



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

Preapplication Request Form

File #: **22-013PA**

Meeting Date: **11/03/2022** Time: **10:00am** Location: 6101 SE Johnson Creek Blvd Today's Date: **10/21/2022**

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):

partition or subdivision, creation of 1-3 new lots, Multiple scenarios in pre app materials

APPLICANT:

Project Contact Name: **Alec Shah** Company:

Mailing Address: **18531 S Upper Highland Beaver Creek or** Zip: **97004**

Phone(s): **9716781952** Email: alec@shahsolutions.com

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 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:

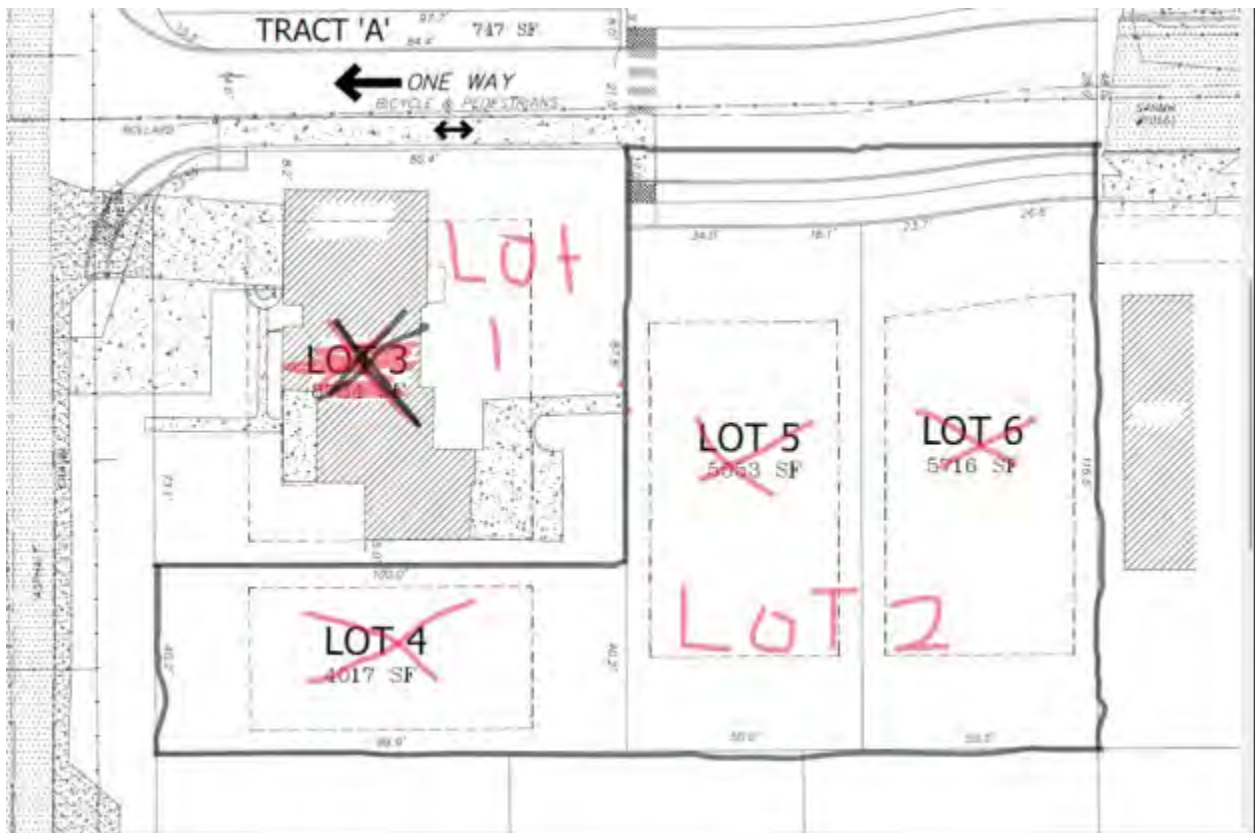
- *Project Type:**
- Minor Developments (e.g. single-unit detached dwellings, ADUs, middle housing, partitions): 2 weeks required for review
 - Major Developments (e.g. commercial, industrial, multi-unit, subdivisions, and middle housing developments with more than 4 units): 3 weeks required for review

- | | | | |
|--|---------------------------------------|--|--|
| 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) |

General question (for all scenarios) = Are driveways or assesway easements required to provide fire turn arounds?

Scenario 1: Flag lot

If no living area can be built in the pole portion of the lot this proposal is unlikely to go anywhere. Could the pole portion be used for parking for a cottage cluster?



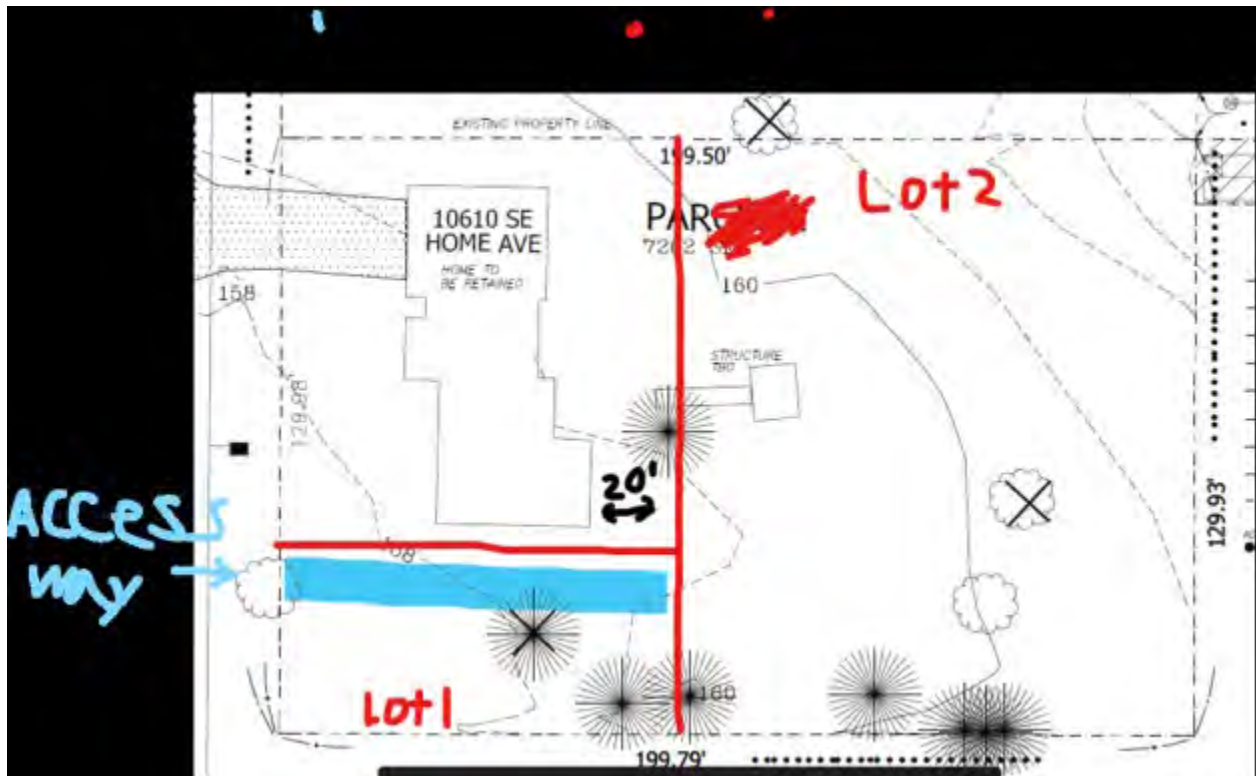
Scenario 2: creation of a large back lot and one smaller lot with frontage on home Ave.

My intent is to build cottage cluster on the back lot, as many units as possible. Maybe a duplex on lot 1. Are there any city requirements about the access way that are important to know? How wide would a two-way access way need to be if it was providing access for 8-12 units? are there any set back requirements from the access way to buildings?

Lot 1 approx. 40x100

Lot 2 130x112'

Lot with existing home 90x88



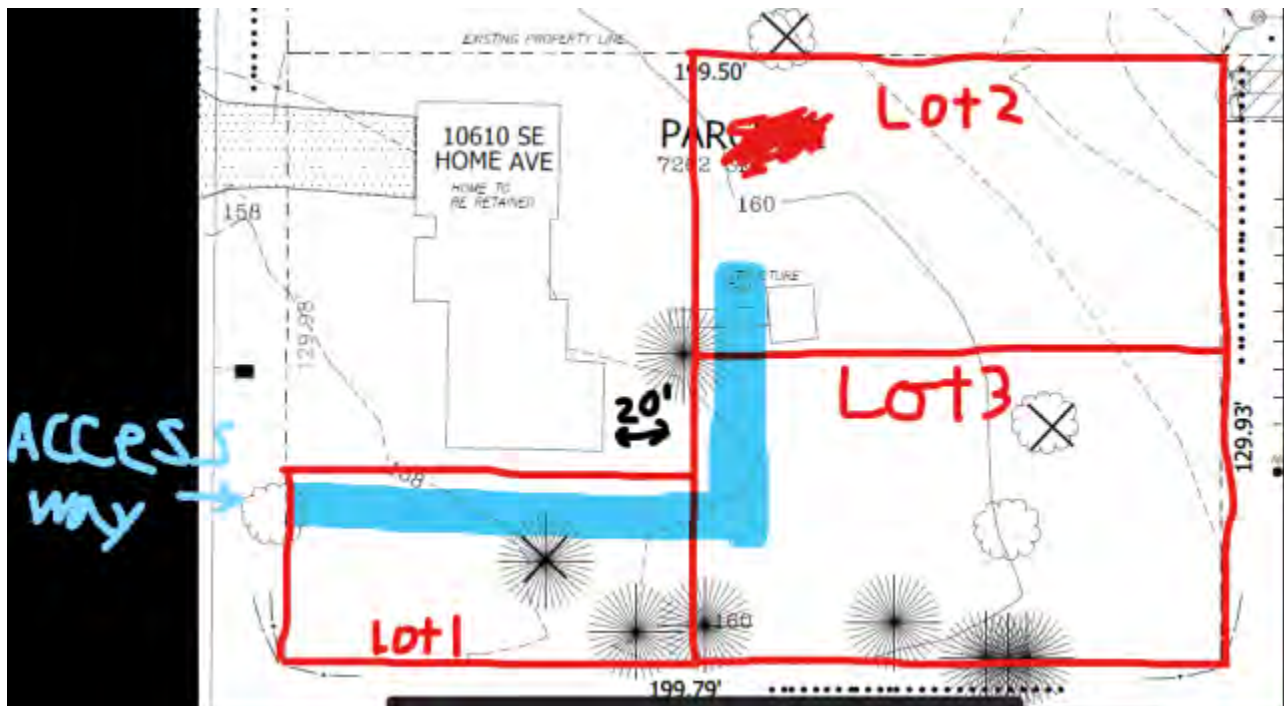
Scenario 3: creation of three new lots

Lot 1; 40x 100

Lot 2 and 3 65x 112

Lot with existing home 90x88

My intent would be to build 4Plex's on all these lots. My main concern is access way requirements and if any variances for this proposal will be needed.



Scenario 4

EXISTING PROPERTY LINE

199.50'

10610 SE HOME AVE

HOME TO BE RETAINED

PARCEL 2

7262 SF

160

STRUCTURE TBD

4 Plex

Lot + 2

129.98'

LOT 1

Lot + 3

158

4 Plex

Lot + 1

160