

August 12, 2020

Land Use File(s): CSU-2020-005

NOTICE OF DECISION

This is official notice of action taken by the Milwaukie Planning Commission on August 11, 2020.

Traducciones de este documento e información sobre este proyecto están disponibles en español. Para solicitar información o preguntar en español, favor de email <u>espanol@milwaukieoregon.gov</u>.

Applicant(s):	Leif Palmer, North Clackamas School District		
Location(s):	11250 SE 27 th Ave		
Tax Lot(s):	1S1E36BD 0550		
Application Type(s):	Major Modification to a Community Service Use; Parking Modification		
Decision:	Approved with Conditions		
Review Criteria:	 Milwaukie Zoning Ordinance: MMC 19.301 – Low Density Residential Zones MMC 19.504 – Site Design Standards MMC 19.600 – Off-Street Parking MMC 19.700 – Public Facility Improvements MMC 19.904 – Community Service Uses MMC 19.1006 – Type III Review 		
Neighborhood(s):	Lake Road; Historic Milwaukie		

Appeal period closes: 5:00 p.m., August 27, 2020

This notice is issued in accordance with Milwaukie Municipal Code (MMC) Section 19.1006 Type III Review. The complete case file for this application is available for review by appointment between 8:00 a.m. and 5:00 p.m. on regular business days at the Planning Department, Johnson Creek Facility, 6101 SE Johnson Creek Blvd. Please contact Vera Kolias, Senior Planner, at 503-786-7653 or koliasv@milwaukieoregon.gov, if you wish to view this case file. This decision may be appealed by 5:00 p.m. on August 27, 2020, which is 15 days from the date of this decision.¹ (Note: Please arrive by 4:45 p.m. for appeal payment processing.) Only persons who submitted comments or made an appearance of record at the public hearing have standing to appeal the decision by filing a written appeal. An appeal of this decision would be heard by the Milwaukie City Council following the procedures of MMC Section 19.1010 Appeals. This decision will become final on the date above if no appeal is filed during the appeal period. Milwaukie Planning staff can provide information regarding forms, fees, and the appeal process at 503-786-7630 or planning@milwaukieoregon.gov.

Per MMC Subsection 19.1001.7.E, this land use approval expires unless the applicant has: (1) obtained and paid for all necessary development permits and started construction within 2 years of land use approval, and (2) passed final inspection and/or obtained a certificate of occupancy within 4 years of land use approval. Extensions can be granted per MMC Section 19.908.

Findings in Support of Approval

The Findings for this application are included as Exhibit 1.

Conditions of Approval

1. Building Permit Submittal

The applicant must submit a Type I Development Review application with final plans for construction of the project. The purpose of the Type I Development Review is to confirm that the final construction plans are substantially consistent with the land use approval. The final construction plans must address the following:

a. Final plans submitted for construction permit review must be in substantial conformance with plans approved by this action, which are the plans stamped received by the City on June 17, 2020, except as otherwise modified by these conditions.

Other requirements

- 1. Prior to commencement of any earth-disturbing activities, the applicant must obtain an erosion control permit.
- 2. The applicant must manage stormwater utilizing the City of Portland Stormwater Management Manual for facility design.
- 3. Development activity on the site is limited to 7:00 a.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. Saturday and Sunday, per MMC Subsection 8.08.070(I).

¹ As per MMC Section 19.1010, if the 15th day falls on a weekend or legal holiday, the end of the appeal period shall be extended to the end of the next business day.



Dennis Egner, FAICP Planning Director

Exhibits

1. Findings in Support of Approval

cc: Leif Palmer, NCSD (via email)
Sina Meier, Opsis Architecture (via email)
Planning Commission (via email)
Leila Aman, Community Development Director (via email)
Steve Adams, City Engineer (via email)
Engineering Development Review (via email)
Samantha Vandagriff, Building Official (via email)
Stephanie Marcinkiewicz, Inspector/Plans Examiner (via email)
Harmony Drake, Permit Technician (via email)
Tim Salyers, Code Enforcement Coordinator (via email) (variances only)
Mike Boumann and Matt Amos, CFD#1 (via email)
NDA(s): Lake Road ; Historic Milwaukie (via email)
Interested Persons
Land Use File(s): CSU-2020-005

EXHIBIT 1

Findings in Support of Approval File #CSU-2020-005, Milwaukie El Puente Elementary School parking expansion

Sections of the Milwaukie Municipal Code not addressed in these findings are found to be inapplicable to the decision on this application.

- The applicant, North Clackamas School District (NCSD), has applied for a major modification of the existing Community Service Use (CSU) for expansion of the off-street parking lot at Milwaukie El Puente Elementary School at 11250 SE 27th Ave. This site is in the Residential R-7 Zone. The land use application file number is CSU-2020-005.
- 2. The applicant is seeking approval for a major modification to the existing off-street parking area at Milwaukie El Puente Elementary School and approval to exceed the maximum off-street parking spaces from the existing 41 spaces to 59 spaces. Based on 25 classrooms, the maximum permitted on the site is 50 spaces. Based on El Puente staff feedback, the existing parking lot is undersized, and the lot is routinely full during the school day, leaving no off-street spaces for parents or visitors to the school. The proposed expansion area would displace the existing basketball court, but new play equipment will be installed in the playground north of the proposed futsal court.
- 3. The proposal is subject to the following provisions of the Milwaukie Municipal Code (MMC):
 - MMC Section 19.301 Low Density Residential Zones (incl. R-7)
 - MMC Chapter 19.600 Off-Street Parking and Loading
 - MMC Chapter 19.700 Public Facility Improvements
 - MMC Section 19.904 Community Service Uses
 - MMC Section 19.1006 Type III Review

The application has been processed and public notice provided in accordance with MMC Section 19.1006 Type III Review. A public hearing was held on August 11, 2020, as required by the Milwaukie Municipal Code.

4. MMC Section 19.301 Low Density Residential Zones (including R-7)

The subject property is zoned Residential R-7. MMC 19.301 establishes the allowable uses and development standards for the residential R-7 zone.

a. Permitted Uses

As per MMC Table 19.301.2, community service uses (CSUs) are allowed subject to the provisions of MMC Section 19.904.

Milwaukie El Puente Elementary School is an approved CSU on the subject property. The school was constructed in 1916, prior to the requirement of obtaining community service use approval. In 2001, North Clackamas School District received a conditional use permit for the existing school and improvements to the onsite parking and bus loading areas (CS0-2001-

002). Subsequent land use review for additional work done at the school have been approved as recently as 2019. The proposed modification increases the existing off-street parking area beyond the maximum allowed. The proposed change is a major modification to the CSU and is subject to the provisions of MMC 19.904.

b. Development Standards

MMC Table 19.301.4 establishes development standards for the R-7 zone. No changes are proposed to the existing building; the primary modifications are to the off-street parking area. No changes are proposed to the few R-7 development standards that are applicable.

The minimum vegetation requirement for the R-7 zone is 30% of the lot area; however, the landscaping requirement for school CSUs is only 15%, as established in MMC Subsection 19.904.7.J. Regardless, the amount of landscaped area would increase as a result of the proposed modifications due to the landscaping requirements for off-street parking areas. A total of 2,912 sq ft of additional landscaping is proposed. No other R-7 development standards are applicable.

The Planning Commission finds that the applicable development standards of the R-7 *zone are met.*

The Planning Commission finds that the proposed modifications meet the applicable standards of the underlying R-7 *zone. This standard is met.*

5. MMC Chapter 19.600 Off-Street Parking and Loading

MMC 19.600 regulates off-street parking and loading areas on private property outside the public right-of-way. The purpose of these requirements includes providing adequate space for off-street parking, minimizing parking impacts to adjacent properties, and minimizing environmental impacts of parking areas.

a. MMC Section 19.602 Applicability

MMC 19.602 establishes the applicability of the provisions of MMC 19.600. Specifically, MMC Subsection 19.602.3 addresses applicability for development of vacant sites as well as for improvements to existing off-street parking areas for development and changes in use.

The application is for the expansion of an existing off-street parking area.

The Planning Commission finds that the standards of MMC 19.600 are applicable to the proposed development.

b. MMC Section 19.605 Vehicle Parking Requirements

MMC 19.605 establishes standards to ensure that development provides adequate vehicle parking based on estimated parking demand. MMC Table 19.605.1 provides minimum and maximum requirements for a range of different uses. The minimum and maximum number of off-street parking spaces for an elementary school are 1 space per classroom and 2 spaces per classroom respectively.

Subsection 19.605.2 allows for the modification of minimum and maximum parking ratios from Table 19.605.1 as well as the determination of minimum and maximum parking requirements.

Given the 25 classrooms at El Puente, MMC Table 19.605.1 would allow a maximum of 50 parking spaces. The existing off-street parking area has 41 spaces; the proposal is for a total of 59 parking spaces. The applicant has requested a parking modification to the maximum parking ratio for this site.

Based on the Finding 7.c. below, the applicant has satisfied the application requirements for a parking modification.

- c. MMC Subsection 19.605.2 Quantity Modifications and Required Parking Determinations
 - (1) MMC Subsection 19.605.2 A. allows for the modification of minimum and maximum parking ratio standards as calculated per Table 19.605.1.

The applicant has requested a modification to the maximum allowed parking for the school and proposes to expand the parking area from 41 spaces to provide a total of 59 off-street parking spaces for the development rather than the maximum allowed of 50.

- (2) MMC Subsection 19.605.2 C.1. contains the approval criteria for granting a parking modification, including a demonstration that the proposed parking quantities are reasonable based on (1) existing parking demand for similar uses in other locations, (2) quantity requirements from other jurisdictions, and (3) professional literature. In addition to this criterion, requests for modifications to increase the amount of maximum allowed parking must meet the following criteria:
 - (a) The proposed development has unique or unusual characteristics that create a higher-than-typical parking demand.
 - (b) The parking demand cannot be accommodated by shared or joint parking arrangements or by increasing the supply of spaces that are exempt from the maximum amount of parking allowed under Subsection 19.605.3.A.
 - (c) The requested reduction is the smallest increase needed based on the specific circumstances of the use and/or site.

The applicant has proposed 59 standard parking spaces, which is 9 more than the maximum allowed for this site. This is due to an existing lack of spaces for both faculty and parents for the school, as well as an opportunity to provide additional parking for NCSD's ballfields in the park to the south. During school hours, the existing parking lot is consistently full, limiting the available parking for parents and guest speakers. When the parking area is full, street parking in the surrounding neighborhoods is possible but not always available. In addition, during events on the nearby sports fields, it is typical for participants to park in the school parking lot when the ballfield parking lot is full.

School	# Classrooms	# parking spaces	Parking space: classroom ratio
Milwaukie El Puente Elementary	25	59	2.36
Ardenwald Elementary	28	78	2.78
Oak Grove Elementary	27	109	4.03

The applicant submitted parking data for surrounding elementary schools:

According to the applicant, the proposed parking lot expansion has been requested by the school faculty, school parents, and the school district, due to a current lack of parking stalls. Nearby street parking is not practical due to the frontage being occupied with noparking signs and loading-only area designations. The closest street parking with access to the front entry is beyond visible distance and its use would intrude on the residential neighborhoods. The additional 9 parking spaces can be accommodated on the site and do not impact the site or adjacent properties.

The Planning Commission finds that the applicant has adequately addressed the criteria.

d. MMC Section 19.606 Parking Area Design and Landscaping

MMC 19.606 establishes standards for parking area design and landscaping, to ensure that off-street parking areas are safe, environmentally sound, and aesthetically pleasing, and that they have efficient circulation.

(1) MMC Subsection 19.606.1 Parking Space and Aisle Dimension

MMC 19.606.1 establishes dimensional standards for required off-street parking spaces and drive aisles. For 90°-angle spaces, the minimum width is 9 ft and minimum depth is 18 ft, with a 9-ft minimum curb length and 22-ft drive aisles. Parallel spaces require with 22-ft lengths and a width of 8.5 ft.

The applicant has submitted a parking plan that satisfies these dimensional standards.

(2) MMC Subsection 19.606.2 Landscaping

MMC 19.606.2 establishes standards for parking lot landscaping, including for perimeter and interior areas. The purpose of these landscaping standards is to provide buffering between parking areas and adjacent properties, break up large expanses of paved area, help delineate between parking spaces and drive aisles, and provide environmental benefits such as stormwater management, carbon dioxide absorption, and a reduction of the urban heat island effect.

(a) MMC Subsection 19.606.2.C Perimeter Landscaping

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In all but the downtown zones, perimeter landscaping areas must be at least 6 ft wide where abutting other properties and at least 8 ft wide where abutting the public right-of-way. At least 1 tree must be planted for every 30 lineal ft of landscaped buffer area, with the remainder of the buffer planted with grass, shrubs, ground cover, mulch, or other landscaped treatment. Parking areas adjacent to residential uses must provide a continuous visual screen from 1 to 4 ft above the ground to adequately screen vehicle lights.

The new parking area includes a perimeter landscape buffer that meets or exceeds dimensional and planting requirements listed in Table 19.606.2.C.1. Where the parking lot abuts an adjacent property the perimeter planting areas are between 6 ft to 11 ft wide from the inside curb. Buffering the proposed futsal court, the perimeter planting area at the north edge of the parking lot measures 8.8 ft wide from the inside curb. Plantings within the perimeter landscape areas include 8 trees, which exceeds 1 tree per 30 lineal feet.

This standard is met.

(b) MMC Subsection 19.606.2.D Interior Landscaping

At least 25 sq ft of interior landscaped area are required for each parking space. Planting areas must be at least 120 sq ft in area, at least 6 ft in width, and dispersed throughout the parking area. For landscape islands, at least 1 tree shall be planted per island, with the remainder of the buffer planted with grass, shrubs, ground cover, mulch, or other landscaped treatment. Landscaping that is contiguous to a perimeter landscaping area and exceeds the minimum width required by Subsection 19.606.2.C.1 will be counted as interior landscaping if it meets all other requirements.

The proposed expansion area is 18 parking spaces, for which a minimum of 450 sq ft of interior landscaping is required. As proposed, the site plan provides approximately 2,040 sq ft of perimeter landscaping, well over the minimum required.

This standard is met.

(c) MMC Subsection 19.606.2.E Other Parking and Landscaping Provisions

Preservation of existing trees in off-street parking areas is encouraged and may be credited toward the total number of trees required. Parking area landscaping must be installed prior to final inspection, unless a performance bond is posted with the City. Required landscaping areas may serve as stormwater management facilities, and pedestrian walkways are allowed within landscape buffers if the buffer is at least 2 ft wider than required by MMC 19.606.2.C and 19.606.2.D.

The site includes 2 existing trees which will be removed to accommodate the proposed expansion. Proper and complete installation of landscaping will be

confirmed as part of the subsequent Development Review and final inspection. No pedestrian walkways are proposed within the parking lot landscaping, but they are adjacent. The perimeter planting area along the south edge of the parking lot is a 512-sq ft water quality facility.

This standard is met.

As conditioned, the Planning Director finds that the applicable standards of MMC 19.606.2 are met.

(3) MMC Subsection 19.606.3 Additional Design Standards

MMC 19.606.3 establishes various design standards, including requirements related to paving and striping, wheel stops, pedestrian access, internal circulation, and lighting.

(a) MMC Subsection 19.606.3.A Paving and Striping

Paving and striping are required for all required maneuvering and standing areas, with a durable and dust-free hard surface and striping to delineate spaces and directional markings for driveways and accessways.

The plans submitted indicate that the proposed parking lot expansion will have an asphalt surface and painted striping to indicate maneuvering and delineation of parking spaces.

This standard is met.

(b) MMC Subsection 19.606.3.B Wheel Stops

Parking bumpers or wheel stops are required to prevent vehicles from encroaching onto public rights-of-way, adjacent landscaped areas, or pedestrian walkways. Curbing may substitute for wheel stops if vehicles will not encroach into the minimum required width for landscape or pedestrian areas.

The applicant's narrative indicates that parking bumpers are shown along the southern side of the parking lot expansion. A mountable curb will be used along the northern side of the parking lot expansion to allow vehicle access for maintenance. The encroachment from the vehicle overhang is not included in the landscape or pedestrian minimum widths and areas.

This standard is met.

(c) MMC Subsection 19.606.3.C Site Access and Drive Aisles

Accessways to parking areas shall be the minimum number necessary to provide access without inhibiting safe circulation on the street. Drive aisles shall meet the dimensional requirements of MMC 19.606.1, including a 22-ft minimum width for drive aisles serving 90°-angle stalls and a 16-ft minimum width for drive aisles not abutting a parking space. Along collector and arterial streets, no parking space shall be located such that its

maneuvering area is in an ingress or egress aisle within 20 ft of the back of the sidewalk. Driveways and on-site circulation shall be designed so that vehicles enter the right-of-way in a forward motion.

As designed, the proposed parking lot expansion meets the dimension requirements in subsection 19.606.1.

This standard is met.

(d) MMC Subsection 19.606.3.D Pedestrian Access and Circulation

Pedestrian access shall be provided so that no off-street parking space is farther than 100 ft away, measured along vehicle drive aisles, from a building entrance or a walkway that is continuous, leads to a building entrance, and meets the design standards of MMC Subsection 19.504.9.E.

The proposed parking lot expansion includes a new striped walkway through the existing parking lot that provides a connection to the building entrance. The striped parking lot walkway does not overlap with the required vehicle travel and access dimensions and extends so the furthest vehicle is within 100 ft of the pathway.

This standard is met.

(e) MMC Subsection 19.606.3.E Internal Circulation

The Planning Director has the authority to review the pedestrian, bicycle, and vehicular circulation of the site and impose conditions to ensure safe and efficient on-site circulation. Such conditions may include, but are not limited to, on-site signage, pavement markings, addition or modification of curbs, and modification of drive aisle dimensions.

The Planning Director has reviewed the proposed circulation plan and concluded that it provides safe and efficient on-site circulation.

This standard is met.

(f) MMC Subsection 19.606.3.F Lighting

Lighting is required for parking areas with more than 10 spaces and must have a cutoff angle of 90° or greater to ensure that lighting is directed toward the parking surface. Lighting shall not cause a light trespass of more than 0.5 footcandles measured vertically at the boundaries of the site and shall provide a minimum illumination of 0.5 footcandles for pedestrian walkways in off-street parking areas.

The applicant's submittal includes a lighting plan and details. The proposed new lighting fixture will have a cutoff angle of 90 degrees or greater. Light trespass does not cross project boundary greater than 0.5 foot-candles. The new striped pathway will have a minimum of 0.5 footcandles with relocated light pole light and

existing building mounted light. The existing lighting at the existing bike rack is to remain unchanged.

This standard is met.

The Planning Commission finds that the applicable standards of MMC 19.606.3 are met.

As conditioned, the Planning Commission finds that the applicable design and landscaping standards of MMC 19.606 are met.

e. MMC Section 19.609 Bicycle Parking

MMC 19.609 establishes standards for bicycle parking for new development of various uses. Multifamily residential development with 4 or more units shall provide 1 space per unit. When at least 10 bicycle spaces are required, a minimum of 50% of the spaces shall be covered and/or enclosed. MMC Subsection 19.609.3.A provides that each bicycle parking space shall have minimum dimensions of 2 ft by 6 ft, with 5-ft-wide aisles for maneuvering. MMC Subsection 19.609.4 requires bike racks to be located within 50 ft of a main building entrance.

Based on the minimum requirements, the school must provide a minimum of 6 bike rack spaces. The existing bike rack has space for 39 bikes.

The Planning Commission finds that this standard is met.

The Planning Commission finds that the proposed modifications remain consistent with the applicable standards of MMC 19.600. This standard is met.

6. MMC Chapter 19.700 Public Facility Improvements

MMC 19.700 is intended to ensure that development, including redevelopment, provides public facilities that are safe, convenient, and adequate in rough proportion to their public facility impacts.

a. MMC Section 19.702 Applicability

MMC 19.702 establishes the applicability of MMC 19.700, including intensifications of use that result in a projected increase in the number of vehicle trips.

The proposed modifications are not the result of an increase in the number of teachers, students, or other users of the site. There is no increase in trips, so MMC 19.700 is not applicable to the proposed modifications.

7. MMC Section 19.904 Community Service Uses

MMC 19.904 provides standards and procedures for review of applications for community service uses (CSUs). These are uses that are not specifically allowed outright in most zoning districts but that address a public necessity or otherwise provide some public benefit. CSUs include public and private schools and their associated sports facilities. MMC Subsection 19.904.3 provides that the establishment of a new CSU or a major modification to a CSU shall be evaluated through a Type III review per Section 19.1006.

The proposal to expand the site's parking area beyond the maximum represents a major modification to the school's existing CSU and so is subject to Type III review.

MMC Subsection 19.904.4 provides the following approval criteria for establishment of a new CSU or a major modification to a CSU:

a. The building setback, height limitation, and off-street parking and similar requirements governing the size and location of development in the underlying zone are met. Where a specific standard is not proposed for a CSU, the standards of the underlying zone must be met.

The proposed modifications do not affect the applicable standards of the underlying R-7 *zone or the standards that are superseded by the specific applicable standards for schools as provided in MMC Subsection* 19.904.7.

The Planning Commission finds that this standard is met.

b. Specific standards for the proposed uses as found in MMC Subsections 19.904.7-11 are met.

MMC Subsection 19.904.7 establishes specific standards for schools, which are addressed as follows:

(1) MMC Subsection 19.904.7.A requires public elementary or secondary schools to provide a site area/pupil ratio as required by state law.

The proposed modifications do not include changes to the size of the existing school campus.

This standard is not applicable.

(2) MMC Subsection 19.904.7.B has outdoor play area requirements for preschools, nursery schools, day-care centers, or kindergartens.

There are currently three kindergarten classrooms at Milwaukie El Puente. Assuming 32 students per classroom (2019/2020 classroom average size was 30 students), the required fenced play area would be 2,400 sq ft. Total fenced area provided on the site is 25,500 sq ft.

This standard is met.

(3) MMC Subsection 19.904.7.C requires walkways, both on and off the site for safe pedestrian access.

The proposed modifications do not affect any existing walkways on or off the site. The addition of a walkway connection between the expanded parking area and the school's entrance is addressed in Finding 5.

This standard is met.

(4) MMC Subsection 19.904.7.D requires sight-obscuring fencing of 4 to 6 ft in height to separate play areas from adjacent residential uses.

The proposed modifications include new fencing around the futsal court. This standard is met.

(5) MMC Subsection 19.904.7.E requires adequate public facilities to serve the school.

The proposed modifications do not affect public facilities. This standard is not applicable.

(6) MMC Subsection 19.904.7.F requires safe loading and ingress and egress on and to the site.

The proposed modifications do not affect any loading areas. This standard is not applicable.

(7) MMC Subsection 19.904.7.G requires compliance with the parking standards in MMC 19.600.

As discussed in Finding 5, the proposed modifications meet the requirements on MMC 19.600.

This standard is met.

(8) MMC Subsection 19.904.7.H requires minimum yard setbacks of 20 ft.

The proposed modifications do not involve construction of any new structures that would be subject to setback requirements. This standard is not applicable.

(9) MMC Subsection 19.904.7.I requires bicycle facilities which "adequately serve the site."

As discussed in Finding 5, the school site currently provides more than the minimum required number of bicycle parking spaces, and the proposed modifications would not affect existing bicycle parking.

This standard is met.

(10) MMC Subsection 19.904.7.J requires a minimum landscaped area of 15%.

The proposed modifications would provide 2,912 sq ft of additional landscaping to the site in the form of interior and perimeter landscaping around the proposed parking expansion area.

This standard is met.

The Planning Commission finds that the proposed modifications meet the applicable standards of MMC 19.904.7.

c. The hours and levels of operation of the proposed use are reasonably compatible with surrounding uses.

The proposed modifications do not affect the hours and levels of operation of the school.

As proposed, the Planning Commission finds that this standard is met.

d. The public benefits of the proposed use are greater than the negative impacts, if any, on the neighborhood.

The proposed modifications would provide additional off-street parking for parents, speakers, and visitors to the school without relying on the limited on-street parking in the surrounding neighborhood. As part of the proposal, additional landscaping will be provided, there will be improved access to the adjacent ball fields, and there will be improved playground equipment and amenities for students.

As proposed, the overall public benefits of the proposed modifications are greater than any negative impacts on the neighborhood.

The Planning Commission finds that this standard is met.

e. The location is appropriate for the type of use proposed.

Previous land use reviews have found the subject property to be appropriate for the approved elementary school use. The proposed modification to the parking lot is adjacent to the existing parking lot and complies with all applicable design and landscaping standards.

As proposed, the Planning Commission finds that this standard is met.

The Planning Commission finds that the proposed modifications meet the approval criteria of MMC 19.904.4 *as a major modification to the school as a CSU.*

- 8. The application was referred to the following departments and agencies on June 24, 2020:
 - Milwaukie Building Department
 - Milwaukie Engineering Department
 - Milwaukie Public Works Department
 - Milwaukie Police Department
 - Lake Road and Historic Milwaukie Neighborhood District Associations (NDA), Chairperson and Land Use Committee (LUC)
 - Clackamas Fire District #1 (CFD#1)

In addition, public notice of the application with an invitation to comment was sent on July 22, 2020, to property owners and residents within 300 ft of the subject property. Comments in support of the application were received as follows:

- 1. Gizel Gervais, parent and teacher
- 2. Kelly Sullivan, Milwaukie El Puente PTO