



MILWAUKIE PLANNING
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov

Preapplication Request Form

File #: _____

Meeting Date: ___/___/___ Time: _____ Location: 6101 SE Johnson Creek Blvd Today's Date: ___/___/___

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: 5606 SE Monroe Street Map & Tax Lot(s): 1-2E-31AB Zone: R-7

PROPOSAL (brief description):

Subdivide property for residential development

APPLICANT:

Project Contact Name: Paul Roeger Company: CMT Surveying & Consulting

Mailing Address: 20330 SE Hwy 212, Damascus, OR Zip: 97089

Phone(s): 503-860-2545 Email: paul@cmtsc.net

of Expected Attendees: 2 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
- 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: File Planning (2) Engineering (2) Building
 Development Manager Public Works Fire CD Director (development)



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5606 SE MONROE STREET

SUBDIVISION

Pre-Application Conference

Please see the attached Pre-App Request and Proposed Subdivision Plan.

The intent of the project is to subdivide two parcels, Map 1-2E-31AB, TL's 13300 and 13400 into ten lots with a new street from SE Monroe Street extended South and then East to the Eastern property line for future development of the property to the East. They total approximately 2.45 Acres.

The Preliminary layout included with this Narrative does not quite match the below comments on the new street right-of-way (ROW) off of SE Monroe Street because we have not had the time to adjust it.

TL 13300 has approximately 33-feet of frontage on SE Monroe Street and is currently vacant. TL 13400 has approximately 90-feet of frontage on SE Monroe Street and has an existing single-family residence on it with some out buildings. The intent is to keep the existing house but remove the out buildings.

We would like to use the entire 33-feet of TL 13300 and the West 10-feet of TL 13400 fronting on SE Monroe Street (total of 43-feet) as a dedicated ROW for a new street. That would leave the East 80-feet of TL 13400, immediately South of SE Monroe Street, for the existing house. The chimney on the West side of the existing house would end up approximately 6-feet from the ROW line. The existing ground next to the West side of the existing house would be about three to four feet above the new roadway. If we construct a 32-foot curbed street with a 5 or 6-foot curb-tight sidewalk on the East side of this new ROW we would still have planter space to the ROW line. I suggest 32-feet for the street because I believe 27-feet is too narrow for vehicles turning off of SE Monroe Street, especially garbage trucks, fire engines, and delivery trucks.

At the South end of TL 13200 (property West of new ROW), the ROW could be widened approximately 7-feet, since the South line of TL 13200 is 87-feet, and we would still have new lots at the minimum R-7 depth of 80-feet. This would widen the ROW to 50-feet until it gets to the jog in the East line of TL 13400, where it could widen to the City's desired ROW width of 54-feet. We need to keep the property on the East side of the new street at the R-7 minimum of 80-feet, also.

The back of the existing house is only shown to be 6.9-feet from the South line of Lot 1. However, we realize we will need a 20-foot setback, or request a Variance. We have plenty of square footage on Lots 2, 3, and 4, to adjust the South line of Lot 1.



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Sanitary sewer and water are shown extended into the new subdivision. We assume we will be able to infiltrate the storm water, but have not done any stormwater management plan at this time. A Geotech Report will be done to determine the infiltration rate of the soil, which I am sure will be very high in this area.

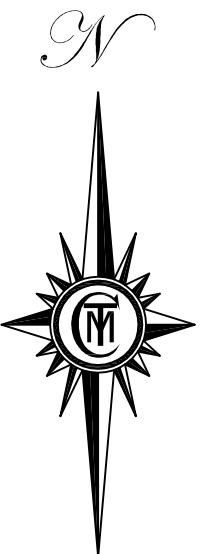
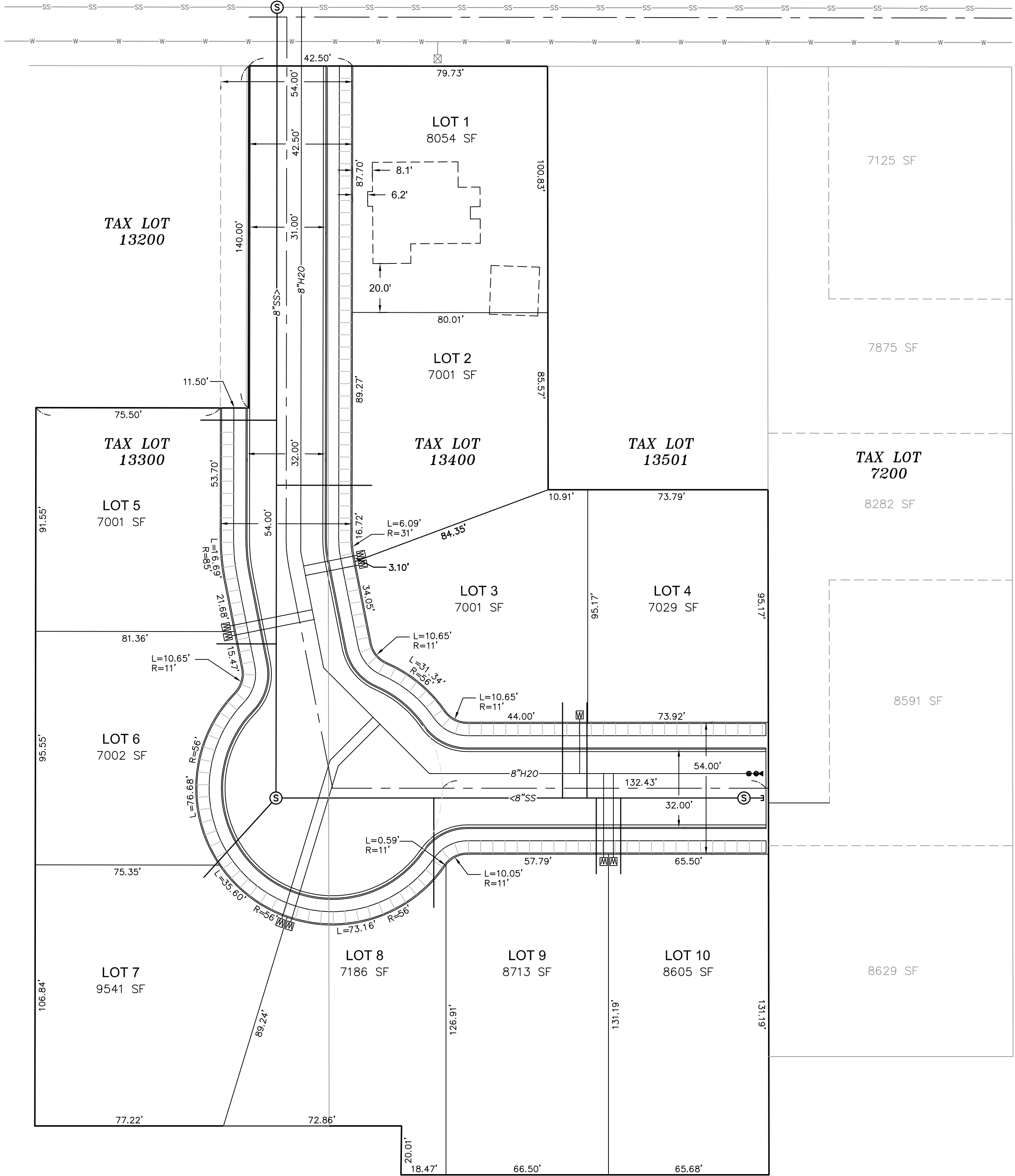
We have not done a complete boundary survey at this time, nor a topography survey. If there are any trees on the site, we will have an Arborist do an evaluation of them.

We will work with the Fire Marshal on a turnaround, if necessary, near the end of the new street or at the bubble.

Questions:

1. Can right-of-ways be narrowed on North/South portion of street to get full minimum depth lots, as discussed above?
2. Will large "bubble" at turn in street act as turnaround?
3. This property has great infiltration rates, based on MISSION PARK, so all the stormwater will be infiltrated. Which infiltration options does the City prefer? Drywells, rain gardens between curb & sidewalk, infiltration swales???
4. What is the City's timeline on review of the Subdivision Application?
5. Will a PUE be required along the frontage of all lots?
6. How much detail does the City require on the Public Improvements at the time of Preliminary Plat?
7. Do we need a Traffic Impact Report?
8. Do we need to address the adjacent driveway (West) and the double flag lot driveway across the street?
9. Does the City have a Benchmark close by?
10. Will we be required to install centerline monument boxes?

SE MONROE STREET



SCALE 1" = 30'

PRELIMINARY LAYOUT

5606 SE MONROE STREET

NW 1/4 OF NE 1/4 SECTION 31

T1S, R2E, W1M.

CITY OF MILWAUKIE

CLACKAMAS COUNTY, OREGON

AUGUST 19, 2020

DRAWN: SRN CHECKED: PR

SCALE 1" = 30' ACCOUNT # 500-954

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DAMASCUS, OR 97089

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