

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

Preapplication Request Form

File #: 22-007 PA

Meeting Date: 7 / 21 / 22 Time: 10 AM Location: 6101 SE Johnson Creek Blvd Today's Date: 7 / 6 / 22

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: 10011 SE WICHITA Map & Tax Lot(s): 12 E 30DD03300 Zone: RMD

PROPOSAL (brief description):

NEW "MIDDLE HOUSING" RESIDENCE

APPLICANT:

Project Contact Name: JEFF BROMWELL Company: URBAN DESIGN BUILD COMPANY

Mailing Address: 2508 NE SANDY BLVD #D Zip: 97232

Phone(s): (503) 351 - 4109 Email: jeff@urbandesignbuildcompany.com

of Expected Attendees: 2

Owner Architect Contractor
 Representative Engineer Other: _____

REQUESTED MEETING TYPE:

Project proposal: Detached triplex with one accessory structure (studio space).

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 electronic 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 electronic copies 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

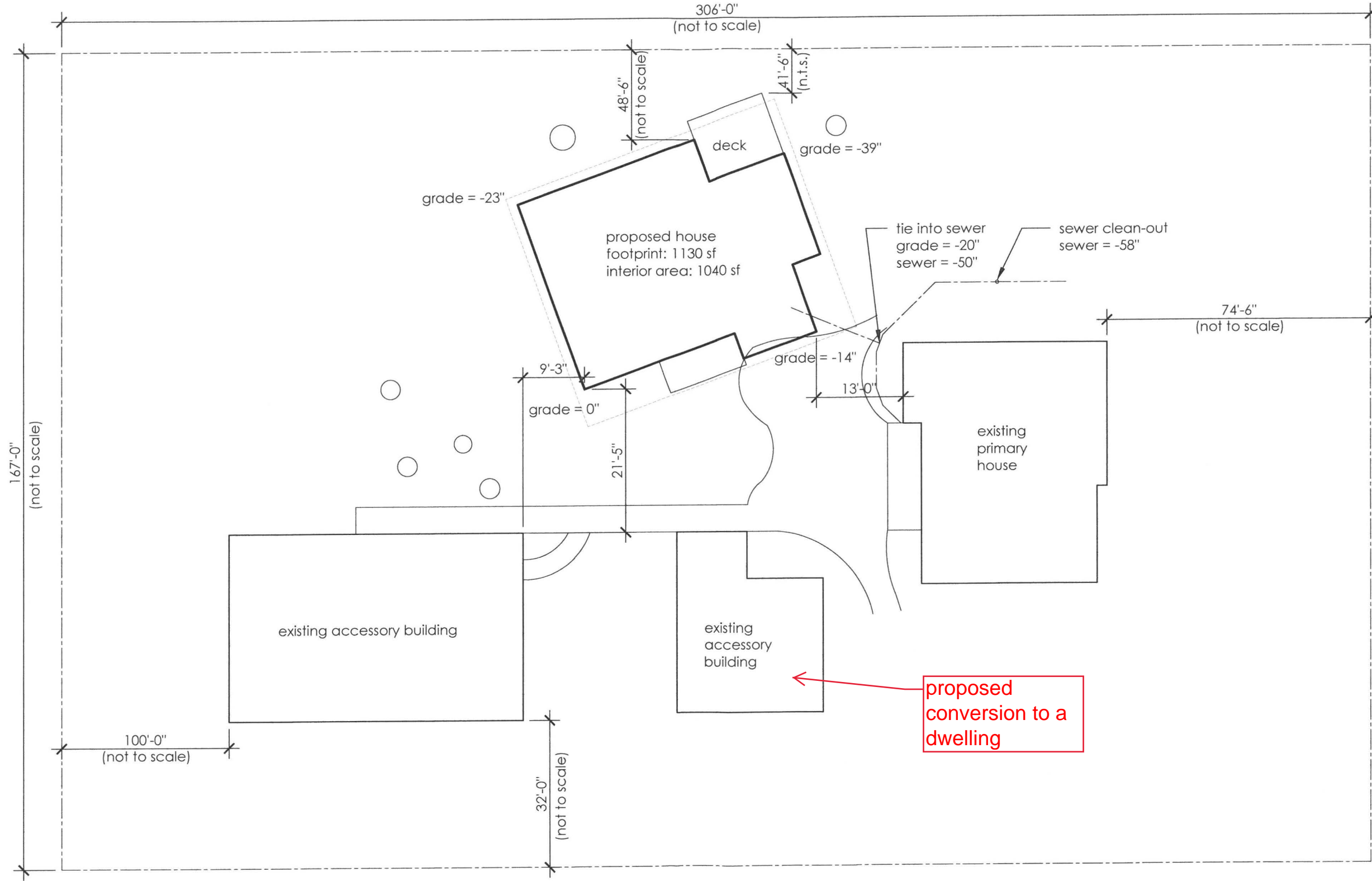
- Completed Request Form and accompanying fee.
- Narrative: A detailed description of your proposal and any specific questions you have. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
- A list of all questions or issues the applicant would like the City to address.
- Proposed elevations
- Site/Plot Plan 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) (Note new tree code: www.milwaukieoregon.gov/trees)
 - 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:

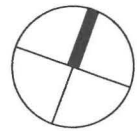
***Project Type:**

- Minor Developments (e.g. single-unit detached dwellings, ADUs, middle housing, partitions): 2 weeks required for review
- Major Developments (e.g. commercial, industrial, multi-unit, subdivisions, and middle housing developments with more than 4 units): 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)



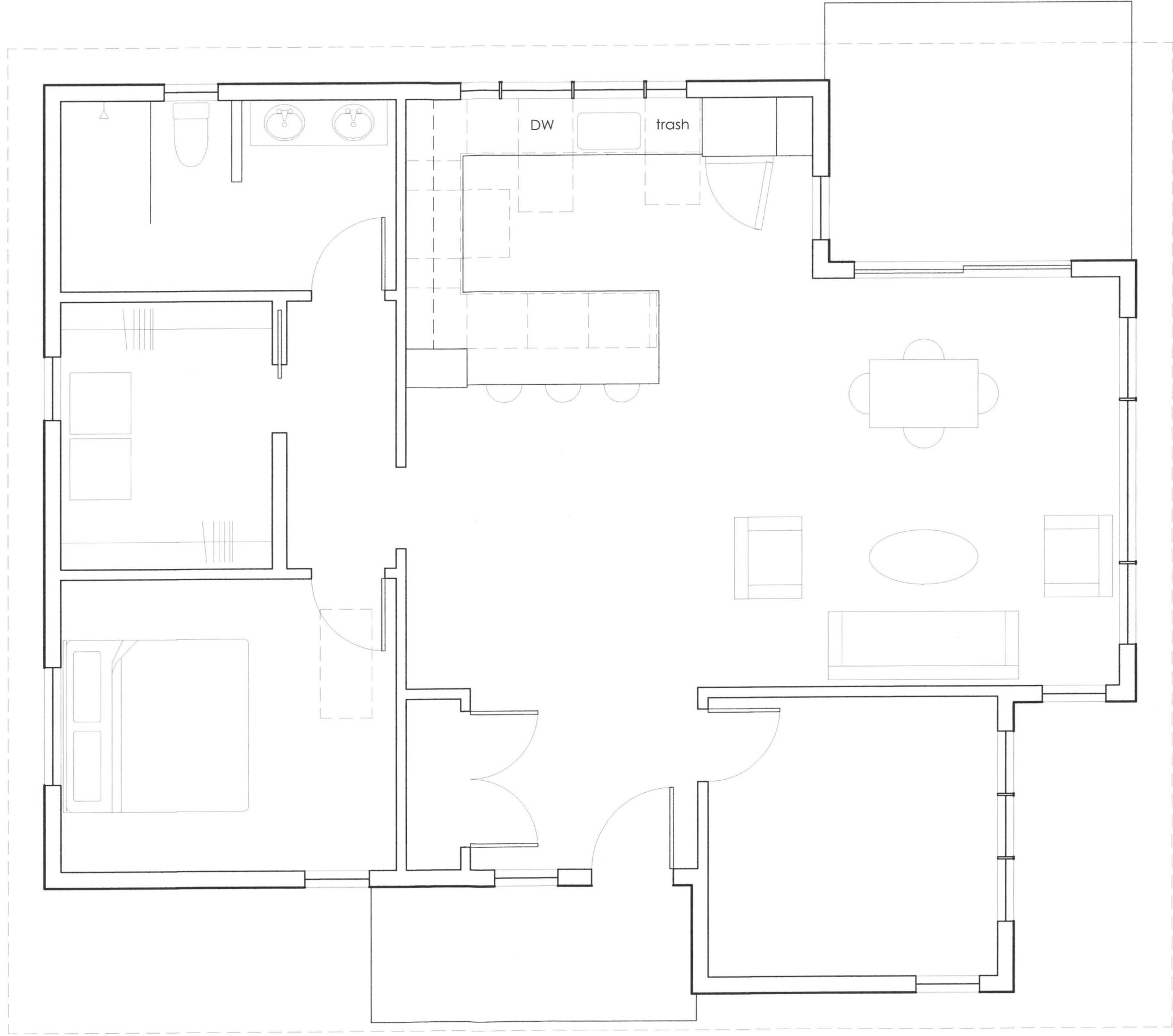

SITE PLAN
 Scale: 1/16" = 1'-0"

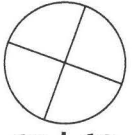


FLOOR PLAN

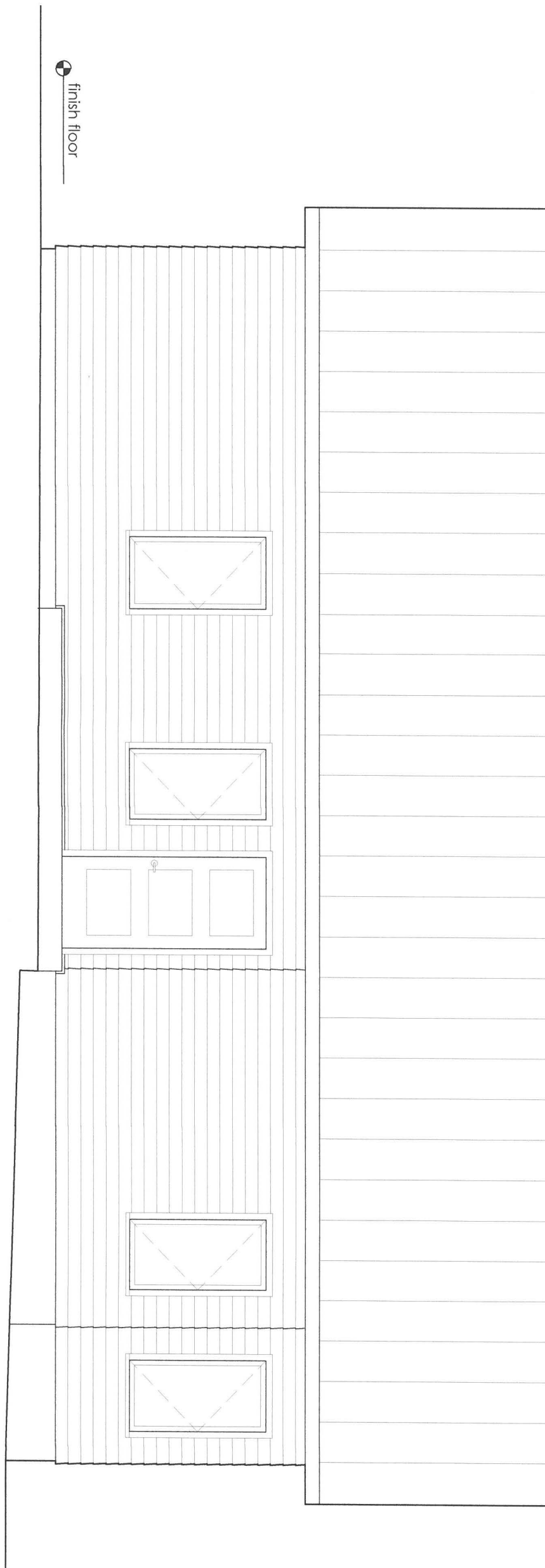
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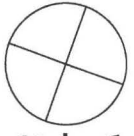
Area: 1040 sf



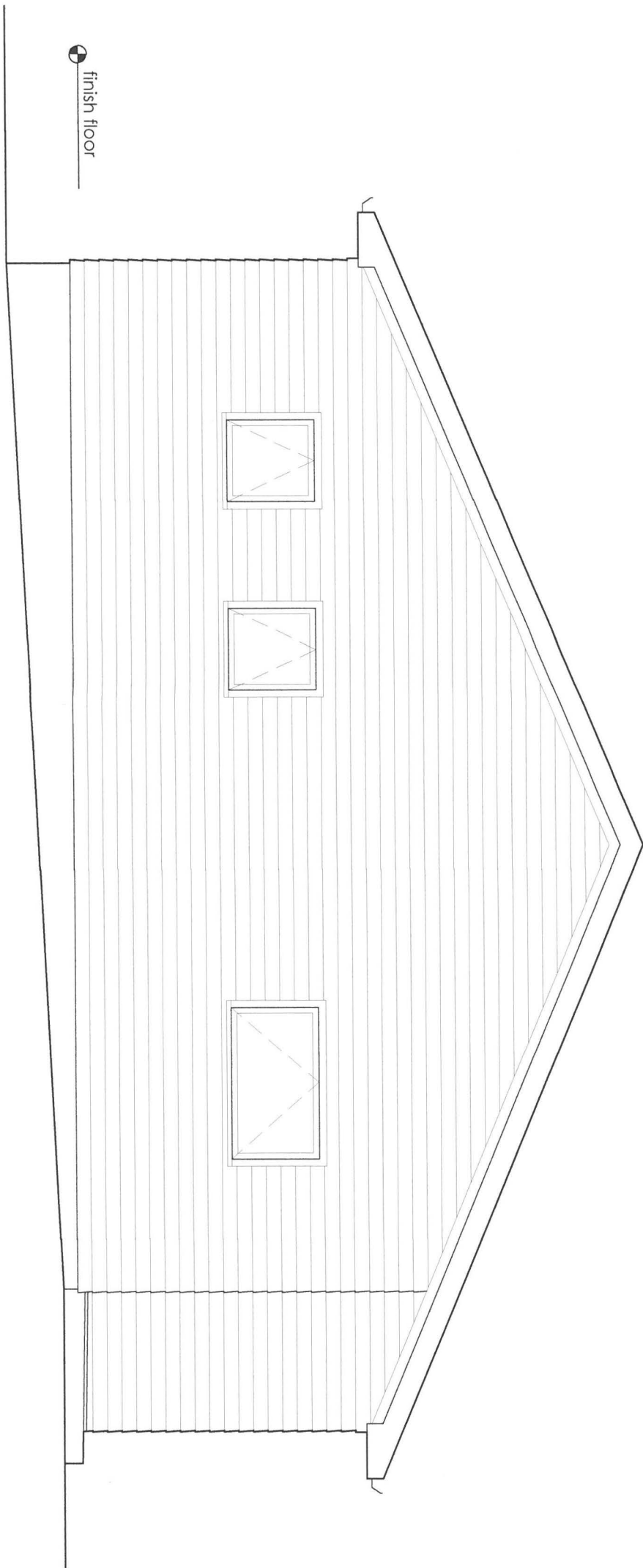


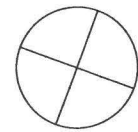
SOUTH ELEVATION
Scale: 1/4" = 1'-0"





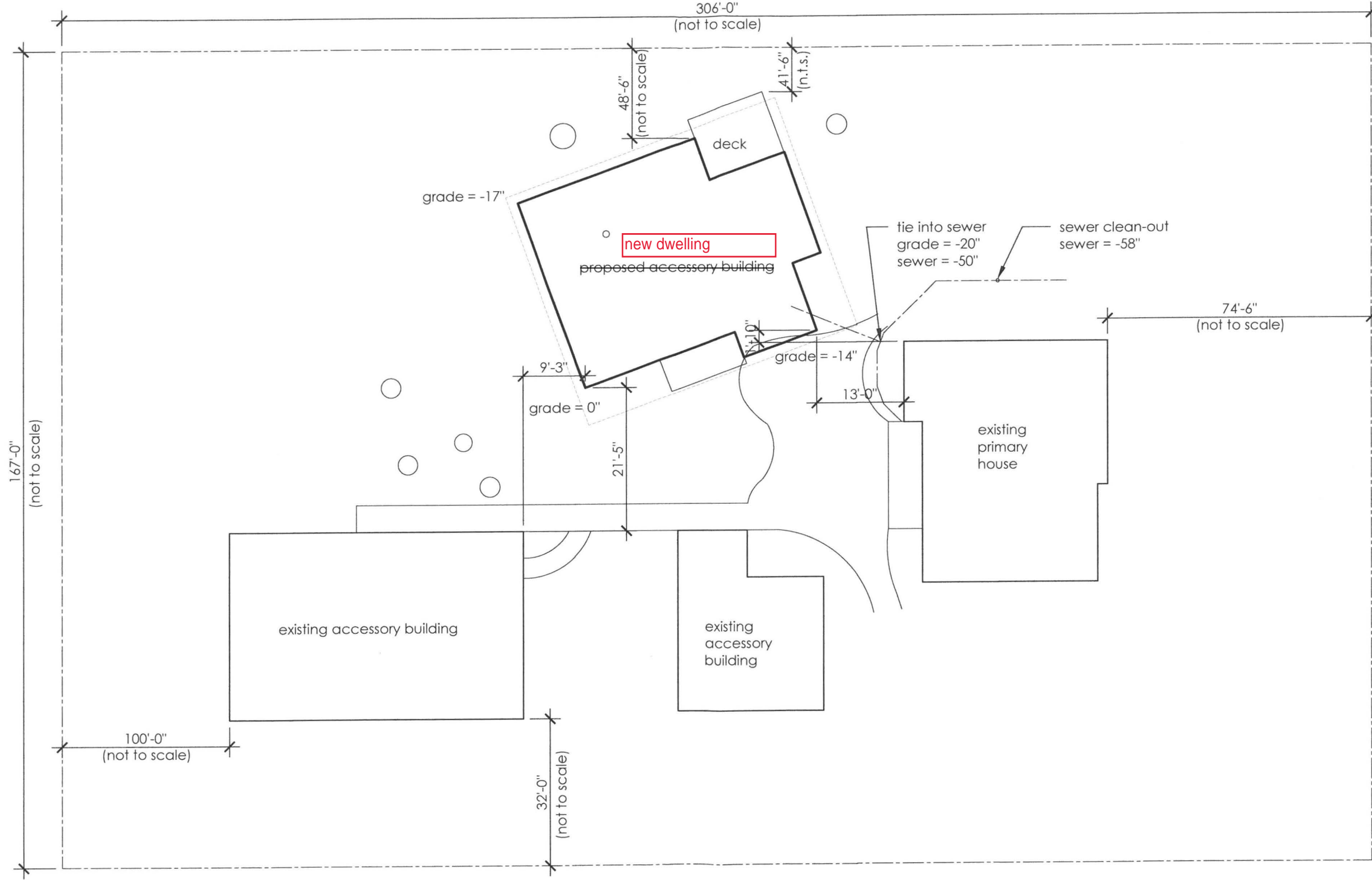
WEST ELEVATION
Scale: 1/4" = 1'-0"





NORTH ELEVATION

Scale: 1/4" = 1'-0"




SITE PLAN
 Scale: 1/16" = 1'-0"