



CITY OF MILWAUKIE
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Preapplication Conference Report

Project ID: 20-008PA

This report is provided as a follow-up to the meeting that was held on 9/17/2020 at 10:00 AM

The Milwaukie Municipal Code is available here: www.qcode.us/codes/milwaukie/

APPLICANT AND PROJECT INFORMATION

Applicant:	Paul Roeger	Applicant Role: Surveyor
Applicant Address:	20330 SE Hwy 212, Damascus, OR 97089	
Company:	CMT Surveying & Consulting	
Project Name:	Subdivision at 5606 SE Monroe St	
Project Address:	5606 SE Monroe St	Zone: Residential R-7
Project Description:	Subdivide the subject property to create 10 developable lots (retain existing house on one lot)	
Current Use:	Single-family detached dwelling and agricultural use	
Applicants Present:	Paul Roeger (CMT Surveying & Consulting); Mike Monahan	
Staff Present:	Brett Kelter, Associate Planner; Dalton Vodden, Associate Engineer; Steve Adams, City Engineer; Laura Weigel, Planning Manager; Janine Gates, Assistant Planner; Matt Amos (Clackamas Fire District #1)	

PLANNING COMMENTS

Zoning Compliance (MMC Title 19)

<input checked="" type="checkbox"/>	Use Standards (e.g., residential, commercial, accessory)	In the Residential R-7 zone, single-family residential uses are permitted outright.
<input checked="" type="checkbox"/>	Dimensional Standards	<p>Dimensional standards for R-7 lots are provided in Milwaukie Municipal Code (MMC) Table 19.301.4. Minimum lot size is 7,000 sq ft, with a minimum width of 60 ft and minimum depth of 80 ft. Standard lots must have a minimum of 35 ft of frontage on a public street; flag lots are not allowed in a subdivision.</p> <p>The minimum density for the R-7 zone is 5.0 dwelling units per acre, with a maximum density of 6.2 units per acre. MMC Subsection 19.202.4 establishes procedures for rounding density calculations and requires that the area of all right-of-way dedications (such as for new streets) be subtracted from the gross area prior to calculating density.</p> <p>Development standards for the lots themselves (including setbacks, building height, lot coverage, etc.) are also found in MMC Table 19.301.4 and are more relevant at the building permit stage, except where existing structures will remain. The existing house on Lot 1 is proposed to remain and appears to require a variance from the 20-ft street-side setback</p>

	<p>standard along the new street. As the request would be for more than a 25% reduction of the street-side setback, the variance will require Type III review.</p> <p>As proposed, Lots 5 and 6 appear to not meet the minimum lot depth standard of 80 ft. A Type II variance would allow a reduction of up to 10% of the required lot depth (up to 8 ft in this case), and that may be adequate to address the issue for these two lots. Alternately, the required sidewalk might be allowed in a public easement on these two lots, which would reduce the amount of required dedication to the public right-of-way and therefore increase the lot depth. The applicant should consult with the Engineering Department to learn more about this option.</p>
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Land Use Review Process	
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<input checked="" type="checkbox"/>	Applications Needed	<p>As proposed, the project would require the following applications:</p> <ul style="list-style-type: none"> • Subdivision—Preliminary Plat • Variance • Final Plat
<input checked="" type="checkbox"/>	Review Type	<ul style="list-style-type: none"> • Subdivision—Preliminary Plat = Type III • Variance = Type III • Final Plat = Type I
<input checked="" type="checkbox"/>	Fees	<ul style="list-style-type: none"> • Subdivision (Type III) = \$4,400 plus \$100 per lot over 4 lots (\$5,000 for 10 lots) • Variance (Type III) = \$2,000 (reduced to \$1,500 with discount) • Final Plat (Type I) = \$200 (reduced to \$150 with discount) <p><u>Note:</u> For multiple applications, there is a 25% discount offered for each application fee beyond the most expensive one.</p>
<input checked="" type="checkbox"/>	Application Process	<p>The applicant should submit a complete electronic copy of all application materials for the City's initial review. Due to the COVID pandemic, hard copies of materials are not currently desired. A determination of the application's completeness will be issued within 30 days.</p> <p>Once the application is deemed complete, a public hearing with the Planning Commission will be scheduled. As long as measures remain in place to address the COVID pandemic, the public hearing will be conducted online. Public notice will be sent to property owners and current residents within 300 ft of the subject property no later than 20 days prior to the hearing date. At least 14 days before the hearing, a sign giving notice of the application must be posted on the subject property, to remain until the decision is issued. Staff will prepare a report with analysis of the proposal and a recommendation for decision that will be made available one week before the hearing. Both staff and the applicant will have the opportunity to make presentations at the hearing, followed by public testimony and then deliberation by the Commission.</p> <p>Issuance of a decision starts a 15-day appeal period for the applicant and any party who establishes standing. Development permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.</p> <p>The 2020 and 2021 schedules for Planning Commission hearings, including dates by which an application must be deemed complete in order to be eligible for a particular hearing date, are attached for reference.</p>

Overlay Zones (MMC 19.400)	
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<input type="checkbox"/>	Willamette Greenway	(There are no special overlays for the subject property.)
<input type="checkbox"/>	Natural Resources	
<input type="checkbox"/>	Historic Preservation	

Site Improvements/Site Context

<input checked="" type="checkbox"/>	Landscaping Requirements	<p>For single-family residential development, there are only a few specific requirements for landscaping:</p> <ul style="list-style-type: none"> • Minimum vegetation requirement = 30% of lot area • Front yard minimum vegetation = 40% of front yard (measured between the front face of the house and the front property, so not simply the area within required front yard setback of 20 ft) • Related to landscaping, parking and maneuvering areas cannot exceed 50% of the front yard area (as per MMC Subsection 19.607.1.D)
<input type="checkbox"/>	Onsite Pedestrian/Bike Improvements (MMC 19.504, 19.606, and 19.609)	There are no specific pedestrian or bicycle improvements required for single-family residential development.
<input checked="" type="checkbox"/>	Connectivity to surrounding properties	The adjacent property to the east at 5690 SE Monroe St has significant potential for redevelopment but would depend on access from the new street proposed as part of this subdivision. The proposed street layout stubs into 5690 SE Monroe St in a way that appears to provide sufficient opportunity for approvable redevelopment.
<input checked="" type="checkbox"/>	Building Design Standards (MMC 19.505)	MMS Subsection 19.505.1 provides design standards for single-family dwellings, including for building articulation, street-facing façade design, main entrances, and detailed design. Compliance with these standards will be confirmed at the building permit stage.
<input checked="" type="checkbox"/>	Solar Access Protection (MMC 19.1200)	<p>MMC Chapter 19.1200 establishes requirements for new development to ensure that land is divided so that structures can be oriented to maximize solar access and to minimize shade on adjoining properties from structures and trees. The solar design standards established in MMC Subsection 19.1203.3 apply to new lots created in single-family zones.</p> <p>At least 80% of the lots in a development (8 out of 10, in the case of the proposed subdivision) must comply with one or more of the following options:</p> <p><u>Basic Requirement:</u> The lot has a north-south dimension of 90 ft or more and has a front lot line oriented within 30° of a true east-west axis.</p> <p><u>Protected Solar Building Line Option:</u> Provide a protected solar building line oriented within 30° of a true east-west axis, with at least 70 ft between the solar building line and the middle of the north-south dimension of the adjacent lot to the south, as well as at least 45 ft between the solar building line and the northern edge of the buildable area of the lot (or ensure that habitable structures will be situated so at least 80% of their south-facing wall will not be shaded by structures or non-exempt vegetation). The protected solar building line designates the location where a point 2 ft above may not be shaded by structures or nonexempt trees and must be designated on the plat or in associated documents.</p> <p><u>Performance Option:</u> Use appropriate deed restrictions to ensure that habitable structures built on the lot will either (1) have their long axis oriented within 30° of a true east-west axis, with at least 80% of their ground-floor south wall protected from shade by structures and nonexempt trees; or (2) orient at least 32% of their glazing, and at least 500 sq ft of their roof area, to face within 30° east or west of true south, and that glazing and roof area are protected from shade by structures and nonexempt trees.</p> <p>An initial assessment of the proposed lot layout shows that Lots 1, 4, 8, 9, and 10 meet the Basic Requirement of dimensions. It is possible that Lots 3 and 7 meet this standard as well, depending on the angle of the front lot line with respect to an east-west axis. The orientation of Lots 2, 5, and 6 is such that it is impossible to meet the Basic Requirement standards, so one of them may require a deed restriction to meet the 80% requirement.</p> <p>MMC Subsection 19.1203.4 offers a number of exemptions from the solar design standard, including for slopes and off- or on-site shade, though it is not clear that any of the exemptions would apply to the subject property.</p>

		However, MMC Subsection 19.1203.5 establishes two options for adjusting the percentage of lots that must meet the solar design standards, including one related to adverse impacts on density, cost, or amenities. This might be an avenue to pursue.
Off-Street Parking Standards (MMC 19.600)		
<input checked="" type="checkbox"/>	Residential Off-Street Parking Requirements	<p>As per MMC Table 19.605.1, a minimum of one off-street parking space is required per single-family dwelling unit.</p> <p>MMC Section 19.607 establishes requirements for residential off-street parking. The required parking space must be at least 9 ft wide and 18 ft deep and cannot be located in the required front yard or street-side (i.e., within the first 20 ft of the property as measured from the property line). All required parking spaces, as well as all parking and maneuvering areas within a required front or side yard, must have a durable and dust-free surface. Areas for boat and RV parking can be graveled, as can be any maneuvering and unrequired parking areas outside a required front or side yard.</p>
Approval Criteria		
<input checked="" type="checkbox"/>	Variance (MMC 19.911)	<p>MMC Subsection 19.911.4.B establishes the approval criteria for Type III variances. There are two sets of criteria, one for general discretionary relief and one for economic hardship.</p> <p>The discretionary relief track is the more common one, as it is usually difficult to show that unusual site characteristics preclude any reasonable economic use of the property. The discretionary relief criteria include the requirement to provide an alternatives analysis of, at a minimum, the impacts and benefits of the proposed variance as compared to the baseline code requirements. In addition, the applicant must show that the proposed variance is reasonable and appropriate and that it meets at least one of three sub-criteria (avoid or minimize impacts to surrounding properties, have desirable public benefits, or respond to the existing built or natural environment in a creative or sensitive manner). Finally, the applicant must show that impacts from the proposed variance will be mitigated to the extent practicable.</p> <p>If a Type II variance is sought for the lot depth issue on Lots 5 and 6, this request would be reviewed concurrently with the Type III variance but would be subject to the Type II variance approval criteria provided in MMC Subsection 19.911.4.A.</p> <p>Up to three distinct variance requests may be included in a single application (a fourth would require a separate variance application), but the applicant must address the approval criteria for each individual variance request separately.</p>
Land Division (MMC Title 17)		
<input checked="" type="checkbox"/>	Design Standards	MMC Section 17.28.040 establishes general standards for lot design, including a requirement for rectilinear lots (as practicable) and limits on compound lot line segments. Cumulative lateral changes in the direction of side or rear lot lines must not exceed 10% of the distance between opposing lot corners along a given lot line, unless a Type III variance is granted. Lot 8 shows a compound lot line segment in its SE corner resulting from the shape of the overall subject property—this aspect is not under the applicant's control and so is allowable.
<input checked="" type="checkbox"/>	Preliminary Plat Requirements	<p>MMC Section 17.16.060 provides application requirements and procedures for preliminary plats, including a reference to the City's preliminary plat checklist. The checklist outlines the specific pieces of information that must be shown on the plat, based on the provisions for preliminary plat established in MMC Chapter 17.20.</p> <p>MMC Section 17.12.040 establishes approval criteria for preliminary plats. The application must include a narrative description demonstrating that the proposal meets all applicable code requirements and design standards, and it must meet the following criteria:</p> <p>(1) the proposed plat complies with Title 19 and other applicable regulations & standards;</p>

		<p>(2) the proposed land division allows for reasonable development and does not create the need for a variance;</p> <p>(3) the proposed subdivision plat name is not duplicative and satisfies all applicable standards of ORS 92.090(1); and</p> <p>(4) the streets and roads are laid out so as to conform to the plats of subdivisions already approved for adjoining property as to width, general direction, and in all other respects unless the City determines it is in the public interest to modify the street pattern.</p>
<input checked="" type="checkbox"/>	Final Plat Requirements (See Engineering Section of this Report)	<p>MMC Section 17.16.070 provides application requirements and procedures for final plats, with a reference to the City's final plat checklist. The checklist outlines the specific pieces of information that must be shown on the plat, based on the provisions for final plat established in MMC Chapter 17.24.</p> <p>MMC Section 17.12.050 establishes the following approval criteria for final plats:</p> <p>(1) Compliance with the preliminary plat approved by the approval authority, with all conditions of approval satisfied.</p> <p>(2) The preliminary plat approval has not lapsed.</p> <p>(3) The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities.</p> <p>(4) The plat contains a donation to the public of all common improvements, including streets, roads, parks, sewage disposal, and water supply systems.</p> <p>(5) All common improvements required as conditions of approval have been described and referenced on the plat, and where appropriate, instruments to be recorded have been submitted.</p> <p>(6) The plat complies with the Zoning Ordinance and other applicable ordinances and regulations.</p> <p>(7) Submission of signed deeds when access control strips are shown on the plat.</p> <p>(8) The plat contains an affidavit by the land surveyor who surveyed that the land represented on the plat was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92.060. The plat must indicate the initial point of the survey and give the dimensions and kind of such monument and its reference to some corner established by the U.S. Survey or giving two or more objects for identifying its location.</p> <p>Note that construction of all required public improvements must be completed, inspected, and accepted by the City prior to the City's sign-off on the final plat, unless an arrangement for bonding or other interim measure is made and agreed upon by the City.</p>
Sign Code Compliance (MMC Title 14)		
<input type="checkbox"/>	Sign Requirements	
Neighborhood District Associations		
<input checked="" type="checkbox"/>	<p>Linwood</p> <p>Choose an item.</p> <p>Choose an item.</p>	<p>Prior to submitting the application, the applicant is encouraged (but not required) to present the project at a regular meeting of the relevant Neighborhood District Association (NDA), in this case the Linwood NDA.</p> <p><u>Linwood NDA Chair</u> Zac Perry Linwoodzp@gmail.com Regular meeting—second Thursday, 7:00pm (online)</p>

Other Permits/Registration		
<input type="checkbox"/>	Business Registration	
<input type="checkbox"/>	Home Occupation Compliance (MMC 19.507)	
Additional Planning Notes		
ENGINEERING & PUBLIC WORKS COMMENTS		
Public Facility Improvements (MMC 19.700)		
<input checked="" type="checkbox"/>	Applicability (MMC 19.702)	<p>MMC Section 19.702 establishes the applicability of the public facility improvements regulations of MMC Chapter 19.700, including to new construction and modification and/or expansions of existing structures or uses that produce a projected increase in vehicle trips.</p> <p>The proposed activity would result in a significant change in vehicle trips and does therefore trigger the applicability of MMC 19.700.</p>
<input checked="" type="checkbox"/>	Transportation Facilities Review (MMC 19.703)	As per MMC Subsection 19.703.2, because the proposed development triggers a transportation impact study (TIS), a Transportation Facilities Review (TFR) application is required.
<input checked="" type="checkbox"/>	Transportation Impact Evaluation (MMC 19.704)	A TIS is required. A scope for the TIS will be prepared by the Engineering Department and the City's traffic consultant (DKS). Actual costs are charged for both the scope preparation and technical review of the completed TIS; a reserve deposit of \$1,500 will be collected for the scoping and a reserve deposit of \$2,500 will be collected for the technical report review.
<input checked="" type="checkbox"/>	Agency Notification (MMC 19.707)	As per the stipulations of MMC Subsection 19.707.1, the following agencies will receive notification of the proposed development: Oregon Department of Transportation (ODOT), Metro, Clackamas County, and TriMet.
<input checked="" type="checkbox"/>	Transportation Requirements (MMC 19.708)	<p>The applicant is responsible for constructing adequate transportation facilities within public rights-of-way to serve new development.</p> <p>From the intersection with Monroe Street, and adjacent to the home at 5558 SE Monroe St: 4.5' landscape; 0.5' curb; 27' AC (parking one side); 0.5' curb; 5' landscape; 5' sidewalk; 0.5' (outside of sidewalk to allow for installation) – right-of-way (ROW) width of 43 ft (parking one side). Sidewalk will be provided along the new homes, or east side of the street. Additional development subject to MMC 19.708 at 5558 SE Monroe St will be responsible to add 0.5-ft of landscaping and a 5-ft sidewalk. A 7-ft-wide parking lane allows 80-ft depth lots.</p> <p>A narrower street profile of 31-ft adjacent to Lot 1 and TL 13200 is acceptable. City recommends No Parking signage installed on west side of street.</p> <p>South of 5558 SE Monroe St, sidewalk and parking is required on both sides of the new street: 0.5' (outside of sidewalk to allow for installation); 5' sidewalk; 5' landscape; 0.5' curb; 32' AC (parking both sides); 0.5' curb; 5' landscape; 5' sidewalk; 0.5' (outside of sidewalk to allow for installation) - ROW width is 54 ft. A 1-ft reserve strip shall be provided at the east end of the new street.</p>
<input checked="" type="checkbox"/>	Utility Requirements (MMC 19.709)	A 6-ft PUE (public utility easement) is required along each lot. The applicant shall provide engineered utility plans to the City Engineer for review and approval prior to construction to demonstrate compliance with all City standards and requirements. The City Engineer shall monitor the progress of all public utility improvements by the applicant to ensure project completion and compliance with all City permitting requirements and standards. Utility

		improvements are subject to the requirements of MMC 12.08. Follow-up action, such as facility inspection, bond release, and enforcement, shall be considered a part of the monitoring process.
Flood Hazard Area (MMC 18)		
<input type="checkbox"/>	Development Permit (MMC 18.04.100)	The subject property is not located in a designated flood hazard area.
Environmental Protection (MMC 16)		
<input type="checkbox"/>	Weak Foundation Soils (MMC 16.16)	The proposed development is not located in the City-regulated soil hazard area.
<input checked="" type="checkbox"/>	Erosion Control (MMC 16.28)	An erosion control permit is required for the proposed.
<input checked="" type="checkbox"/>	Tree Cutting (MMC 16.32)	Any major pruning or removal of trees in the public ROW requires a posting and notice procedure that can take up to five weeks if successful.
Public Services (MMC 13)		
<input checked="" type="checkbox"/>	Water System (MMC 13.04)	Connection and extension of City utilities is subject to plan and application review. Application for City utility billing connection shall be made on approved forms: https://www.milwaukieoregon.gov/building/water-connection-application
<input checked="" type="checkbox"/>	Sewer System (MMC 13.12)	Connection and extension of City utilities is subject to plan and application review. It shall be the permittee's or representative's responsibility to request inspection of the work and to allow reasonable time for the City to schedule the inspection. Inspections shall be requested for and made during the normal business hours of the City. Should inspections be required during nonbusiness hours, the permittee shall reimburse the City for all overtime costs incurred.
<input checked="" type="checkbox"/>	Stormwater Management (MMC 13.14)	Treatment facilities are to be designed to meet 2016 City of Portland Stormwater Management Manual. Applicant will be required to provide an infiltration test to be completed by a Geotechnical engineer. Infiltration between curb and sidewalk is allowed. Applicant will need to install a drywell or other approved overflow management discharge point for runoff from the ROW to assure that rain garden(s) or swale(s) are not overwhelmed during a storm event.
<input checked="" type="checkbox"/>	System Development Charge (MMC 13.28.040)	All new development or intensification of use shall be subject to system developments charges. Additional information is available here: https://www.milwaukieoregon.gov/building/system-development-charges-sdcs
<input checked="" type="checkbox"/>	Fee in Lieu of Construction (MMC 13.32)	Improvements are required to be constructed for the proposed, a fee in lieu of construction is not anticipated to apply.
Public Places (MMC 12)		
<input checked="" type="checkbox"/>	Right of Way Permit (MMC 12.08.020)	All work in the public ROW must be completed under an approved ROW permit application.
<input checked="" type="checkbox"/>	Access Requirements (MMC 12.16.040)	All access to public ROW must meet requirements in MMC 12.16.
<input checked="" type="checkbox"/>	Clear Vision (MMC 12.24)	Clear vision standards of MMC 12.24 must be followed at all street and driveway intersections.

Additional Engineering & Public Works Notes

The City recommends the applicant talk to the adjacent Monroe property owner (TL 13200) to try to get their approval to relocate their driveway access to the new private street and to close their current driveway onto Monroe. Also, the City recommends they discuss with the property owner the option of installing water service and SS lateral in anticipation of future development. This would be less expensive now than to add these services later after street constructed has been completed. Note that both are a private-on-private discussion and agreement; the City will not participate. Alignment of this new public street with the double flag lot on the north side of Monroe Street is recommended.

In future development of Lot 1, access will be required to be taken off the new street and to close their driveway on Monroe Street. ROW dedication along Monroe Street will be required, the extent will be determined.

BUILDING COMMENTS

All drawings must be submitted electronically through www.buildingpermits.oregon.gov

New buildings or remodels shall meet all the provisions of the current applicable Oregon Building Codes. All State adopted building codes can be found online at: <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>.

All building permit applications are electronic and can be applied for online with a valid CCB license number or engineer/architect license at www.buildingpermits.oregon.gov. Each permit type and sub-permit type are separate permits and will need to be applied for individually. Plans need to be uploaded to their specific permits in PDF format as a total plan set (not individual pages) if size allows.

Note: Plumbing and electrical plan reviews (when required) are done off site. Reviews are currently being done by Clackamas County and plan review times for these reviews vary and are not under the control of the Milwaukie building division. Please allow appropriate time to obtain these permits, as courtesy inspections are not allowed prior to permits being issued. Site utilities follow this process and require a separate plumbing permit, they are not done with the grading/utility permit supplied to Milwaukie Engineering.

If you have any building related questions, please email us at building@milwaukieoregon.gov.

Additional Building Notes

This project will require multiple permits, including but not limited to: Building, plumbing, electrical, mechanical, fire sprinkler, fire alarms, fire line (in ground install), backflow, and site utility (plumbing). Each of these submittals is subject to the initial review time that the building department is experiencing. (Currently 6-8 weeks).

OTHER FEES

<input type="checkbox"/>	<p>Construction Excise Tax</p> <p>Affordable Housing CET – Applies to any project with a construction value of over 100,000.</p>	<p>Calculation: Valuation *12% (.12)</p>
<input type="checkbox"/>	<p>Metro Excise Tax</p> <p>Metro – Applies to any project with a construction value of over \$100,000.</p>	<p>Calculation: Valuation *.12% (.0012) (Note: There is a cap of \$12,000 on this tax.)</p>
<input type="checkbox"/>	<p>School Excise Tax</p> <p>School CET – Applies to any new square footage.</p>	<p>Calculation: Commercial = \$0.67 a square foot, Residential = \$1.35 a square foot (not including garages)</p>

FIRE DISTRICT COMMENTS

Matt Amos, Fire Inspector for Clackamas Fire District #1 has provided comments that are attached to these notes.

COORDINATION WITH OTHER AGENCIES

Applicant must communicate directly with outside agencies. These may include the following:

- Metro
- Trimet
- North Clackamas School District
- North Clackamas Parks and Recreation District (NCPRD)
- Oregon Parks and Recreation
- ODOT/ODOT Rail
- Department of State Lands
- Oregon Marine Board
- Oregon Department of Fish and Wildlife (ODOT)
- State Historic Preservation Office
- Clackamas County Transportation and Development

MISCELLANEOUS

State or County Approvals Needed

Boiler Approval (State)

Health Department Approval (County)

Arts Tax

Neighborhood Office Permit

Other Right-of-Way Permits

Major:

Minor:

Tree Removal Permit:

Infrastructure/Utilities

Applicant must communicate directly with utility providers. These may include the following:

- PGE
- NW Natural
- Clackamas River Water (CRW)
- Telecomm (Comcast, Century Link)
- Water Environmental Services (WES)
- Garbage Collection (Waste Management, Hoodview Disposal and Recycling)

Economic Development/Incentives

Enterprise Zone:

Housing Resources:

PLEASE SEE NOTE AND CONTACT INFORMATION BELOW.

This preliminary preapplication conference information is based only 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 a note in this report contradicts the Milwaukie Municipal Code, the MMC supersedes the note. 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 below.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

Samantha Vandagriff	Building Official	503-786-7611
Harmony Drake	Permit Specialist	503-786-7623
Stephanie Marcinkiewicz	Inspector/Plans Examiner	503-786-7636

ENGINEERING DEPARTMENT

Steve Adams	City Engineer	503-786-7605
Dalton Vodden	Associate Engineer	503-786-7617

PLANNING DEPARTMENT

Laura Weigel	Planning Manager	503-786-7654
Vera Koliass	Senior Planner	503-786-7653
Brett Kolver	Associate Planner	503-786-7657
Mary Heberling	Assistant Planner	503-786-7658
Janine Gates	Assistant Planner	503-786-7627

COMMUNITY DEVELOPMENT DEPARTMENT

Leila Aman	Community Development Director	503-786-7616
Alison Wicks	Development Programs Manager	503-786-7661
Christina Fadenrecht	Housing & Economic Dev. Asst.	503-786-7624
Alicia Martin	Administrative Specialist II	503-786-7600
Tempest Blanchard	Administrative Specialist II	503-786-7600

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: Matt Amos, Fire Inspector, Clackamas Fire District #1

Date: 16/09/2020

Re: Subdivision 5606 SE Monroe St. 20-008PA

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:

COMMENTS:

A Fire Access and Water Supply plan is required for subdivisions and commercial buildings over 1000 square feet in size or when required by Clackamas Fire District #1. The plan shall show fire apparatus access, fire lanes, fire hydrants, fire lines, available fire flow, FDC location (if applicable), building square footage, and type of construction. The applicant shall provide fire flow tests per NFPA 291, and shall be no older than 12 months. Work to be completed by experienced and responsible persons and coordinated with the local water authority.

Access:

- 1) Provide address numbering that is clearly visible from the street.
- 2) Provide an approved turnaround for dead end access roads exceeding 150 feet in length.
- 3) Fire Department turnarounds shall meet the dimensions found in the fire code applications guide.

Water Supply

- 1) Fire Hydrants, One and Two-Family Dwellings & Accessory Structures: Where a portion of a structure is more than 600 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the structure(s), additional fire hydrants and mains shall be provided.
- 2) Prior to the start of combustible construction required fire hydrants shall be operational and accessible.
- 3) For one and two family dwellings located in areas with reliable municipal fire fighting water supply the following shall apply:
 - <3,600 square feet (including attached garage)
 - a) 1,000 gpm @ 20 psi with hydrant within 600 feet of furthest portion of new residential construction, (OFC Section B105.2)
 - >3,600 square feet (including attached garage)
 - a) Shall meet fire flow requirements specified in Appendix B of the current Oregon Fire Code, (OFC, Table B105.1)
 - b) Shall meet hydrant coverage as specified in Appendix C of the current Oregon Fire Code, (OFC, Table C105.1)



MILWAUKIE PLANNING
 6101 SE Johnson Creek Blvd
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 planning@milwaukieoregon.gov

2020 Planning Commission Hearing Schedule

About the Deadlines

- Applications can be submitted at any time.
- The City must deem an application complete on or before the **COMPLETE APPLICATION DEADLINE** in order for the application to be eligible for the **FIRST POTENTIAL HEARING DATE**.²
- Since applications are rarely complete upon first submission, the City recommends application submission 2 weeks in advance of the **COMPLETE APPLICATION DEADLINE** to allow time for you to make the application complete.³
- New information submitted after the **NEW INFORMATION DEADLINE** could cause your hearing date be continued.

About the Scheduling Process

- Complete applications are scheduled for hearing in the order in which they are deemed complete.
- There is no guarantee of any particular hearing date.⁴ However, City staff can provide you with up-to-date hearing date availability and scheduling information upon request.
- There are things over which neither you nor the City has control that may prevent your application from being heard on a specific date.
 (For example, the hearing schedule may already be full or a previous hearing may need to be continued to the next available hearing date.)
- The City reserves the right to schedule City business items on the Planning Commission agenda as needed and to cancel any scheduled Planning Commission meeting.
- Some applications require a hearing before the Planning Commission and City Council. Check with staff for City Council hearing schedule information.
- Hearing schedule is subject to change.⁵

2020 Planning Commission Hearing Schedule		
Complete Application Deadline ¹	New Information Deadline	First Potential Hearing Date
Nov 29	Dec 16	Jan 14, 2020
Dec 13	Dec 30	Jan 28, 2020
Dec 27	Jan 13	Feb 11, 2020
Jan 10	Jan 27	Feb 25, 2020
Jan 24	Feb 10	Mar 10, 2020
Feb 07	Feb 24	Mar 24, 2020
Feb 28	Mar 16	Apr 14, 2020
Mar 13	Mar 30	Apr 28, 2020
Mar 27	Apr 13	May 12, 2020
Apr 10	Apr 27	May 26, 2020
Apr 24	May 11	Jun 09, 2020
May 08	May 22	Jun 23, 2020
May 29	Jun 15	Jul 14, 2020
Jun 12	Jun 29	Jul 28, 2020
Jun 26	Jul 13	Aug 11, 2020
Jul 10	Jul 27	Aug 25, 2020
Jul 24	Aug 10	Sep 08, 2020
Aug 07	Aug 24	Sep 22, 2020
Aug 28	Sep 14	Oct 13, 2020
Sep 11	Sep 28	Oct 27, 2020
Sep 25	Oct 12	Nov 10, 2020
Oct 09	Oct 26	Nov 24, 2020
Oct 23	Nov 09	Dec 08, 2020
No Meeting December 22, 2020		
Nov 27	Dec 14	Jan 12, 2021
Dec 11	Dec 28	Jan 26, 2021

¹ City staff needs a minimum of 46 days to prepare an application for hearing.
² Items needed for application completeness vary by application type and project complexity. If a preapplication conference is required for an application and/or for a related traffic impact study, the City will not accept the application until the required conferences are held.
³ Under Oregon law, the City has 30 days to review an application for completeness.
⁴ As required by Oregon law, the City will issue a decision within 120 days of the date the application is deemed complete, unless you grant a waiver.
⁵ For most current info, see Planning Commission page: <https://www.milwaukieoregon.gov/bc-pc>



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 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov

2021 Planning Commission Hearing Schedule

About the Deadlines

- Applications can be submitted at any time.
- The City must deem an application complete on or before the **COMPLETE APPLICATION DEADLINE** in order for the application to be eligible for the **FIRST POTENTIAL HEARING DATE**.²
- Since applications are rarely complete upon first submission, the City recommends application submission 2 weeks in advance of the **COMPLETE APPLICATION DEADLINE** to allow time for you to make the application complete.³
- New information submitted after the **NEW INFORMATION DEADLINE** could cause your hearing date be continued.

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2021 Planning Commission Hearing Schedule		
Complete Application Deadline ¹	New Information Deadline	First Potential Hearing Date
Nov 25, 2020	Dec 14, 2020	Jan 12, 2021
Dec 11, 2020	Dec 28, 2020	Jan 26, 2021
Dec 23, 2020	Jan 11	Feb 09, 2021
Jan 08	Jan 25	Feb 23, 2021
Jan 22	Feb 08	Mar 09, 2021
Feb 05	Feb 22	Mar 23, 2021
Feb 26	Mar 15	Apr 13, 2021
Mar 12	Mar 29	Apr 27, 2021
Mar 26	Apr 12	May 11, 2021
Apr 09	Apr 26	May 25, 2021
Apr 23	May 10	Jun 08, 2021
May 07	May 24	Jun 22, 2021
May 28	Jun 14	Jul 13, 2021
Jun 11	Jun 28	Jul 27, 2021
Jun 25	Jul 12	Aug 10, 2021
Jul 09	Jul 26	Aug 24, 2021
Jul 30	Aug 16	Sep 14, 2021
Aug 13	Aug 30	Sep 28, 2021
Aug 27	Sep 13	Oct 12, 2021
Sep 10	Sep 27	Oct 26, 2021
Sep 24	Oct 11	Nov 09, 2021
Oct 08	Oct 25	Nov 23, 2021
Oct 29	Nov 15	Dec 14, 2021
No Meeting December 21, 2021		
Nov 24	Dec 13	Jan 11, 2022
Dec 10	Dec 27	Jan 25, 2022

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