



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

# Preapplication Request Form

File #: 22-017PA

Meeting Date: 12 / 1 / 22 Time: 10 AM Location: 6101 SE Johnson Creek Blvd Today's Date: 10 / 31 / 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:**

11E26DB01000

11E26DB01200

11E26DB01201

Zone: **R-MD**

Site Address: **9815 & 9833 SE 17th Ave.**

Map & Tax Lot(s):

**PROPOSAL** (brief description):

**Consideration of a new cottage-cluster housing development consisting of 42 new cottages. Existing house to be demolished. Site improvements include auto parking beyond code.**

**APPLICANT:**

Project Contact Name: **Terry Amundson** Company: **Koble Creative**

Mailing Address: **2117 NE Oregon St. #201, Portland, OR** Zip: **97232**

Phone(s): **503-539-4300** Email: **terry@koblecreative.com**

# of Expected Attendees: **5**

<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Architect	<input type="checkbox"/> Contractor
<input type="checkbox"/> Representative	<input checked="" type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Other: <u>Developer</u>

**REQUESTED MEETING TYPE:**

- Preapplication Meeting—1<sup>st</sup> meeting free; 2<sup>nd</sup> 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](http://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) |

**Date:** October 28, 2022  
**Project:** Milwaukie Cottages  
**Site Address:** 9815 & 9833 SE 17<sup>th</sup> Avenue  
**Re:** Pre-Application Conference

PROJECT DESCRIPTION:

The subject site is located at 9815 & 9833 SE 17<sup>th</sup> Avenue and is comprised of three lots totaling approximately 2.61 acres. A single-family home at the 9833 address is the only significant existing structure and would be demolished for the project. Other buildings shown on the site survey have been previously demolished. Two existing curb cuts on SE 17<sup>th</sup> provide vehicular access to the site. The site is in the Moderate Density Residential (R-MD) zone.

A cottage-cluster housing development is proposed that would produce 42 new homes. Residence types would include 2 and 3-bedroom units geared toward families. Automobile parking in excess of code minimums would be provided on site.

To realize the plan shown, the project anticipates pursuing two variances through a Type III process. The first variance is for attached cottages - up to three unit cottages attached as shown. The second is for parking beyond code maximum. It is understood that parking more than one car per dwelling requires a modification. The project as shown proposes 59 cars for 42 dwelling units.

QUESTIONS FOR DISCUSSION:

- 1) Aside from parking quantity, please confirm that the parking layout shown meets requirements with regards to maximum contiguous spaces, setbacks, and orientation.
- 2) Section 19.505.1 requires main entrances on street-facing facades. Per 19.505.4.D cottages should be oriented to the common courtyard. Please discuss the interpretation and application of standards when buildings are both on a street-facing setback and a shared courtyard.
- 3) We understand that the City's residential tree code will apply to this proposal. With the existing topography and extensive grading required for site circulation, it is not expected that many



existing trees will be preserved. Please review the implications of satisfying the tree code in this scenario.

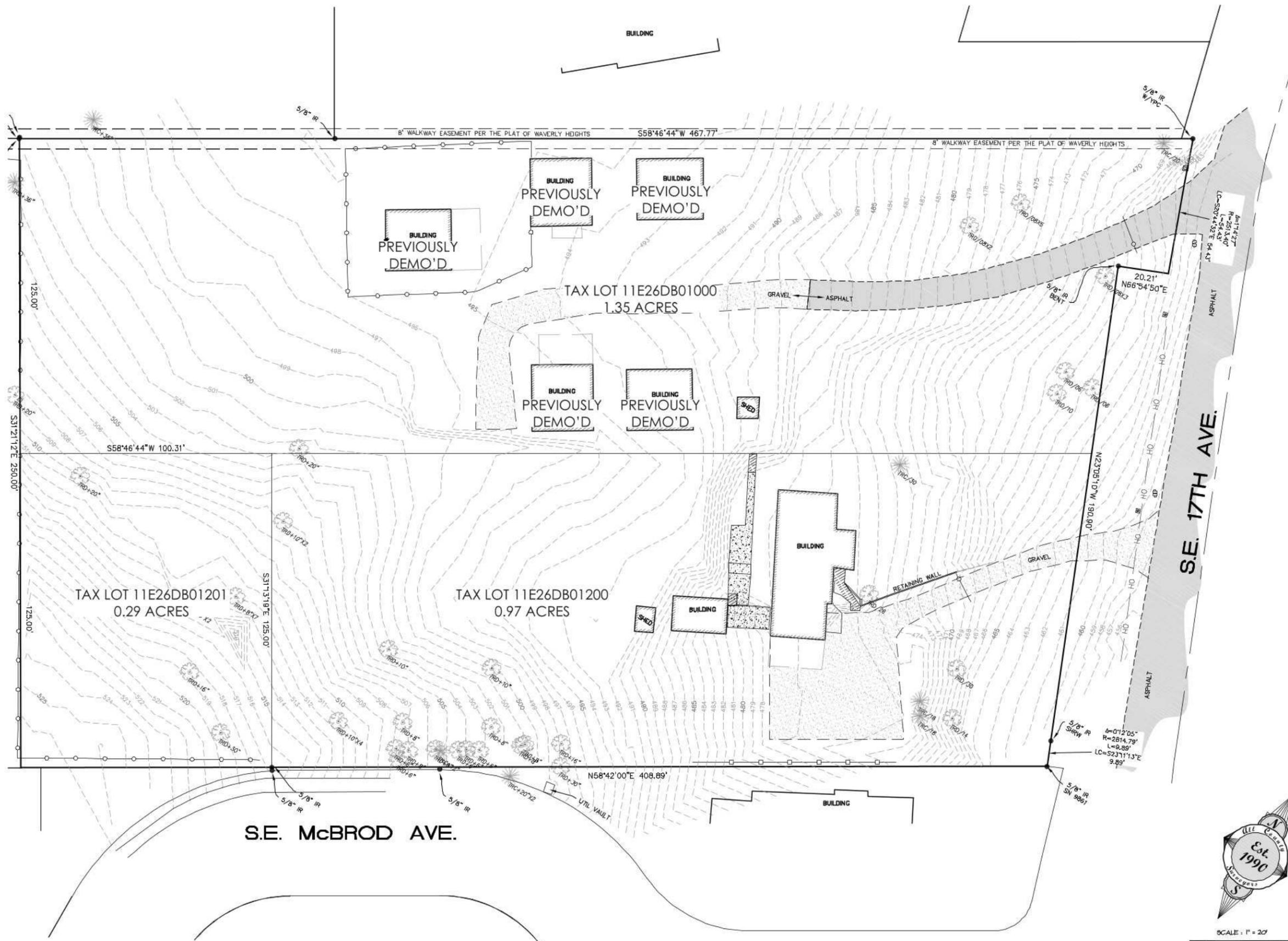
4) What right-of-way dedications, if any, will be required?

5) Please confirm required frontage improvements, if any.

6) Please confirm existing water pressure available and flow info.

7) Please identify any additional studies or reports that would need to be completed prior to (and submitted with) the Type III land-use submittal.





**PROJECT INFO**

ADDRESS	9815 & 9833 SE 17TH AVE MILWAUKIE, OR 97222
PROPERTY ID	11E26DB01000 11E26DB01200 11E26DB01201
TOTAL SITE AREA	2.61 ACRES
COUNTY	CLACKAMAS
JURISDICTION	CITY OF MILWAUKIE

**ZONING INFO**

PER TABLE 19.505.4.C.1

ZONE	R-MD MODERATE DENSITY RESIDENTIAL
SETBACKS	
FRONT	10' MIN, 20' MAX
SIDE	5'
REAR	5'
BUILDING HEIGHT	
MAX	25' OR 2 STORIES
BETWEEN 5' & 10' OF REAR LOT LINE	15' MAX
IMPERVIOUS AREA	60% MAX
MINIMUM VEGETATION	35% MIN



**Existing Site Survey**



**PARKING INFO**

PER TABLE 19.505.4.C.1

ZONE R-MD

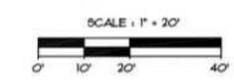
42 ATTACHED COTTAGES

**AUTOMOBILE PARKING**

REQ'D 0.5 CARS/HOME  
 42 x 0.5 = 21 CARS  
 PROVIDED 59 CARS

**BICYCLE PARKING**

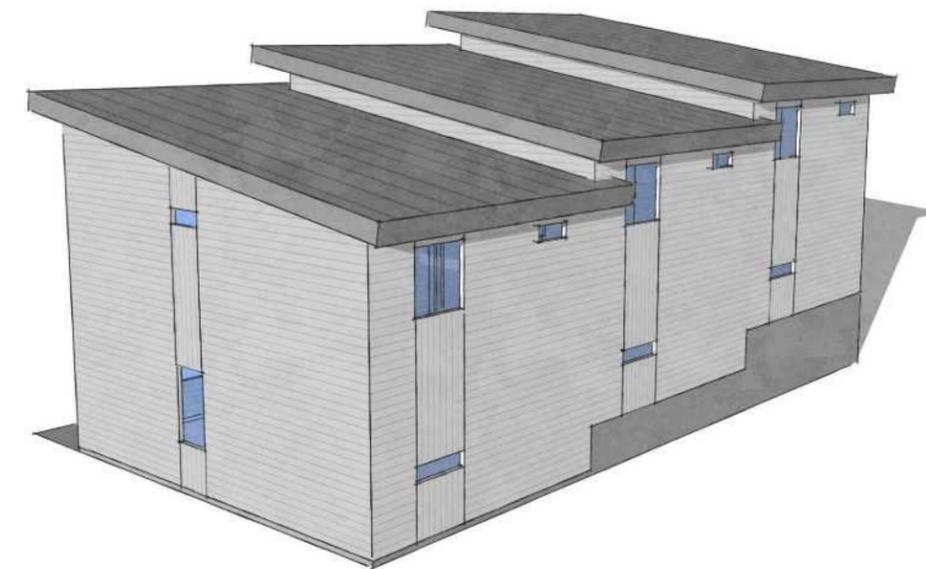
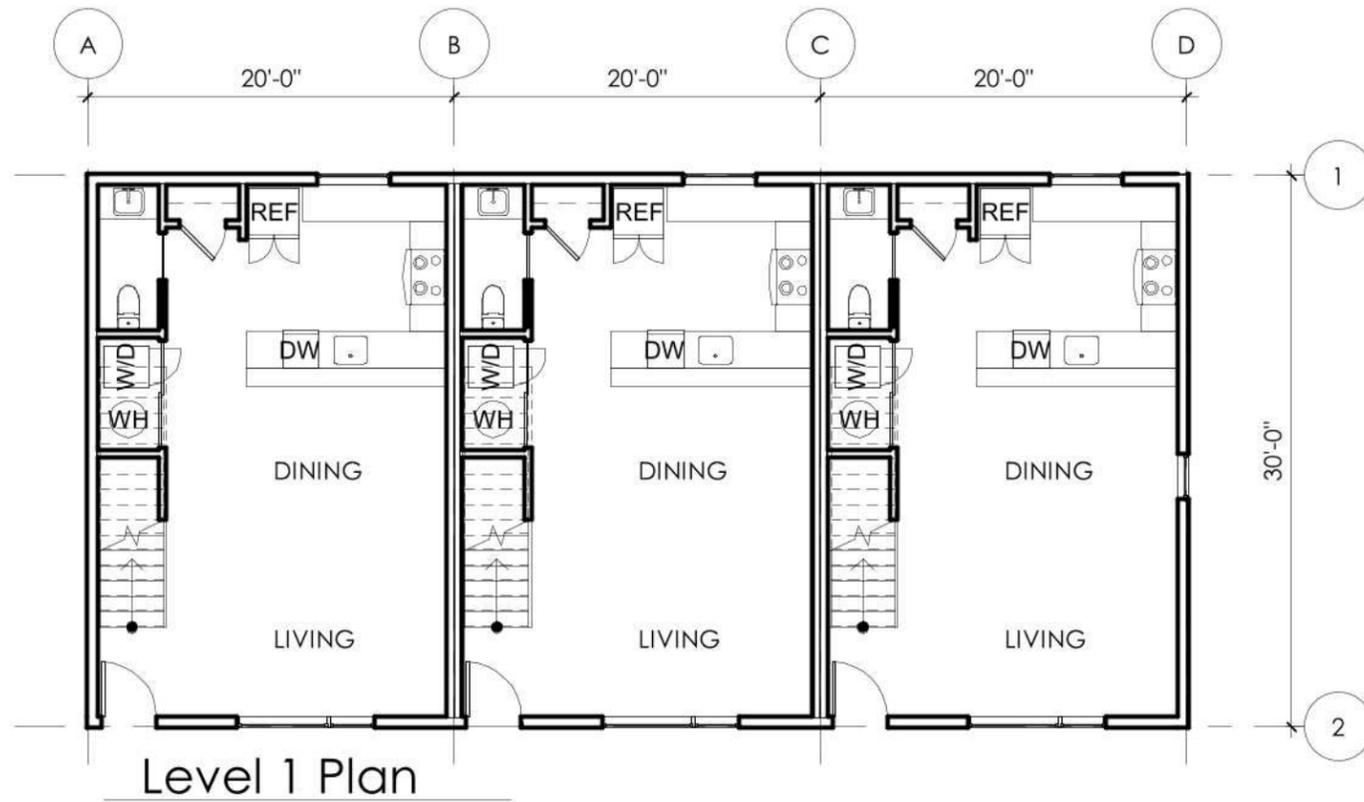
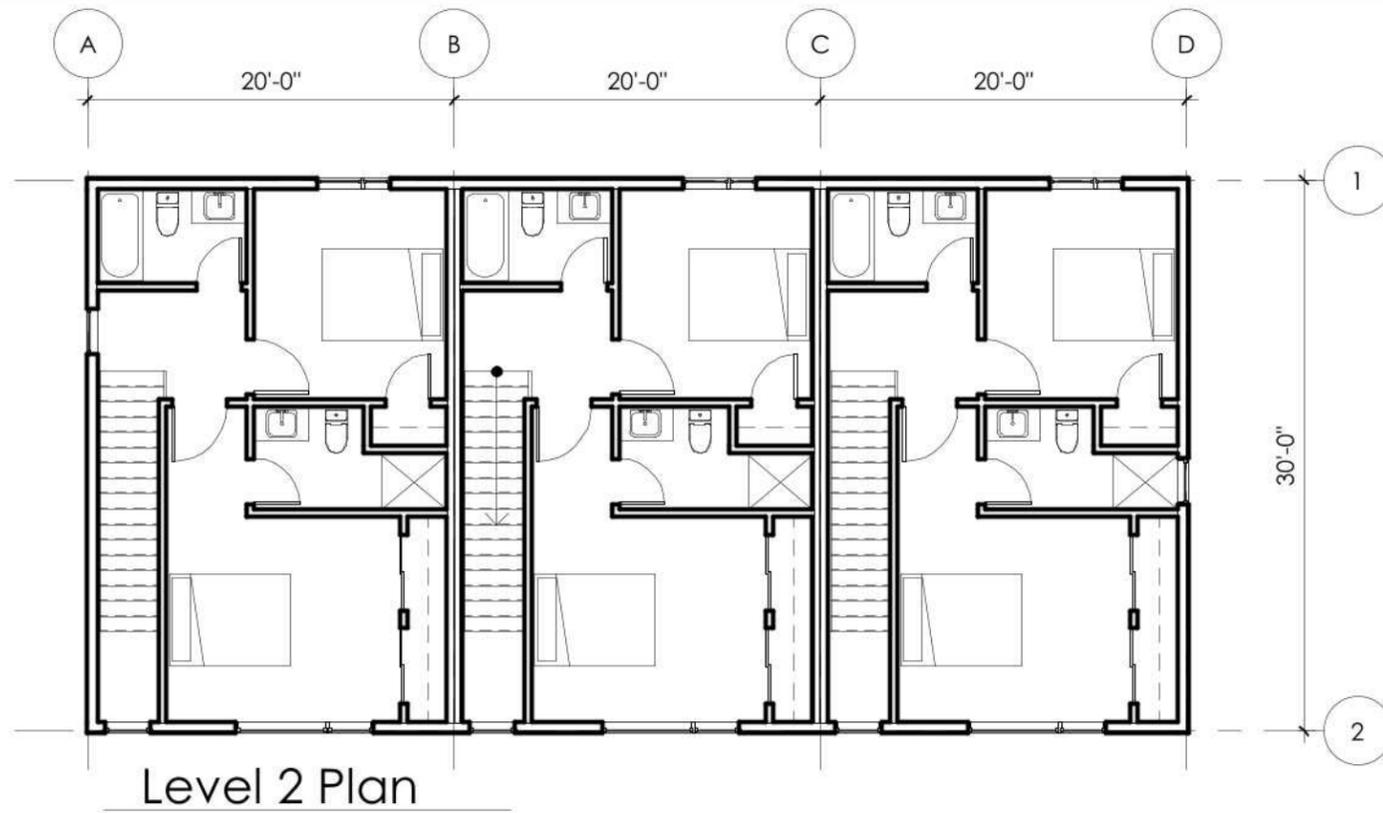
REQ'D LONG TERM 1.5 BIKES/HOME  
 42 x 1.5 = 63 BIKES  
 PROVIDED 64 BIKES  
 REQ'D GUEST 0.5 BIKES/HOME  
 42 x 0.5 = 21 BIKES  
 PROVIDED 22 BIKES



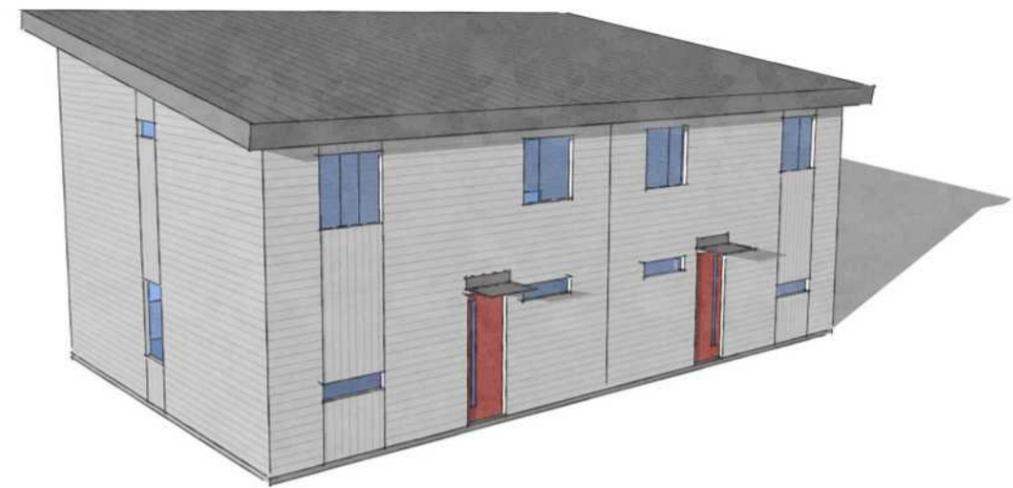
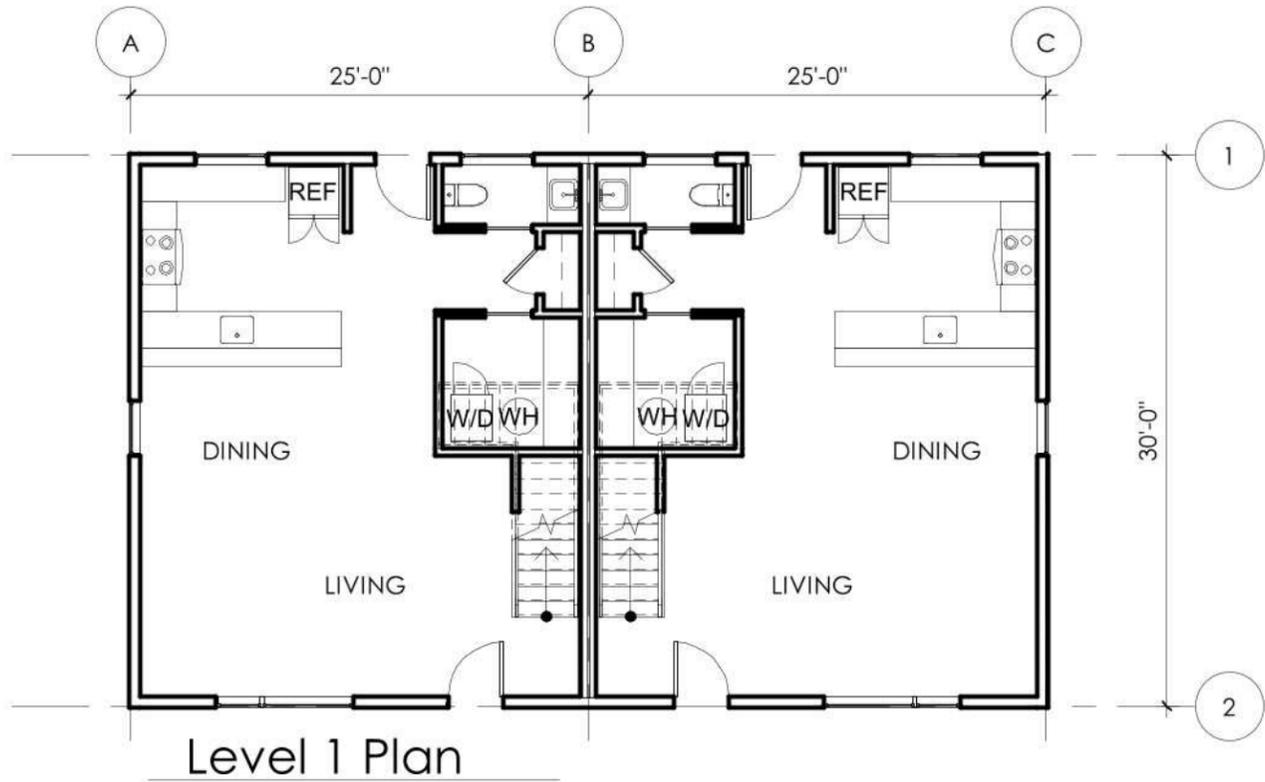
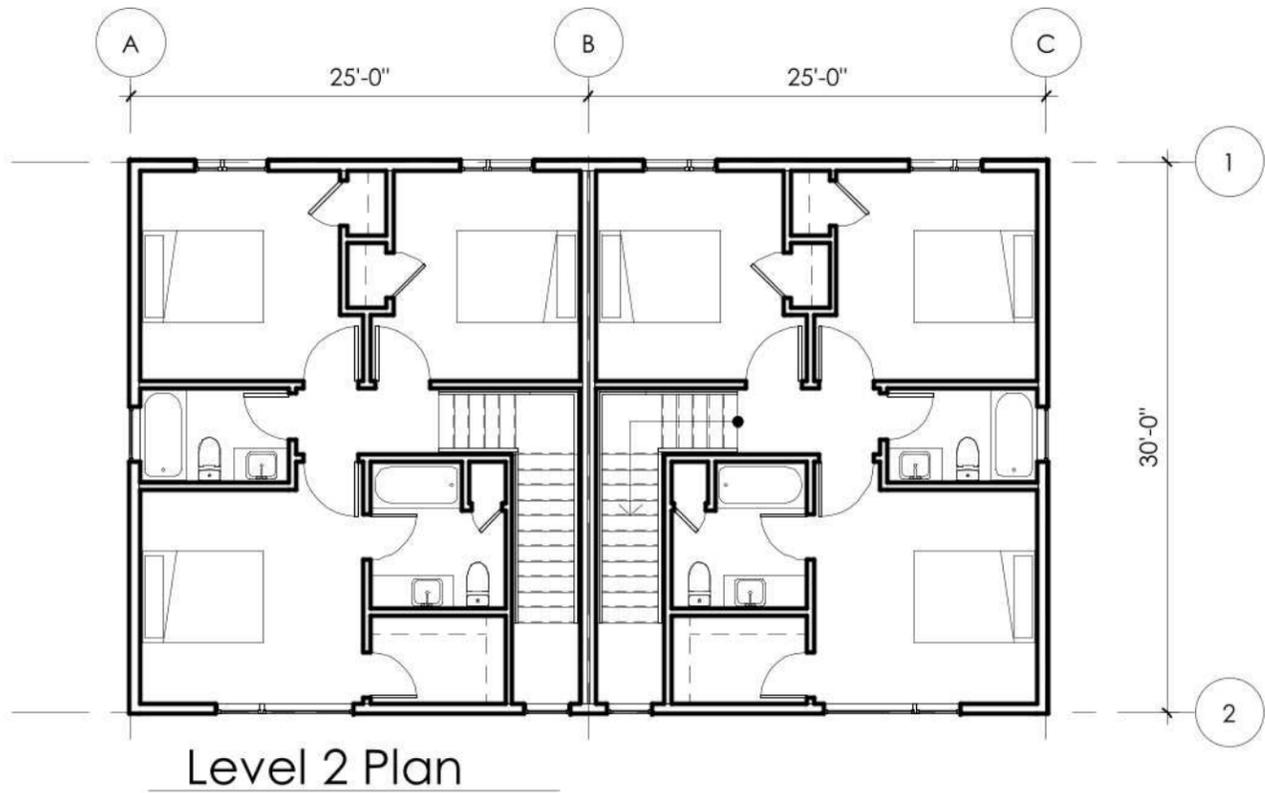
**Site Plan**



## Aerial Perspective



## Typical 2-Bedroom Attached-Cottage Plan



Typical 3-Bedroom Attached-Cottage Plan

