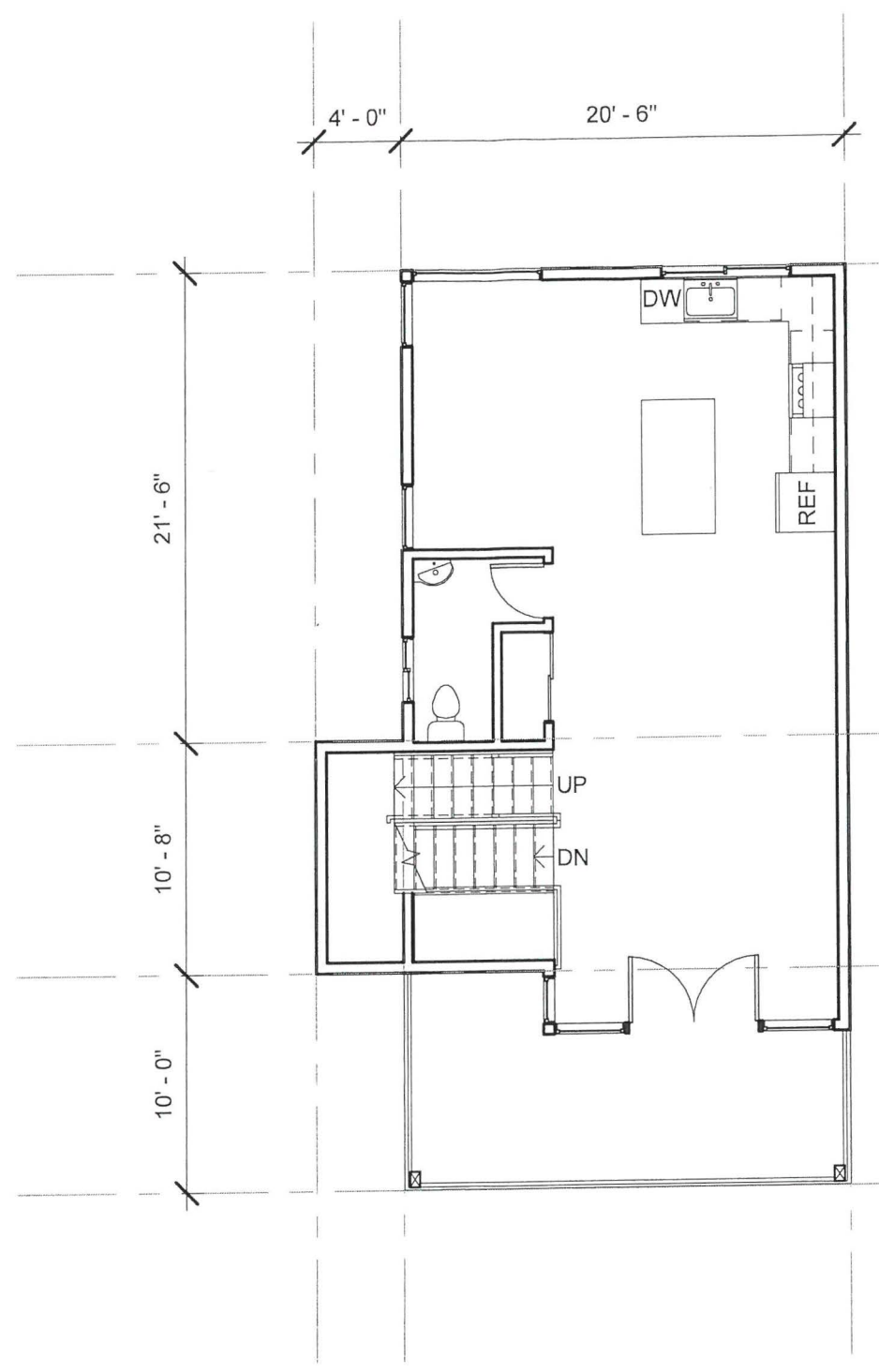
② NORTH ELEVATION
3/16" = 1'-0"



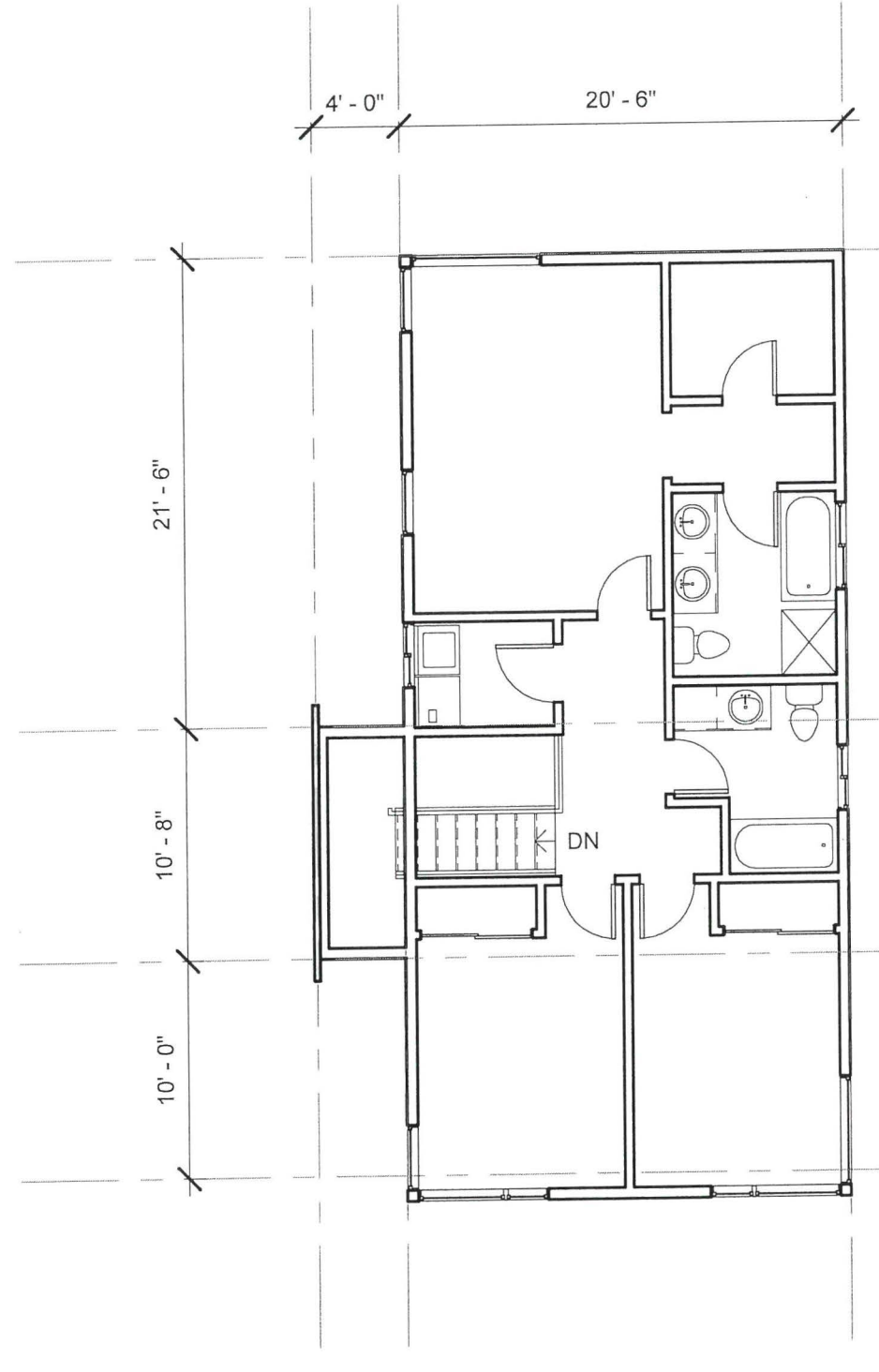
① EAST ELEVATION
3/16" = 1'-0"



① Level 1
1/8" = 1'-0"



② Level 2
1/8" = 1'-0"



③ Level 3
1/8" = 1'-0"

43RD & KING

Owner

4215 NE King Rd, Milwaukie, OR

PLANS





③ South
1/8" = 1'-0"

Roof
27' - 0"

Level 3
19' - 0"

Level 2
9' - 0"

Level 1
0' - 0"



Roof
27' - 0"

Level 3
19' - 0"

Level 2
9' - 0"

Level 1
0' - 0"

④ West
1/8" = 1'-0"

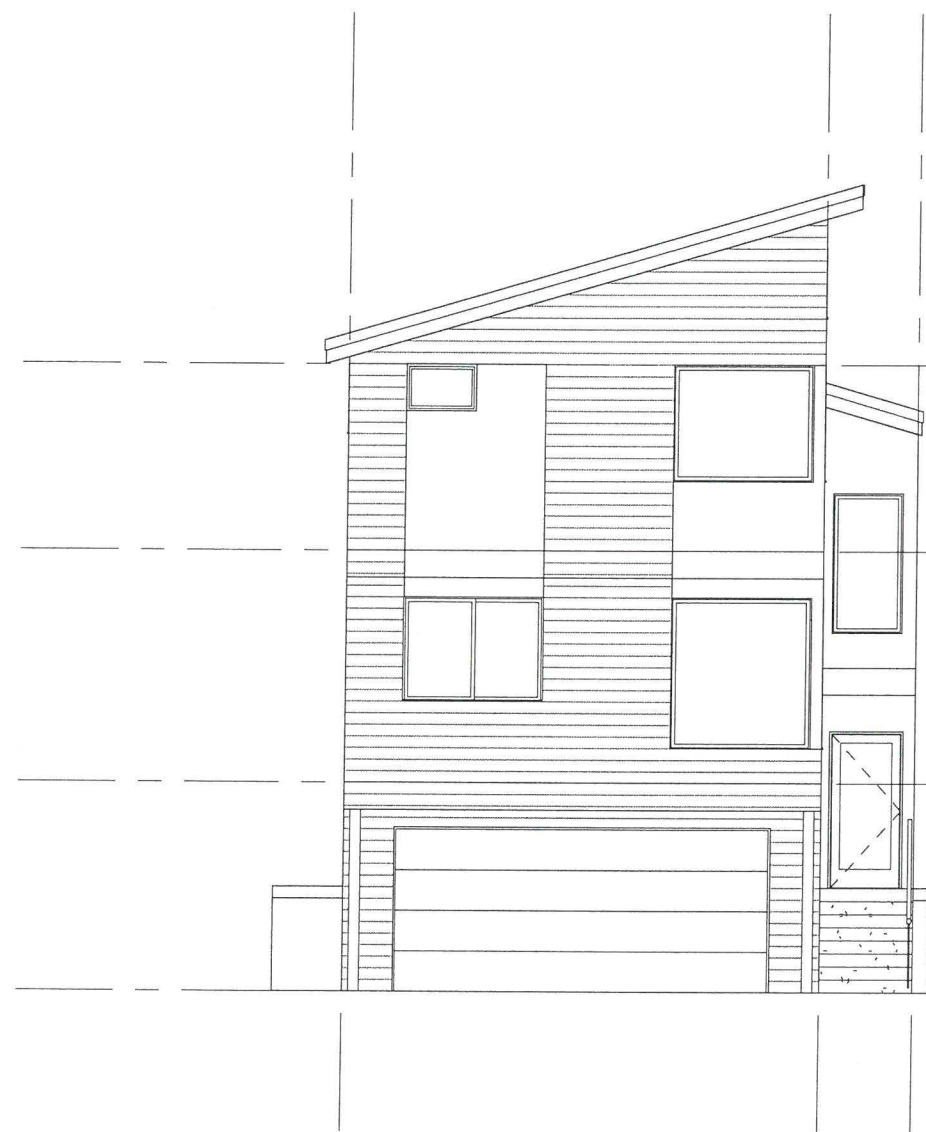
43RD & KING

Owner

4215 NE King Rd, Milwaukie, OR

ELEVATIONS





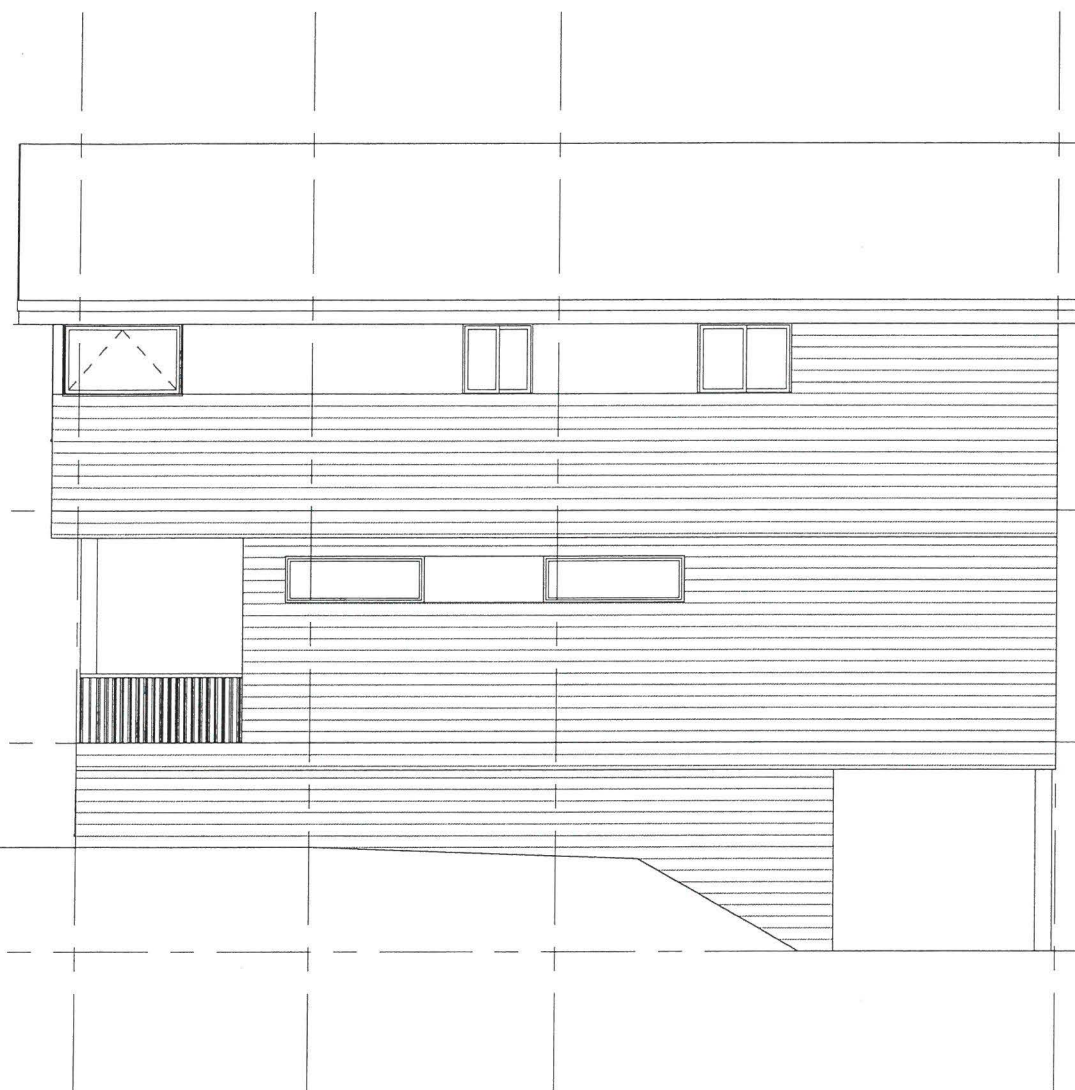
① North
1/8" = 1'-0"

Roof
27' - 0"

Level 3
19' - 0"

Level 2
9' - 0"

Level 1
0' - 0"



② East
1/8" = 1'-0"

Roof
27' - 0"

Level 3
19' - 0"

Level 2
9' - 0"

Level 1
0' - 0"

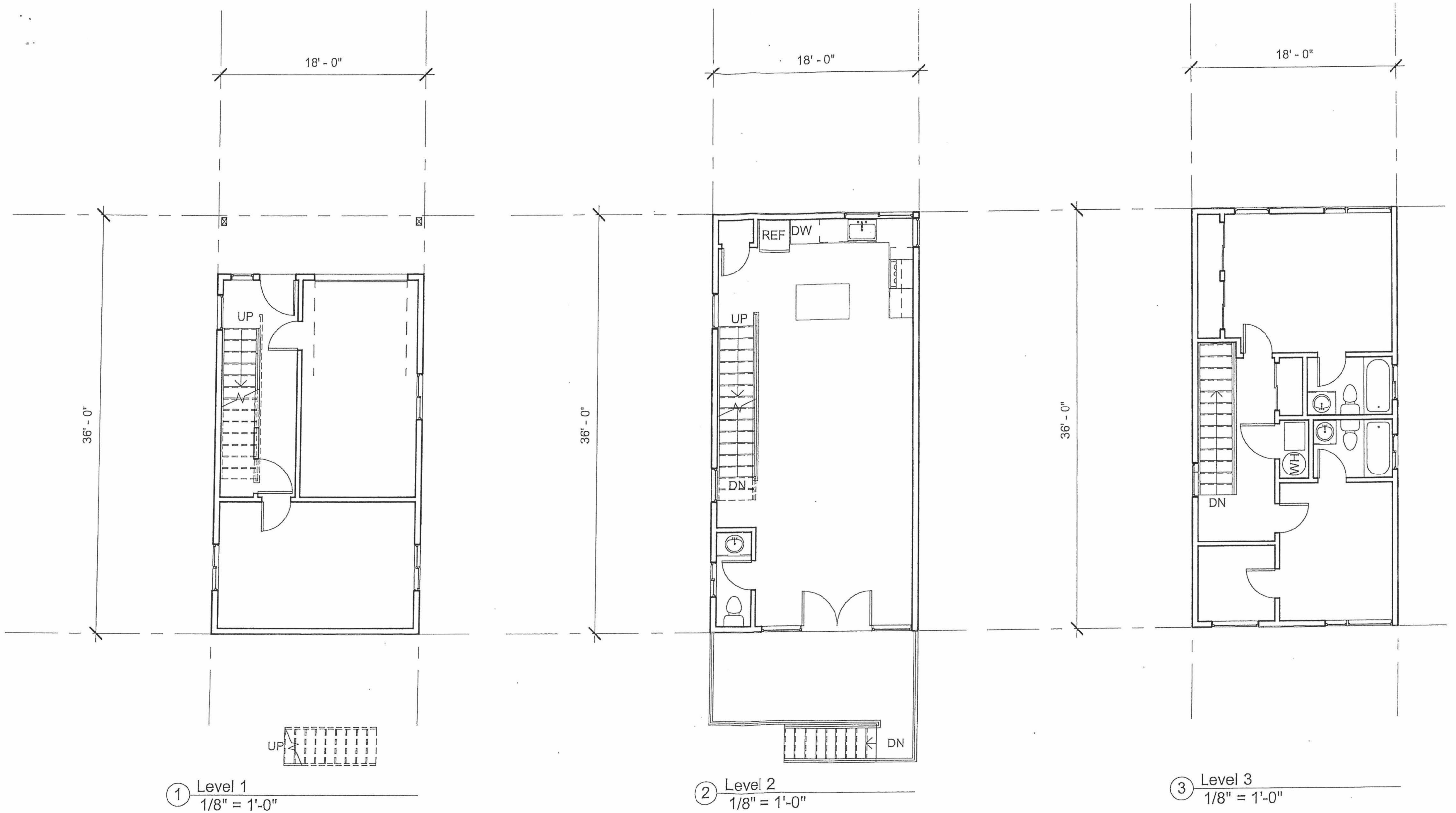
43RD & KING

Owner

4215 NE King Rd, Milwaukie, OR

ELEVATIONS





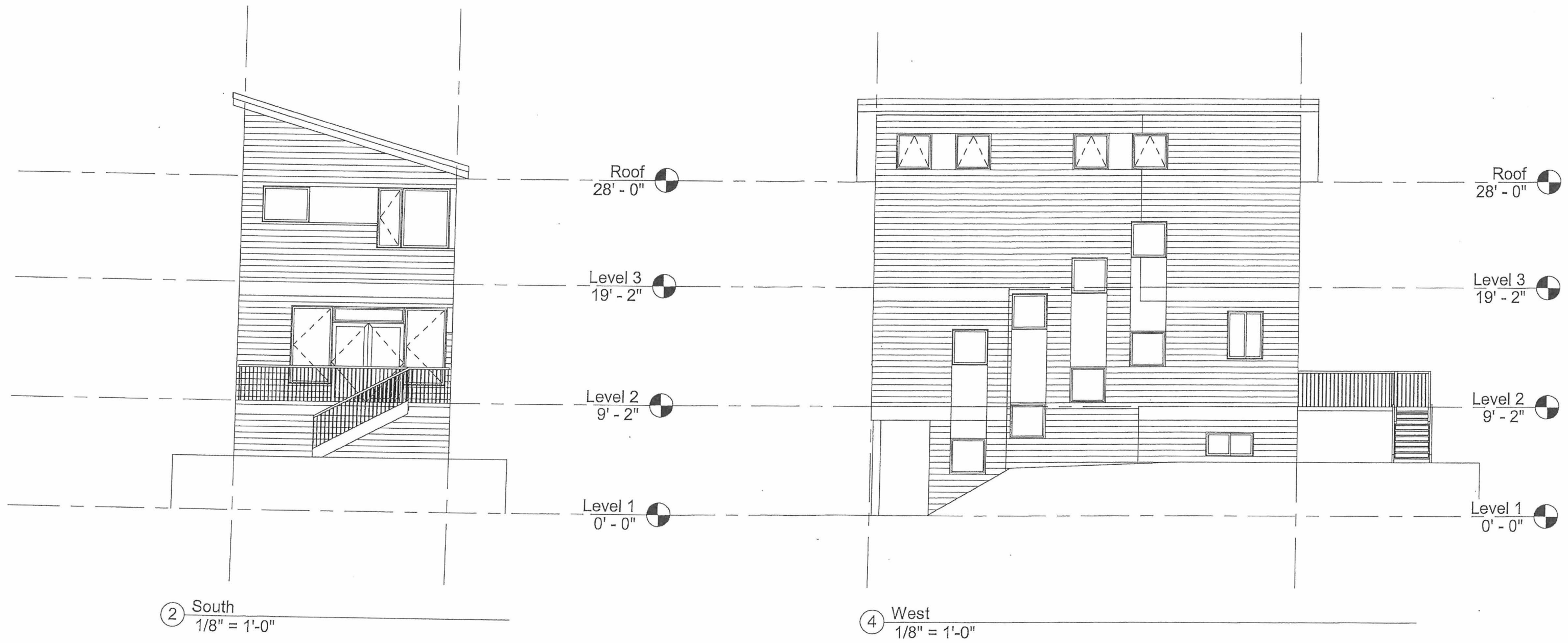
43RD & KING

Owner

4215 NE King Rd, Milwaukie, OR

PLANS



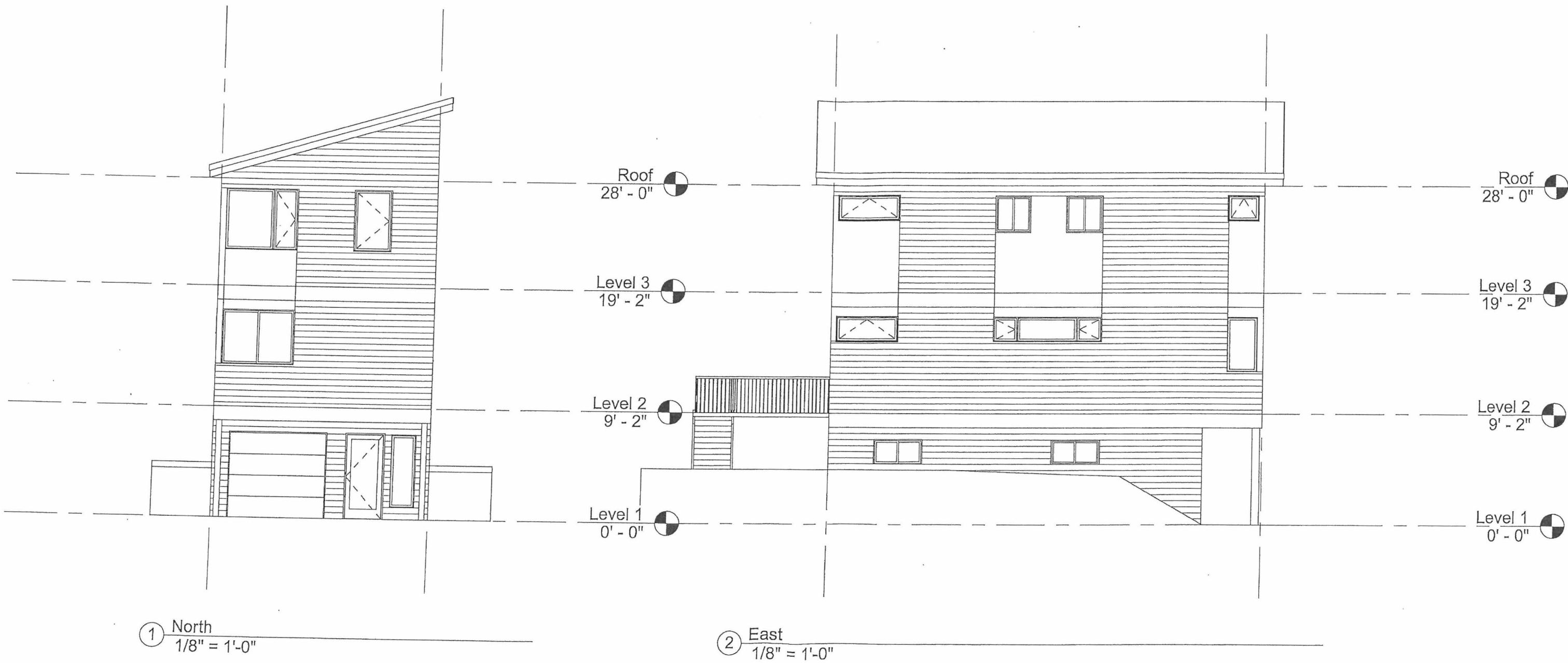


43RD & KING

ELEVATIONS

Owner
 4215 NE King Rd, Milwaukie, OR





43RD & KING

Owner
4215 NE King Rd, Milwaukie, OR

ELEVATIONS

