



CITY OF MILWAUKIE

November 17, 2022

Alec Shah
18531 S Upper Highland Rd
Beavercreek, OR 97004

Re: Preapplication Report

Dear Alec:

Enclosed is the Preapplication Report Summary from your meeting with the City on November 3, 2022, concerning your proposal for action on property located at 10610 SE Home Ave .

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Manager may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Manager may require a new preapplication conference.

If you have any questions concerning the content of this report, please contact the appropriate City staff.

Sincerely,

Emilie Bushlen
Administrative Specialist II



CITY OF MILWAUKIE
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov
 building@milwaukieoregon.gov
 engineering@milwaukieoregon.gov

Preapplication Conference Report

Project ID: 22-013PA

This report is provided as a follow-up to the meeting that was held on 11/3/2022 at 10:00 AM

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

APPLICANT AND PROJECT INFORMATION

| | | |
|-----------------------------|---|---|
| Applicant: | Alec Shah | Applicant Role: Property Owner/Developer |
| Applicant Address: | 18531 S Upper Highland Rd, Beaver Creek, OR 97004 | |
| Company: | | |
| Project Name: | Land division and middle housing development | |
| Project Address: | 10610 SE Home Ave | Zone: R-MD |
| Project Description: | Multiple scenarios to partition or subdivide the property and develop middle housing units (duplex, quadplex, cottage cluster) | |
| Current Use: | Existing single detached dwelling (house) | |
| Applicants Present: | Alec Shah (owner) | |
| Staff Present: | Brett Kelter (Senior Planner), Steve Adams (City Engineer), Jennifer Backhaus (Engineering Tech III), Eanna Zaya (Engineering Tech I), Courtney Wilson (Urban Forester), Natalie Rogers (Climate & Natural Resources Manager), Shawn Olson (Fire Marshal, Clackamas Fire District #1) | |

PLANNING COMMENTS

Zoning Compliance (MMC Title 19)

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| <input checked="" type="checkbox"/> | Use Standards (e.g., residential, commercial, accessory) | The property is zoned Moderate Density Residential (R-MD), which allows a variety of residential housing types, including single-unit detached dwellings, duplexes, triplexes, quadplexes, townhouses, and cottage cluster development. |
| <input checked="" type="checkbox"/> | Dimensional Standards | <p>Dimensional standards for the R-MD zone are provided in Milwaukie Municipal Code (MMC) Section 19.301 (specifically in MMC Subsection 19.301.4), and they vary somewhat depending on the lot size.</p> <p>The subject property is approximately 25,800 sq ft (0.59 acres), with 130 ft of street frontage on Home Avenue. Minimum lot dimensions in the R-MD zone depend on the size of the lots being created. Lots between 3,000 sq ft and 4,999 sq ft must be at least 30 ft wide and 80 ft deep; lots between 5,000 sq ft and 6,999 sq ft must be at least 50 ft wide and 80 ft deep; lots 7,000 sq ft and larger must be at least 60 ft wide and 80 ft deep.</p> <p>Flag lots must have at least 25 ft of street frontage. The area of the pole portion of a flag lot does not count toward meeting the minimum lot area requirement, except for the</p> |

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| | | <p>development of middle housing. However, structures may not be constructed within the pole portion of the flag lot.</p> <p>Back lots, or lots without frontage on a public street, may be established, though no more than two back lots can be created with one land division or from multiple divisions in succession.</p> <p>Setback requirements for the R-MD zone are provided in Milwaukie Municipal Code (MMC) Table 19.301.4. Note that setback requirements for flag lots and back lots are reduced for middle housing development as outlined in MMC Subsection 19.504.7.</p> |
| Land Use Review Process | | |
| <input checked="" type="checkbox"/> | Applications Needed, Fees, and Review Type | <p>The subject property is comprised of multiple underlying historic subdivision lots, so any proposal to reconfigure the existing lots to “create” new lots will require an application for replat. The application fee depends on the number of resulting lots—three or fewer lots is a partition, while four or more is a subdivision.</p> <p>Following approval of the preliminary plat, a final plat application is required.</p> <ul style="list-style-type: none"> • Partition Replat application fee is \$2,000 (Type II or Type III review); or Subdivision Replat application fee is \$4,400 plus \$100 per lot over four lots (Type III review) • Final Plat (Type I review) = \$200 (processed after the preliminary plat approval) <p><u>Note:</u> As addressed below in the Site Improvements/Context section under “Connectivity to Surrounding Properties,” public right-of-way (ROW) dedication for a future street connection to Harrison Street will be required and Planning Commission review will be necessary. That would not change the application fee, but it would elevate a partition from Type II to Type III review.</p> |
| <input checked="" type="checkbox"/> | Application Process | <p>The applicant must submit a complete electronic copy of all application materials for the City’s initial review. A determination of the application’s completeness will be issued within 30 days. (<u>Note:</u> For a middle housing land division, a completeness determination will be issued within 21 days.) If the application is deemed incomplete, City staff will provide a list of items to be addressed upon resubmittal.</p> <p>For Type II applications, within 7 days of the application being deemed complete, public notice of the application will be sent to property owners and current residents within 300 ft of the subject property, and a sign with notice of the application must be posted on the site. The application will also be referred to other relevant departments and agencies for review and comment. Parties will have at least 14 days to provide comments before a decision is issued.</p> <p>For Type III applications, a public hearing with the Planning Commission will be scheduled once the application is deemed complete. At present, meetings are being conducted in a hybrid format, with the option of participating in person at City Hall or online via Zoom. Public notice of the hearing 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 coordinate with the applicant to provide the necessary sign(s). Staff will prepare a report with analysis of the proposal and a recommendation 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 for a decision.</p> <p>Issuance of a decision (Type II or Type III) starts a 15-day appeal period for the applicant and any party who establishes standing. If no appeal is received within the 15-day window, the decision becomes final. Any appeal of a Type II decision would be heard by the Planning Commission for the final local decision; an appeal of a Type III decision would be heard by the City Council.</p> <p>Development permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.</p> |

| Overlay Zones (MMC 19.400) | | |
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| <input type="checkbox"/> | Willamette Greenway | There are no special overlays on the subject property. |
| <input type="checkbox"/> | Natural Resources | |
| <input type="checkbox"/> | Historic Preservation | |
| <input type="checkbox"/> | Flex Space Overlay | |
| Site Improvements/Site Context | | |
| <input checked="" type="checkbox"/> | Landscaping Requirements | In the R-MD zone, the minimum vegetation requirement for lots between 3,000 sq ft and 6,999 sq ft is 25% (with maximum lot coverage of 35%); for lots 7,000 sq ft or larger the minimum vegetation requirement is 30% of lot area (maximum lot coverage is 30%). |
| <input type="checkbox"/> | Onsite Pedestrian/Bike Improvements (MMC 19.504, 19.606, and 19.609) | |
| <input checked="" type="checkbox"/> | Connectivity to surrounding properties | <p>If back lots are created, easements will be necessary to allow access from Home Avenue. There is no additional setback requirement between an accessway and any building; setbacks are measured from lot lines.</p> <p>As per MMC Section 17.28.050, establishing flag lots or back lots where a future street connection is possible (such as with Harrison Street to the east) requires that public ROW be dedicated for the future street. Development on such flag lots or back lots must be designed to allow for development of the future street; e.g., structures must be located to meet applicable setbacks from the newly dedicated ROW boundary.</p> |
| <input type="checkbox"/> | Circulation | |
| <input checked="" type="checkbox"/> | Building Design Standards (MMC 19.505) | <p>Design standards for new single detached and middle housing residential dwellings are provided in MMC Subsection 19.505.1. Conversion of an existing structure to establish a middle housing unit is not subject to the design standards. Note that duplex, triplex, and quadplex units can be either attached or detached. Where detached, a minimum of 6 ft of separation is required between units.</p> <p>Design standards for cottage cluster housing are provided in MMC Subsection 19.505.4. Cottages must be detached and separated by at least 6 ft. The minimum front yard setback is 10 ft, with a maximum setback of 20 ft (for at least one cottage)—for flag lots, the front lot line is the boundary of the flag portion parallel and closest to the street. Cottages must be clustered around a common courtyard. See MMC 19.505.4 for more information and detail on cottage cluster development.</p> |
| <input type="checkbox"/> | Downtown Design Standards (MMC 19.508) | |
| Parking Standards (MMC 19.600) | | |
| <input checked="" type="checkbox"/> | Residential Off-Street Parking Requirements | <p>MMC Table 19.605.1 establishes parking quantity requirements. For most middle housing development (duplexes, triplexes, quadplexes, and townhouses), no off-street parking is required, with a maximum of one off-street space per unit.</p> <p>Additional standards for residential off-street parking are provided in MMC Section 19.607.</p> <p>Standards for off-street parking for cottage clusters are provided in MMC Subsection 19.505.4.E. For cottage cluster development proposed on a flag lot, parking can be provided in the pole portion of the lot. A minimum of 0.5 vehicle spaces per unit is required, with a maximum of one space per unit allowed. A total of at least two bicycle parking</p> |

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| | | spaces per unit are required. Cottage cluster parking must be set back from the street either 5 ft or 20 ft, depending on the orientation and dimensions of the parking area. |
| <input type="checkbox"/> | Multi-Family/Commercial Parking Requirements | |
| Approval Criteria (MMC 19.900) | | |
| <input type="checkbox"/> | Community Service Use (CSU) (MMC 19.904) | |
| <input type="checkbox"/> | Conditional Use (MMC 19.905) | |
| <input type="checkbox"/> | Development Review (MMC 19.906) | |
| <input checked="" type="checkbox"/> | Variance (MMC 19.911) | If a variance is requested for any project element, the approval criteria can be found in MMC Subsection 19.911.4—in 4.A for Type II variances and 4.B for Type III variances. |
| Land Division (MMC Title 17) | | |
| <input checked="" type="checkbox"/> | Design Standards | <p>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.</p> <p><u>Note:</u> Once/If middle housing is developed on any resulting lots (or approved for development on those lots), the lots can be further divided to place each middle housing unit on its own lot. These divisions do not require that each new middle housing lot comply with the same development and design standards as the “parent” lot, but the resulting lots cannot be further divided. The middle housing land division process is an expedited one, as the final decision (including an appeal, if necessary) must be issued within 63 days of the application being deemed complete. Note that units on lots created through this process must have their own direct connections to public utilities (like water and sewer).</p> |
| <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 and 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> <p><u>Note:</u> The preliminary plat approved with R-2021-004 has not yet been finalized, and the approval remains valid through March 14, 2023. The applicant can pursue one of the new proposed land division scenarios and decide before March 14 whether to record a final plat associated with either R-2021-004 or a new partition/subdivision.</p> |
| <input checked="" type="checkbox"/> | Final Plat Requirements (See Engineering Section of this Report) | 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 |

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| | | <p>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. In the case of the proposed partition, public improvements will not be required until such time as the new vacant parcel is developed or further divided.</p> |
| Sign Code Compliance (MMC Title 14) | | |
| <input type="checkbox"/> | Sign Requirements | |
| Noise (MMC Title 16) | | |
| <input type="checkbox"/> | Noise Mitigation (MMC 16.24) | |
| Neighborhood District Associations | | |
| <input checked="" type="checkbox"/> | Hector Campbell Choose an item. Choose an item. | <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 Hector Campbell NDA.</p> <p><u>Hector Campbell NDA Chair</u></p> <p>Corinn deTorres</p> <p>corinn@chapeltheatremilwaukie.com</p> <p>Quarterly meetings—next meeting is Wednesday, January 11, 2023 (6-8pm)</p> |
| Other Permits/Registration | | |
| <input type="checkbox"/> | Business Registration | |

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| <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 19.702 establishes the applicability of MMC 19.700, including to partitions, subdivisions, replats, new construction, and modification and/or expansion of an existing structure or a change or intensification in use that results in a new dwelling unit, any new increase in gross floor area, and/or in any projected increase in vehicle trips.</p> <p>The proposed development is to partition the existing lot into two or more lots with future development of plex or cottage cluster housing. MMC 19.700 applies.</p> |
| <input type="checkbox"/> | Transportation Facilities Review (MMC 19.703) | A Transportation Facilities Review (TFR) Land Use Application is not required. |
| <input type="checkbox"/> | Transportation Impact Study (MMC 19.704) | A Transportation Impact Study (TIS) is not required. |
| <input type="checkbox"/> | Agency Notification (MMC 19.707) | No agency notification is required as part of this development. |
| <input checked="" type="checkbox"/> | Transportation Requirements (MMC 19.708) | <p>Access Management: All development subject to MMC 19.700 shall comply with access management standards contained in MMC 12.16.</p> <p>Clear Vision: All developments subject to MMC 19.700 shall comply with clear vision standards contained in MMC 12.24.</p> <p>Depending on the option selected for development, payment of a Fee in Lieu of Construction (FILOC) for any new lot fronting on Home Avenue. The fee will be calculated based on the length of frontage on Home Avenue less the width of any new accessways.</p> <p>See MMC 13.32 Fee In Lieu of Construction (FILOC).</p> <p>The applicant may choose instead to construct all frontage improvements which will include new curb, gutter, and sidewalk.</p> |
| <input checked="" type="checkbox"/> | Utility Requirements (MMC 19.709) | For all lots that front Home Avenue (existing or new), a 10-ft Public Utility Easement (PUE) is required. |
| Flood Hazard Area (MMC 18) | | |
| <input type="checkbox"/> | Development Permit (MMC 18.16.030) | The subject property is not in a flood hazard zone. |
| <input type="checkbox"/> | General Standards (MMC 18.04.150) | |
| <input type="checkbox"/> | Compensatory Storage (MMC 18.20.020) | |
| <input type="checkbox"/> | Floodways (MMC 18.20.010.B) | |

Environmental Protection (MMC 16)

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| <input type="checkbox"/> | Weak Foundation Soils (MMC 16.16) | |
| <input checked="" type="checkbox"/> | Erosion Control (MMC 16.28) | <p>Erosion control and prevention is required as outlined in MMC16.28</p> <p>Standard Erosion Prevention and Sediment Control notes</p> <p>Projects that disturb more than 500 square feet within the City of Milwaukie limits require an Erosion Control Permit from the City's Building Department. Even projects that are less than 500 square feet may require a permit based on site conditions and proximity to natural resources such as wetlands and waterways. The applicant must submit an erosion control plan for their project that accurately depicts how sediment will be controlled during the duration of the project.</p> <p>Please review the City's Erosion Prevention and Sediment Control requirements. The applicant is encouraged to use the City's adopted Erosion Prevention and Sediment Control Planning & Design Manual (2020) for assistance in designing an erosion control plan.</p> <p>Development sites between 1 acre and 5 acres should apply for a 1200-CN permit as outlined on https://www.milwaukieoregon.gov/publicworks/1200cn. Applicants will use the DEQ 1200-C permit application but submit it to the city for review and approval through the Milwaukie Erosion and Sediment Control Program. A 1200-C permit can be found on the DEQ website at https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx. Applicants do not need to submit a permit to DEQ if under 5 acres in site size.</p> <p>For more information, please visit https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control or contact erosioncontrol@milwaukieoregon.gov.</p> |
| <input checked="" type="checkbox"/> | Tree Code (MMC 16.32) | <p>All public trees over 2" in diameter at breast height (DBH) are regulated by the public tree code. Public trees are to be protected through development and included on the inventory and protection plan required by the private development tree code (MMC 16.32.042). Public tree removals require an approved permit for removal, which includes a notice period lasting 14 days but can extend to 28 days if public comment is received.</p> <p>Public trees require a permit for planting (free) – visit milwaukieoregon.gov/trees to learn more.</p> <p>Frontage improvements include tree replanting requirements in the ROW following the public works standards. Public trees may count for partial credit in the development tree code as described in MMC 16.32.042.</p> <p>The tax lot included in the development site will be subject to the development tree code (MMC 16.32.042 A-H). If dividing the existing lot, the development tree code and the included standards apply to each tax lot independently. If the applicant consolidates tax lots, the final consolidated tax lot would be subject to the development tree code.</p> <p>The development tree code requires for this development compliance and/or mitigation associated with the following standards:</p> <ul style="list-style-type: none"> - Preservation standard - Planting Standard - Protection Standard - Soil volume standard. <p>For more information on these standards, view the documents attached at the bottom of the residential development tree permits webpage here. Mitigation fees are outlined in the Master Fee Schedule. The applicant may seek a variance for one or more of these standards through a Type III variance process (MMC 16.32.042.E)</p> <p>Bonds are required for tree protection and post development warranties as outlined in the Master Fee Schedule.</p> |

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| | <p>Submittal requirements are outlined in MMC 16.32.042.H. An ISA Certified Arborist is required to submit the final documents to the city as defined in MMC 16.32.042. Additional supportive documentation, including canopy lists and tree protection and planting guidance are available at www.milwaukieoregon.gov/trees.</p> <p>The development tree code application is due at time of building permit application unless a variance is being requested through the land use application process. Building permits will not be approved without completion and approval of the development tree code application.</p> <p>For more information, please contact urbanforest@milwaukieoregon.gov or call 503-786-7655.</p> |
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Public Services (MMC 13)

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| <input checked="" type="checkbox"/> | Water System (MMC 13.04) | <p>The newly created lots will each require a new water connection. Connection to City utilities is subject to plan and application review. Applications for city utility billing connections shall be made on approved forms: https://www.milwaukieoregon.gov/building/water-connection-application</p> <p>A system development charge and a water service connection fee must be paid prior to new connections to city water.</p> <p>A single master water meter is acceptable for multi-plex or cottage cluster developments per lot, however individual connections will be required for each unit if the lots are further subdivided to facilitate sale of individual units.</p> |
| <input checked="" type="checkbox"/> | Sewer System (MMC 13.12) | <p>The newly created lots will each require a new sewer connection. Connection and extension of City utilities is subject to plan and application review.</p> <p>An 8" concrete sewer main is available to the north of the property. Coordination with the northern property owner is required to connect to this main.</p> <p>If the applicant chooses to connect to the sewer main in Home Avenue, an 8" concrete sewer main is available. Home Avenue is under moratorium and either additional street repair or payment of a moratorium fee would apply for any new connections or asphalt cuts.</p> <p>A single private sewer main can be extended for each lot to service any multi-plex or cottage cluster developments per lot, however individual connections will be required for each unit if the lots are further subdivided to facilitate sale of individual units.</p> <p>A system development charge must be paid prior to new connections or impacts due to intensification of use to city sanitary sewer.</p> |
| <input checked="" type="checkbox"/> | Stormwater Management (MMC 13.14) | <p>Stormwater mitigation must meet the city's NPDES permit through design of facilities according to the 2016 City of Portland Stormwater Management Manual.</p> <p>A system development charge must be paid prior to building permit issuance.</p> |
| <input checked="" type="checkbox"/> | System Development Charge (MMC 13.28.040) | <p>All new development or intensification of use shall be subject to system developments charges.</p> <p>Latest charges are determined by the Master Fee Schedule available here: https://www.milwaukieoregon.gov/finance/fees-charges</p> |
| <input checked="" type="checkbox"/> | Fee in Lieu of Construction (MMC 13.32) | <p>Payment of the Fee in Lieu of Construction (FILOC) for any new frontage on Home Avenue is available rather than constructing improvements. The fee is calculated at \$89/LF. The exact length will exclude the new accessway width.</p> |

Public Places (MMC 12)

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| <input checked="" type="checkbox"/> | Right of Way Permit (MMC 12.08.020) | <p>A Right-of-Way Permit will be required for all frontage improvements, utility work within the right-of-way, and driveway construction for the new lot.</p> |
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| <input checked="" type="checkbox"/> | Access Requirements (MMC 12.16.040) | <p>Per MMC 12.16.040, private property must be provided street access via accessways (driveways). These driveways must be constructed under a right-of-way permit in accordance with the current Milwaukie Public Works Standards.</p> <p>A shared accessway for the new lot(s) will be required.</p> <p>The new approach design is subject to plan review and a Right-of-Way Permit is required. Width of the approach and driveway (accessway) are dependent on number of units serviced by the shared accessway.</p> |
| <input checked="" type="checkbox"/> | Clear Vision (MMC 12.24) | A clear vision area shall be maintained at all driveways and accessways. |

Additional Engineering & Public Works Notes

SDC estimates can be provided once further information about the development is available. For a viable estimate the following is needed: Number of units, size of units, number of/size of water meters, total new impervious surface area.

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 are subject to the same time review times 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 and are subject to that jurisdiction's timelines. The City does not have any control over those timelines, so please plan accordingly.

Site utilities require a separate plumbing permit and will require plumbing plan review.

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

All buildings must meet the Oregon Residential Specialty Code (ORSC) after new lots lines are established.

OTHER FEES

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| <input type="checkbox"/> | Construction Excise Tax Affordable Housing CET – Applies to any project with a construction value of over 100,000. | Calculation: Valuation *12% (.12) |
| <input type="checkbox"/> | Metro Excise Tax Metro – Applies to any project with a construction value of over \$100,000. | Calculation: Valuation *.12% (.0012) |
| <input type="checkbox"/> | School Excise Tax School CET – Applies to any new square footage. | Calculation: Commercial = \$0.69 a square foot, Residential = \$1.39 a square foot (not including garages) |

FIRE DISTRICT COMMENTS

Please see the attached memorandum for fire district comments.

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

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| <input type="checkbox"/> | Boiler Approval (State) | |
| <input type="checkbox"/> | Elevator Approval (State) | |
| <input type="checkbox"/> | Health Department Approval (County) | |

Arts Tax

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| <input type="checkbox"/> | Neighborhood Office Permit | |
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Other Right-of-Way Permits

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| <input type="checkbox"/> | Major: | |
| <input type="checkbox"/> | Minor: | |
| <input type="checkbox"/> | Painted Intersection Program Permits: | |
| <input type="checkbox"/> | artMOB Application | |
| <input type="checkbox"/> | Traffic Control Plan (Engineering) | |
| <input type="checkbox"/> | Parklet: | |
| <input type="checkbox"/> | Parklet Application/ Planning Approval | |
| <input type="checkbox"/> | Engineering Approval | |
| <input type="checkbox"/> | Building Approval | |
| <input type="checkbox"/> | Sidewalk Café: | |

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| <input type="checkbox"/> | Tree Removal Permit: | |
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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

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| <input type="checkbox"/> | Enterprise Zone: | |
|--------------------------|-------------------------|--|

| | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Vertical Housing Tax Credit: | |
|--------------------------|-------------------------------------|--|

| | | |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | New Market Tax Credits: | |
|--------------------------|--------------------------------|--|

| | | |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | Housing Resources: | |
|--------------------------|---------------------------|--|

PLEASE SEE NOTE AND CONTACT INFORMATION ON THE FOLLOWING PAGE

This is only preliminary preapplication conference information based 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 at the end of the report.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

| | | |
|-------------------------|--------------------------|--------------|
| (vacant) | Building Official | 503-786-7611 |
| Harmony Drake | Permit Technician | 503-786-7623 |
| Stephanie Marcinkiewicz | Inspector/Plans Examiner | 503-786-7636 |

ENGINEERING DEPARTMENT

| | | |
|-------------------|----------------------------|--------------|
| Steve Adams | City Engineer | 503-786-7605 |
| Jennifer Backhaus | Engineering Technician III | 503-786-7608 |
| Eanna Zaya | Engineering Technician I | 503-786-7609 |

PLANNING DEPARTMENT

| | | |
|--------------|-------------------|--------------|
| Laura Weigel | Planning Manager | 503-786-7654 |
| Vera Koliass | Senior Planner | 503-786-7653 |
| Brett Kolver | Senior Planner | 503-786-7657 |
| Adam Heroux | Associate Planner | 503-786-7658 |
| Ryan Dyar | Assistant Planner | 503-786-7661 |

COMMUNITY DEVELOPMENT DEPARTMENT

| | | |
|----------------|---------------------------------|--------------|
| Joseph Briglio | Community Development Director | 503-786-7616 |
| Mandy Byrd | Development Programs Manager | 503-786-7692 |
| (vacant) | Housing & Econ. Dev. Prog. Mgr. | 503-786-7627 |
| Emilie Bushlen | Administrative Specialist II | 503-786-7600 |
| (vacant) | Administrative Specialist II | 503-786-7600 |

SUSTAINABILTY DEPARTMENT

| | | |
|-----------------|------------------------------------|--------------|
| Natalie Rogers | Climate & Natural Resources Mgr. | 503-786-7668 |
| Courtney Wilson | Urban Forester | 503-786-7697 |
| Galen Hoshovsky | Environmental Services Coordinator | 503-786-7660 |

CLACKAMAS FIRE DISTRICT

| | | |
|-------------|--------------------------------|--|
| Shawn Olson | Lieutenant Deputy Fire Marshal | shawn.olson@ClackamasFire.com |
|-------------|--------------------------------|--|

Pre-Application Comments:

To: Brett Kelter, Senior Planner, City of Milwaukie

From: Shawn Olson, Fire Marshal, Clackamas Fire District #1

Date: 11/03/2022

Re: 22-013PA-10610 SE Home Ave.-Lot Partition

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:

Fire Department Apparatus Access:

1. Provide address numbering that is clearly visible from the street.
2. Access roads shall be within 150' of all portions of the exterior wall of the first story of a building measured by an approved route around the exterior of the building.
3. Driveways serving up to three single family dwellings or duplexes may be reduced to 12 feet in width but shall provide 20 feet of clear width.
4. Provide an approved turnaround for dead end access roads exceeding 150 feet in length.
5. Gates across access roads must be pre-approved by the fire district.
6. When any fire apparatus access road exceeds 400 feet in length, turnouts 10 feet wide and 30 feet long shall be provided in addition to the required road width and shall be placed no more than 400 feet apart, unless otherwise approved by the fire code official.
7. Access roads between 12% and 15% grade will only be approved if fire sprinklers are installed in all new structures served by the road. Access roads in excess of 15% grade are generally not approved.

Water Supply:

1. Fire hydrants, one- and two-family dwellings and 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. The minimum available fire flow for single family dwellings served by a municipal water supply shall be 1,000 gallons per minute @20 psi. Single family homes over 3,600 sq.ft. Require additional fire flow. See Appendix B of the Oregon Fire Code.
3. The applicant must obtain a stamp of approval from Clackamas Fire District #1 that demonstrates fire apparatus access and water supply requirements will be satisfied.
4. Please see our design guide at for additional information and guidance:
<https://clackamasfire.com/fire-prevention/new-construction-resources/>

If you have questions please contact Fire Marshal Shawn Olson at shawn.olson@clackamasfire.com or by calling 503-742-2663.

Submit fire apparatus access and water supply site plans to: <https://clackamasfire.com/access-and-water-supply-plan-review-submittal/>