



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

Preapplication Request Form

File #: 22-016PA

Meeting Date: 11/23/2022 Time: 10:00am Location: 6101 SE Johnson Creek Blvd Today's Date: 10/28/2022

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: 10705 SE 52nd Ave. Milwaukie, OR 97222 59 MINTHORN ADD LTS 1 TO 5 BLK 48
 Map & Tax Lot(s): _____ Zone: RMD

PROPOSAL (brief description):

Reconfigure existing (5) lots of record to create a 3 unit townhome building and a 2 unit townhome building for a total of 5 units.

APPLICANT:

Project Contact Name: Eduard Shtogrin Company: Integrity Homes NW Inc.
 Mailing Address: 7505 NE 53rd Ave. Vancouver, WA Zip: 98661
 Phone(s): 503-522-1055 Email: office@integrityhomesnw.com
 # of Expected Attendees: 2 Owner Architect Contractor
 Representative Engineer Other: Surveyor

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.

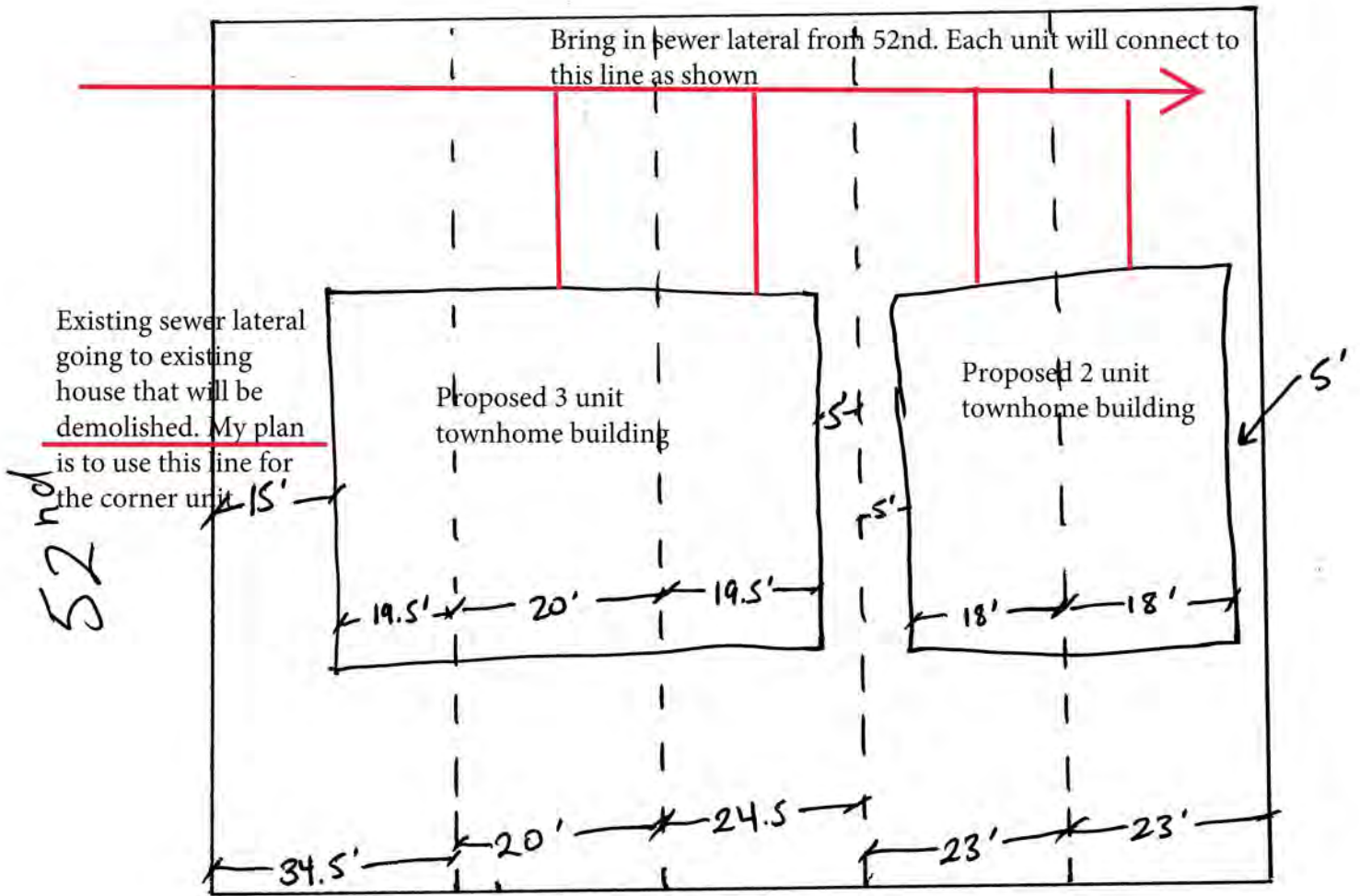
Minimum Requirements

- 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: File Planning (2) Engineering (2) Building
 Development Manager Public Works Fire CD Director (development)



Jackson

Brett Kelter

From: Eduard Shtogrin <office@integrityhomesnw.com>
Sent: Friday, October 28, 2022 12:10 PM
To: Brett Kelter
Cc: Steve Adams
Subject: Re: 10705 SE 52nd Ave Development
Attachments: We sent you safe versions of your files; preapprequest_form_revised.pdf; 52nd Triplex and Duplex townhome site plan[87][2].pdf

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This Message originated outside your organization.

Hi Brett,

Glad to hear that Paul Roeger has been in contact with you! Attached is the application and a rough site plan showing the proposed re-configuration of the lots and showing the 3 unit and 2 unit separate townhome buildings for a total of 5 units. The other option I am contemplating to save time and money is confirming the existing (5) 25x100 lots of record with Clackamas County and building (2) 2-unit townhomes for a total of 4 units.

1. I have run this proposed rough replat by Ryan Dyar and he did not see any immediate concerns. I wanted to confirm that there shouldn't be any issues with reconfiguring the lots as shown on the attached site plan.
2. The units would be facing Jackson St. Since these are townhomes and will be sold separately they will need individual sewer lines. There is no sewer main line in Jackson St. I would like to create a utility easement in the backyard and bring in a sewer line from SE 52nd Ave. Will this be a possibility or will I need to extend the sewer line in Jackson St? If I have to do an extension what is the process and requirements for this? I would of course much prefer to create a utility easement and bring in the sewer from 52nd. Water doesn't appear to be an issue as there is a water main running in Jackson St. Please confirm.
3. Will each unit require a separate water tap and meter since they are townhomes?
4. I will most likely have to remove 3 trees that run along Jackson St. I assume I will have to pay a fee per caliper inch to remove them?
5. Please confirm that I can pay a fee-in-lieu for street improvements. What will the fee be per linear ft of frontage? If I simply go to Clackamas County and confirm the existing (5) 25x100 lots as is will this avoid the fee? If I go this route I would be building (2) 2-unit townhomes for a total of 4 units.

Thank you,

Eduard Shtogrin
Integrity Homes NW
CCB# 221853
IntegrityHomesNW.com
Cell: 503-522-1055

From: Brett Kelter <KelterB@milwaukieoregon.gov>
Date: Friday, October 28, 2022 at 11:30 AM