



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

Preapplication Request Form

File #: 22-011PA

Meeting Date: 9 / 29 / 22 Time: 10 AM Location: 6101 SE Johnson Creek Blvd Today's Date: 9 / 9 / 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: 10610 se home ave Map & Tax Lot(s): _____ Zone: _____

PROPOSAL (brief description):

remove breezeway connecting house to garage to create a detached duplex. each unit to be divided on to their own lot

APPLICANT:

Project Contact Name: alec shah Company: _____
 Mailing Address: 18531 S Upper Highland rd Zip: 97004
 Phone(s): 9716781952 Email: _____
 # of Expected Attendees: 1 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)

10610 se Home Ave Pre app

Proposal: Currently there is a 1950 Sq ft SFR Located at 10610 se Home ave. I would like to remove the enclosed breezeway connecting the one-story portion of the house to the two story garage portion of the home. This would create a detached duplex. I would also like to convert approx. 50-65% of the garage space to living area. This would increase the sq footage by approx. 400sq ft. I would like to apply for a middle housing lot partition so that each dwelling unit would be on its own lot. After the breezeway below is removed the two units will be approx. 4.5-5' apart from each other. This application would be applied for after the previous subdivision approval is recorded. The picture below is the house currently.





The red circle is drawn around the enclosed breezeway propped to be removed.



The red line would be the approximate property line

Questions

1: The separation between these two buildings would be approx. 4.5-5'. "Table 19.505.4.C.1 Cottage Cluster Development Standards" states the minimum separation of structures is 6'. I had asked Brett about this proposal briefly and he said I would have to apply for a type 3 variance because the minimum building separation is below standard (4.5' instead of at least 6") However, I can't find anywhere in the

code that states plex's have a minimum separation of structures requirement. The section of the code that states the min separation of structures only regulations cottage clusters, not plex's. therefore, I do not believe I need to apply for ANY variance because there is not minimum separation of structures for plex's. Please cite the code if staff disagrees with my interpretation.

2: Would any street improvements be required? If So, what would they be? Please keep in mind that the increase of use is minor compared to building a new SFR on a vacant lot. Is it enforceable for my proposal to have the same amount of street improvements required as a new SFR would have on a vacant lot? Are required street improvements proportional to the increase of use? Can I build the required street improvements instead of paying the fee in lieu?

3: what would the estimated SDC fees be?