

**MILWAUKIE PLANNING**

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Preapplication Request Form

File #: 19-0187AMeeting Date: 12/12/19 Time: 10 Am Location: 6101 SE Johnson Creek Blvd Today's Date: 11/12/19**Applicants and representatives are expected to present a detailed explanation of their proposal at the conference.**

The purpose of the preapplication conference is to acquaint the applicant or applicant's representative with the requirements of the municipal code in preparation for submission of a land use application, including relevant approval criteria, development standards, and procedures. The preapplication conference is not an exhaustive review of all potential issues or requirements. Furthermore, the information provided by the City is not binding, and it does not preclude the City from raising new issues or identifying additional requirements during the land use review process. (MMC 19.1002 Preapplication Conference)

Although the primary purpose is as stated above, preapplication conferences may also be used as part of a due diligence process to obtain a higher degree of certainty about a property development. An applicant is not required to be the property owner to request a preapplication conference.

SITE INFORMATION:Site Address: **2889 SE Hillside Court**Map & Tax Lot(s): **11E25CD 00100**Zone: **R3****PROPOSAL** (brief description):**Preliminary Development Plan review to redevelop site with higher density housing and mixed use development.****APPLICANT:**Project Contact Name: **Debbie Cleek**Company: **The Bookin Group**Mailing Address: **1140 SW 11th Avenue, Suite 500 Portland, OR**Zip: **97205**Phone(s): **503-241-2423**Email: **cleek@bookinggroup.com**# of Expected Attendees: **6**☒ Owner☒ Architect☐ Contractor☒ Representative☒ Engineer☐ Other: _____**REQUESTED MEETING TYPE:**☐ **Preapplication Meeting—1st meeting free; 2nd meeting \$50; Subsequent meetings \$100/mtg.**

- Optional meeting with 2 City staff. No meeting notes are provided by staff.
- Staff will coordinate meeting date and time once Submittal Information (listed on reverse) is received.

☒ **Preapplication Conference—\$200**

- Optional or required meeting with 3 or more staff. Meeting notes are provided by staff 2 weeks after the conference.
- City staff from the Planning, Building, Engineering, and Public Works departments usually 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 are scheduled on a first-come, first-served basis. Preapplication Requests must be submitted during counter hours, and by 12:30 p.m. every Thursday for the first appointment available.
- Appointments must be made no less than **three weeks** before the desired meeting date for **Major projects** (e.g. commercial, industrial, multi-family, subdivisions) and no less than **two weeks** in advance of the desired meeting date for **Minor projects*** (e.g. single family, ADUs, partitions).

☐ **Transportation Impact Study Review—\$100**

- Mandatory second meeting if the project requires a Transportation Impact Study (TIS).
- To be scheduled after completion of a TIS by the applicant's engineer.

IMPORTANT INFORMATION ON REVERSE SIDE

PREAPPLICATION REQUEST CHECKLIST:

Once submitted, application materials and applicant information become public record as well as constitute permission for staff to access the site in preparation for the meeting/conference.

Preapplication Meeting: Please submit 3 hard copies of the required information.

Minimum Requirements:

- ☐ Completed Request Form and accompanying fee (if any)
- ☐ 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: Please submit 8 hard copies and 1 electronic copy of the required information. Please refer to the [Development Project Checklist](#) for a list of items that may be applicable to your project.

Minimum Requirements

- ☒ Completed Request Form and accompanying fee.
- ☒ Narrative: A detailed description of your proposal and any specific questions you have. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
- ☒ A list of all questions or issues the applicant would like the City to address.
- ☒ Proposed elevations **Note: no new buildings proposed at this phase of review**
- ☒ Site/Plot Plan (8½ x 11 or 11 x 17) that includes (if applicable)
 - ☐ Parcel and building setback dimensions
 - ☐ Existing and proposed structures
 - ☐ Location and dimension of existing and proposed easements, access, and driveways
 - ☐ Location of existing and proposed utilities: storm, sanitary sewers, and water (including size of service and street location)
 - ☐ Width of adjacent right-of-way
 - ☐ Existing streets abutting the property
 - ☐ Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building)
 - ☐ Slope map (if slope is 25% or more)
 - ☐ Significant tree locations (all trees with a caliper over 6 inches)
 - ☐ Proposed stormwater detention system with topographic contours
 - ☐ Location of onsite and adjacent natural resources
 - ☐ Circulation system for vehicles, pedestrians, and bicycles

For Office Use Only:

***Project Type:** ☐ 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

Routing: <input type="checkbox"/> File	<input type="checkbox"/> Planning (2)	<input type="checkbox"/> Engineering (2)	<input type="checkbox"/> Building
<input type="checkbox"/> Development Manager	<input type="checkbox"/> Public Works	<input type="checkbox"/> Fire	<input type="checkbox"/> CD Director (development)



THE
BOOKIN
GROUP
LLC

Land Use &
Institutional
Planning

Policy Analysis

Project
Management

Group
Facilitation

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97205

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bookinggroup.com

SUMMARY

Project: Hillside Park Master Plan

Location: 2889 SE Hillside Ct

State ID: 11E25CD 00100

Site Size: 14.7 acres

Request: Pre-Application Conference for a Preliminary Development Plan

Project Team: **Owner:**
Stephen McMurtrey, Director of Housing Development
Housing Authority of Clackamas County
P.O. Box 1510
Oregon City, OR 97045
SMcMurtrey@clackamas.us

Architect:
Lisa McClellan, Principal
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2525 E Burnside St.
Portland, OR 97214
Lisa@seallp.com

Engineer:
David Humber, PE, Principal
Humber Design Group, Inc.
117 SE Taylor St #001
Portland, OR 97214
dave.humber@hdgpd.com

Land Use Planner:
Debbie Cleek, Principal
The Bookin Group
1140 SW 4th Avenue, Suite 500
Portland, OR 97205
cleek@bookinggroup.com

Project Summary: The project involves the redevelopment of Hillside Park which is owned and operated by the Housing Authority of Clackamas County (HACC). The 16-acre property consists of 100 one-story dwelling units and the 100-unit Hillside Manor tower. The tower will remain in place and be refurbished. A 2-parcel partition is currently underway to divide the tower onto its own parcel. The remainder of the site will be redeveloped with higher density apartment and mixed-use buildings for a total of 600 units on the property at the end of all phases of development (400 new units, 100 replacement units and 100 units in the Hillside Manor). In addition to the residential development,

HACC plans for a new community center, open space area, a playground, a sports court, and potentially commercial or office space.

Redevelopment on the park parcel will involve the phased demolition of the existing improvements, including removal of all of the structures, demolition of the existing roads, and abandoning the infrastructure. A new street grid and infrastructure plan will be developed, allowing the streets to be realigned for increased safety and better connectivity to the surrounding neighborhood to help support the increased density. The phasing plan will include assisting the current Hillside Park residents with relocation into one of the new units upon completion. The first phase anticipates HACC developing at least 100 replacement units that will be leased to low income residents.

The Master Plan also includes subdividing the property into smaller lots to facilitate phased development and provide the opportunity for development of lots by outside partners. The new residential development is anticipated to be both market rate and affordable housing that will leverage federal, state, and local funding opportunities.

The land use entitlements anticipated for this redevelopment include:

- Preliminary/Final Development Plan
- Comprehensive Plan Amendment and Zone Change to up-zone from the R3 to allow for more density and mixed-use development
- Subdivision to divide the site into 8 lots and an open space tract.

Questions for Pre-App Conference:

1. Plans. What level of detail will be required for the plans submitted for the Preliminary Development Plan review? Will the conceptual plans that have been used at the previous City meetings be acceptable?
2. Modifications. Will there be an opportunity to modify the plans (if necessary) between the Preliminary Development Plan approval and the Final Development Plan Approval? If so, are there any limits on what can be changed and by how much? Are there any changes that would require the project to go back through Preliminary Plan review?
3. Approval Criteria. What are the specific Approval Criteria that need to be addressed for Preliminary Plan approval? The Approval Criteria of 19.311.9 are very specific and seem geared to Final Development Plan approval and the application of the PD zone vs. the Preliminary Plan approval that is more conceptual in nature.
4. Traffic Study. When in the PD process must the Traffic Study be scoped, submitted and evaluated? Will evaluation of the Transportation Planning Rule be part of the Preliminary Development Plan approval? Or will this be part of the actual Zone Change application?
5. Additional Studies. Will any other studies (Stormwater Report, Geo-tech study, etc.) be required for the review? If so, at what stage in the process will these studies be required?
6. Procedure. What will the Planning Commission's decision for the Preliminary Plan Review be based on?

7. 29th Avenue Extension. At what point can we anticipate a final decision to be made in the extension of 29th Avenue to the north (will it be a full street, sharrow or a pedestrian walkway/bikeway)? If 29th is not a through street what will be the fire access requirements for the dead-end street (full turnaround, backing up to Dwyer Street, bollards across 29th as emergency access only, etc.)
8. Open Space. Lot J is intended to remain as an open area for recreational uses. What mechanism will be required to preserve this area, and how will it allow for future flexibility if this area also becomes a stormwater facility for the City?
9. Comprehensive Plan Update. What is the City's schedule for their Comprehensive Plan updates? What Comp Plan designation is anticipated for this site? The Central Milwaukie Plan calls for TC/GMU zoning on the Murphy site to the south - is there any opportunity for this site to be re-designated to TC also through the City's Comp Plan process, rather than individually by HACC?
10. Zone Change. If the PD Zone will be superimposed on the land at the end of the ZC process is it necessary to designate a specific zone (e.g. GMU or R1) that we plan to change the zoning to? Or is it possible to select a menu of density and development standards that match the program of the master plan?
11. Density. How will density on the site be calculated - per individual lot (Lots A-K) or overall for the site? The open area (Lot J) will have a density of zero, so how will the density of this area be allocated to other lots? Additionally, the GMU zone has no maximum density standard for mixed use buildings, so will the density of Lots A & E be limited in another way, or left open ended?
12. Parking. It is anticipated that parking reductions will be necessary on some lots to allow fewer parking spaces than required by the code. How will this request be considered as part of this larger process? Will any additional application requirements be necessary to justify this request?
13. GMU Development Standards. If the GMU zone is applied to the properties adjacent to Meek and 32nd Avenue, is it likely that these properties will be subject to the Residential Edge Treatment standards (e.g. 4th story setback from street) or the Commercial Edge Treatment standards (e.g. maximum setback of 10 feet)?
14. Future Commercial Uses. If Lot B is shown on the Master Plan as being entirely residential use, but it gets zoned GMU to account for the anticipated density, could a commercial use be put on this Lot in the future?
15. Community Center Use. In the GMU zone Community Services Uses are listed as a Conditional Use. Section 19.904 indicates that Community Service Uses include "community meeting buildings" as well as "pools, gyms, indoor sport courts and associated facilities"? Would the Community Center proposed on Lot C, that would mainly serve the surrounding residents need a Conditional Use or other special approval? Are there thresholds or programming specifics that would dictate when this use might trigger a Conditional Use.

16. Street Vacations. How will the street vacation fold into the larger review? What is the anticipated timeline for the vacations and at what point should be apply for them?
17. Utilities. What will be the process to abandon the existing underground utilities? Will the physical lines need to be removed or just decommissioned? And what will be the process to remove the existing public and private utility easements from the site.

TABULATIONS

Lot A	= 1.25 ac	100 du/ac
Lot B	= 1.39 ac	71 du/ac
Lot C	= 1.36 ac	40 du/ac
Lot D	= 1.38 ac	34 du/ac
Lot E	= 1.29 ac	81 du/ac
Lot F	= 1.05 ac	38 du/ac
Lot G	= 1.52 ac	17 du/ac
Lot H	= 2.68 ac	37 du/ac
Lot J	= 1.95 ac	0 du/ac
Lot K	= 0.85 ac	14 du/ac
Total	= 14.72 ac	

Hillside Manor (existing)	= 100 units
Hillside Park (replacement units)	= 100 units
Net New Units (to be developed)	= 400 units

Grand Total = 600 units

Off-street parking	= 327 stalls
On-street parking	= 163 stalls

Total = 500 stalls

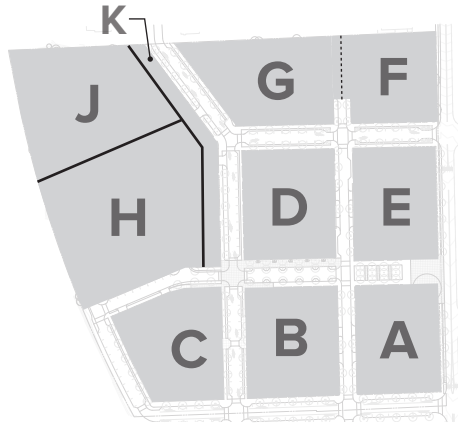
HILLSIDE MASTER PLAN

Housing Authority of Clackamas County: Board of Commissioners Presentation

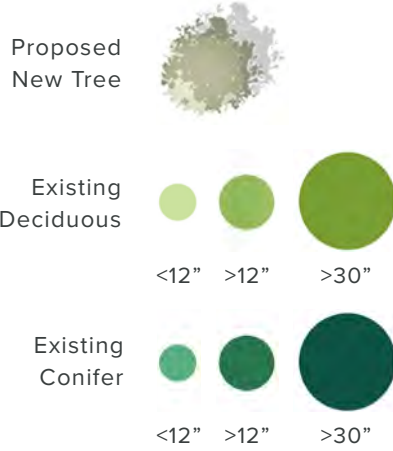
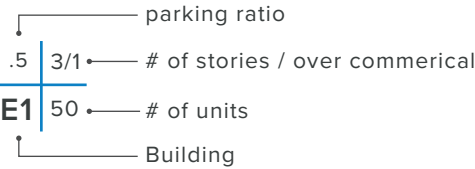
DRAFT MASTER PLAN



KEY PLAN



LEGEND



11/11/19

PHASE 01: LOTS A & B



DEMOLITION



Statistics

- 37 structures (40 dwelling units) to be demolished

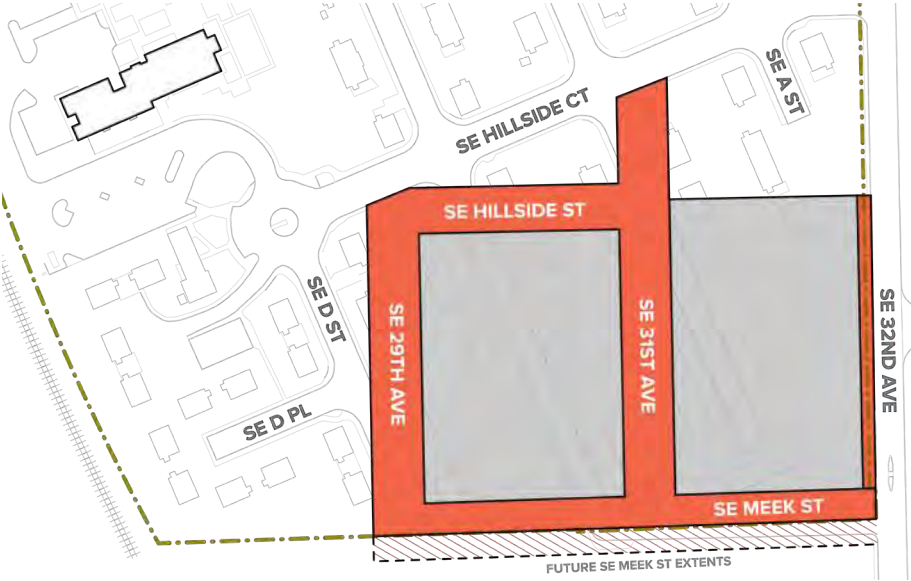
STREETS TO VACATE



Statistics

- SE B St and SE C St south of SE Hillside Ct to be vacated

NEW STREETS



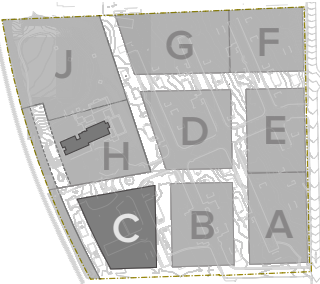
Statistics

- All streets surrounding Lots A and B, and right of way improvements along SE 32nd Ave to be developed
- New streets extend to SE Hillside Ct to maintain access to the Hillside Manor

PHASE 02: LOT C



KEY PLAN



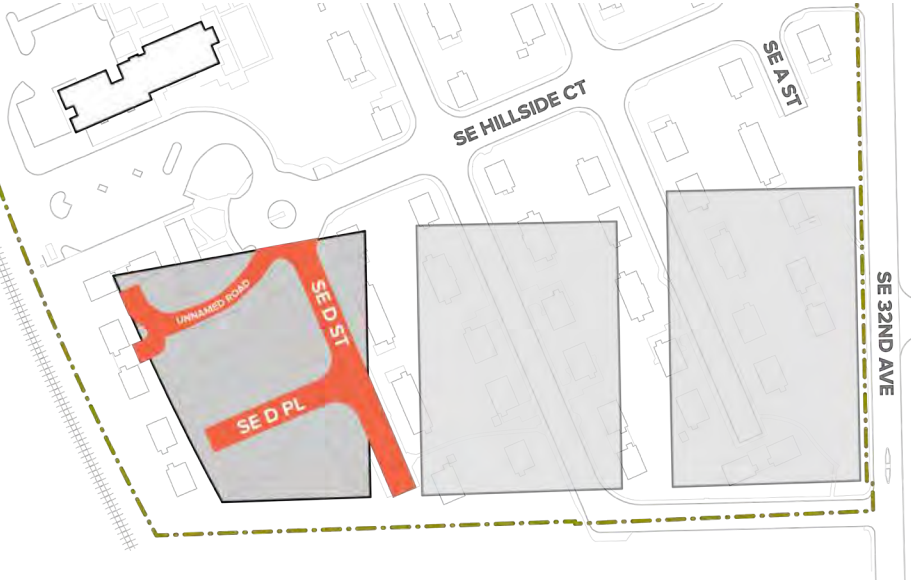
DEMOLITION



Statistics

- 14 structures (12 dwelling units) to be demolished

STREETS TO VACATE



Statistics

- SE D St, SE D Pl, and unnamed road to be vacated

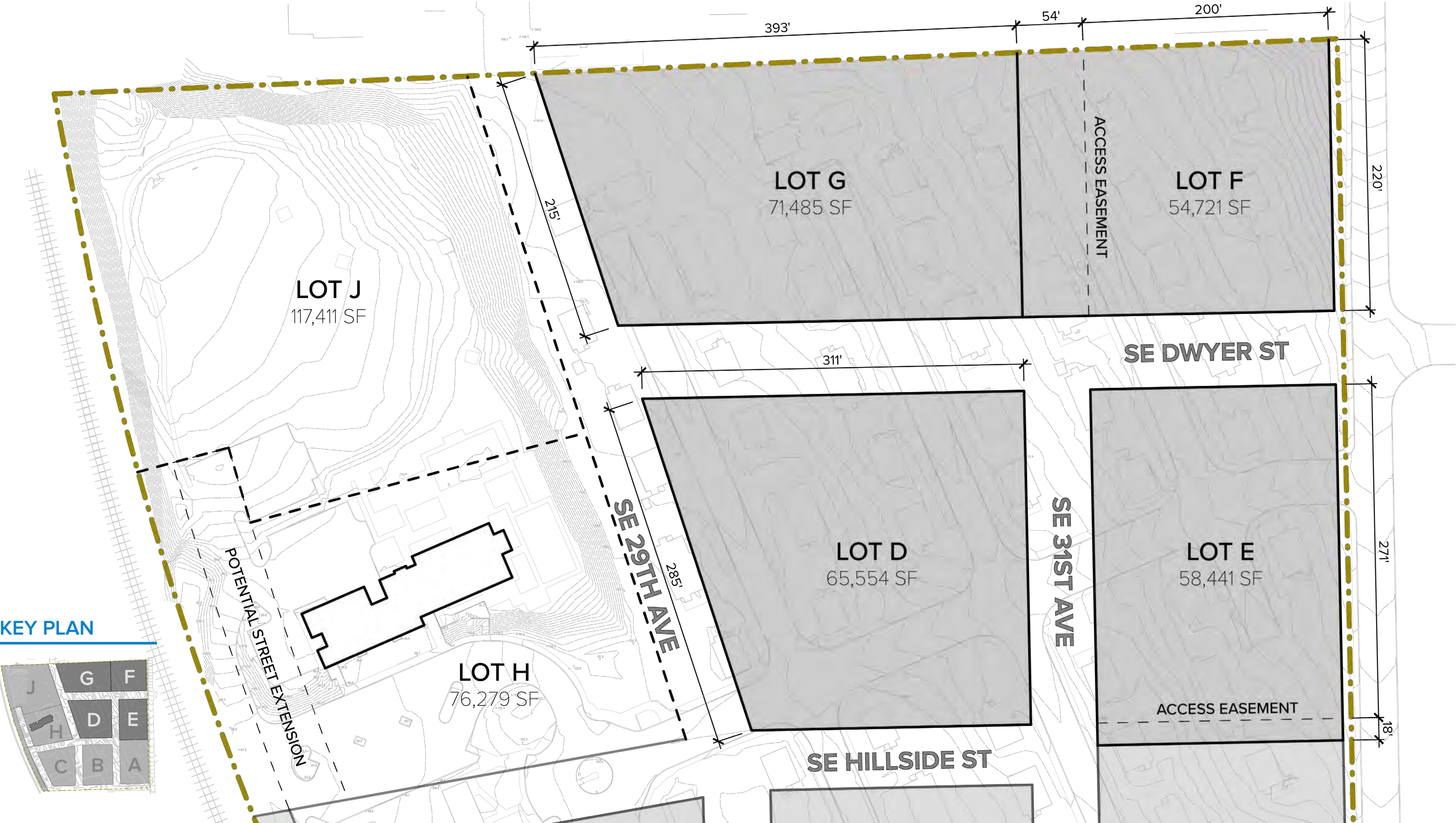
NEW STREETS



Statistics

- All roads surrounding Lot C to be developed
- Create temporary access road to manor from SE Hillside Ct

PHASE 03: LOTS D-G



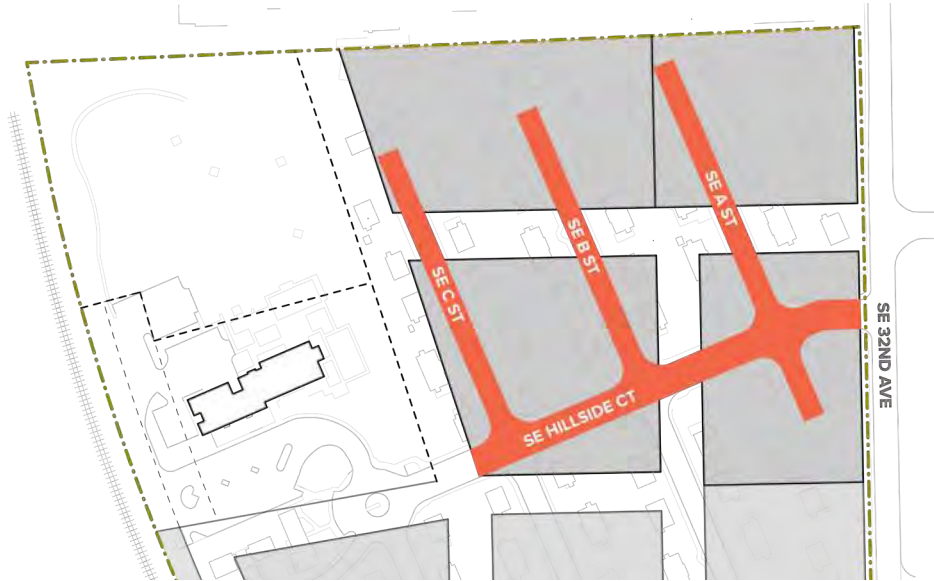
DEMOLITION



Statistics

- 47 structures (48 dwelling units) to be demolished

STREETS TO VACATE



Statistics

- SE Hillside Ct and all streets north of SE Hillside Ct to be vacated

NEW STREETS



Statistics

- All streets surrounding Lots D through G and right of way improvements along SE 32nd Ave to be developed
- Connect to streets constructed in previous phases