



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

Preapplication Request Form

File #: 22-020PA

Meeting Date: 12 / 22 / 22 Time: 10 AM Location: 6101 SE Johnson Creek Blvd Today's Date: 11 / 30 / 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: 5606 SE Monroe Street Map & Tax Lot(s): 12E31AB 3300 & 3400 Zone: R-MD
 portion of 12E31AA 7200

PROPOSAL (brief description):

22-lot subdivision with new local street

APPLICANT: Nile Hagen

Project Contact Name: Danelle Isenhart Company: Emerio Design

Mailing Address: 6445 SW Fallbrook Place, Suite 100 Zip: 97008

Phone(s): 503-880-4979 Email: danelle@emeriodesign.com nilehagen@gmail.com

of Expected Attendees: 6-8
 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: File Planning (2) Engineering (2) Building
- Development Manager Public Works Fire CD Director (development)



DATE: November 29, 2022
TO: City of Milwaukie
FROM: Danelle Isenhart, AICP
RE: 22-lot subdivision at 5606 SE Monroe Street – Pre-Application Conference Request

The applicant has an existing partition application into the City for completeness review to separate the house at 5606 SE Monroe Street from the rest of the main property. A partition with the neighboring property will be needed as well for the area of Lots 6-9. Once those partitions are approved, the applicant is proposing a 22-lot subdivision for four-plex units with a new local street. This pre-app conference is to discuss the requirements and process for the proposed subdivision.

The site is in the R-MD zone. The site is currently identified as Tax Lots 03300 and 03400 of Tax Map 12E 31AB and a portion of Tax Lot 07200 of Tax Map 12E31AA. The property (after the partition with the house at 5606 SE Monroe) has a small frontage on SE Monroe Street. This frontage is 45 feet in width. The subdivision layout shows the 45 feet being the width of the new local street.

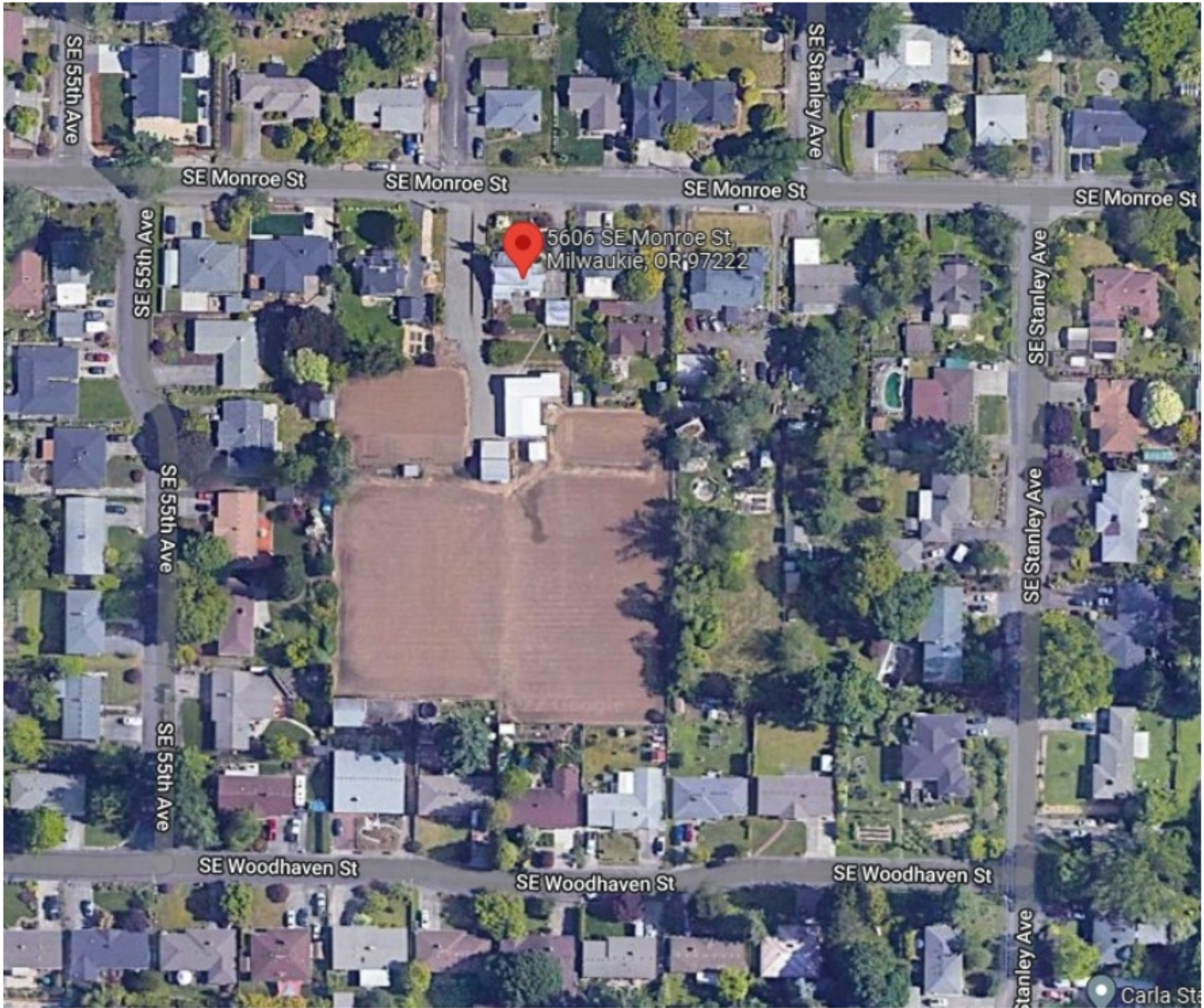
A water quality facility is proposed next to Lot 3 and will be Tract A. Tract B is a private street 20-feet in width providing access to Lots 6-9. The private street will also act as the fire access turnaround on the site.

There is a water main in SE Monroe Street. A new water main will be provided within the new rights-of-way. There is a sanitary sewer main in SE Monroe Street. Survey has noted this is a combo sewer (sanitary/storm). A new sanitary sewer main will be provided within the new rights-of-way.

The site is slightly sloped. There are no areas of 25% or greater slopes on the site. The site is not within a floodplain or habitat area.

Questions:

1. Is there any required street dedication or improvements on SE Monroe Street?
2. Please confirm the 45-foot right-of-way width for the new interior local street will be sufficient.
3. Please confirm that a 20-foot wide private street is acceptable.
4. Stormwater is a big issue for this site. Please confirm if the sewer main in SE Monroe is a combo sewer or sanitary only line. We would like to discuss options on how to provide stormwater outlet and overflow.





SE 55th Ave

Stanley Ave

SE Monroe St

SE Monroe St

SE Monroe St

SE Monroe St

SE 55th Ave

SE 55th Ave

SE 55th Ave

SE Stanley Ave

SE Stanley Ave

SE Stanley Ave

SE Woodhaven St

SE Woodhaven St

SE Woodhaven St

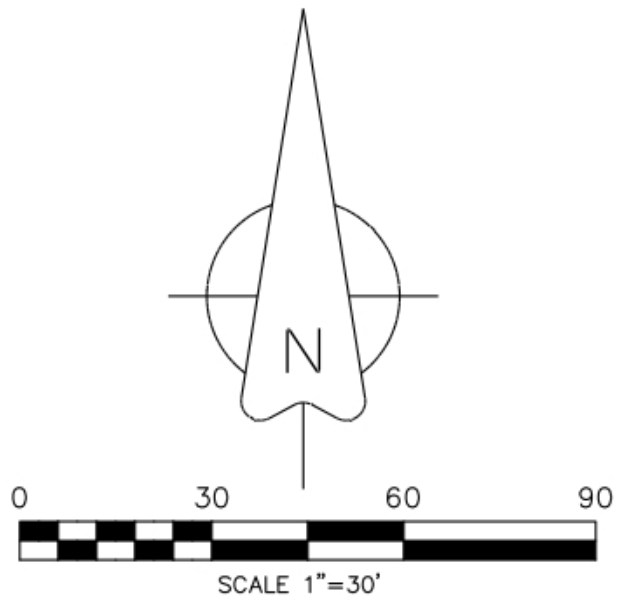
SE Woodhaven St

y Ave

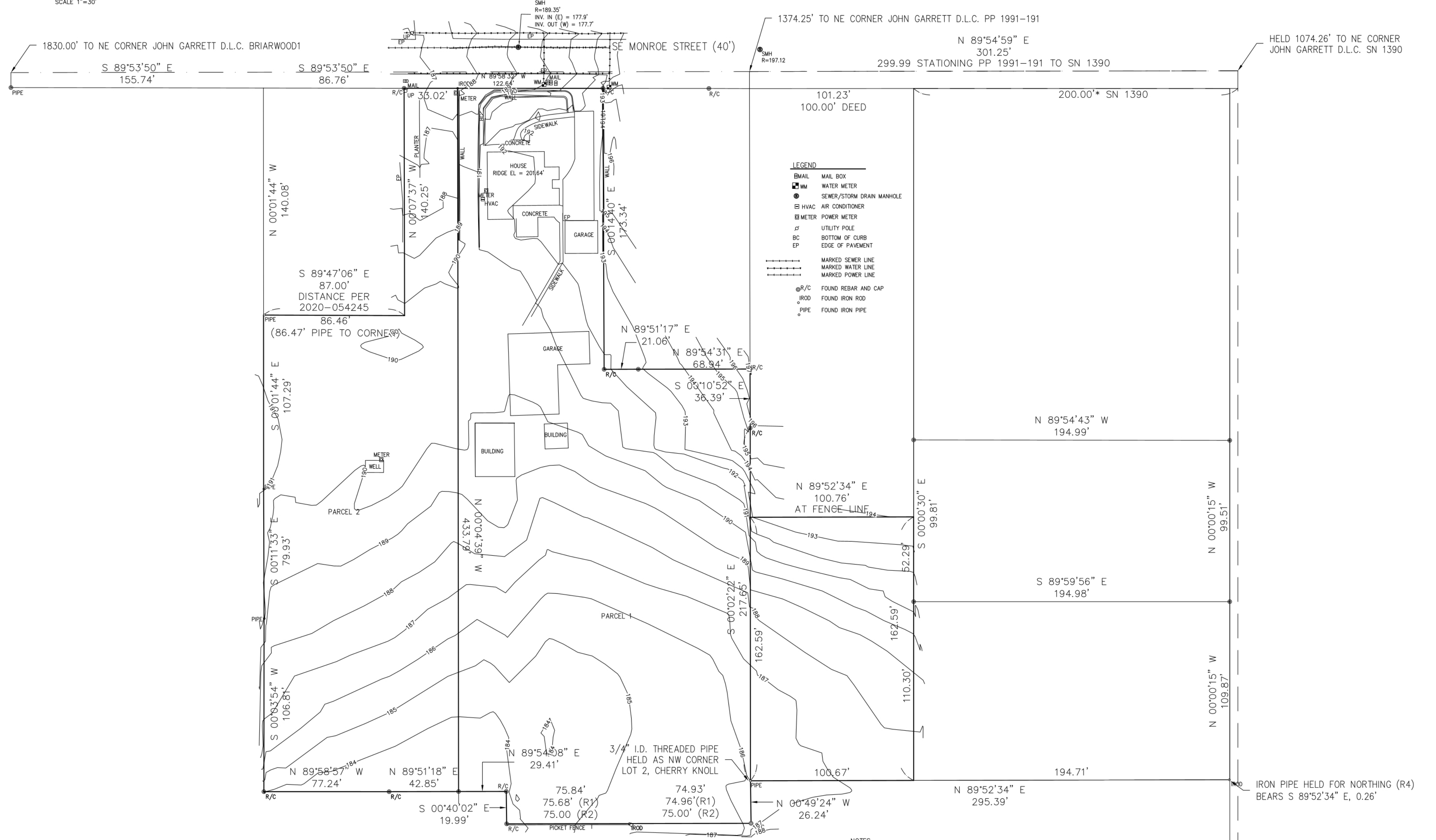
5606 SE Monroe St,
Milwaukie, OR 97222

EXISTING CONDITIONS

THE LANDS DESCRIBED IN INSTRUMENT 2022-046638 CLACKAMAS COUNTY RECORDS
 CITY OF MILWAUKIE, CLACKAMAS COUNTY, OREGON
 08/29/2022



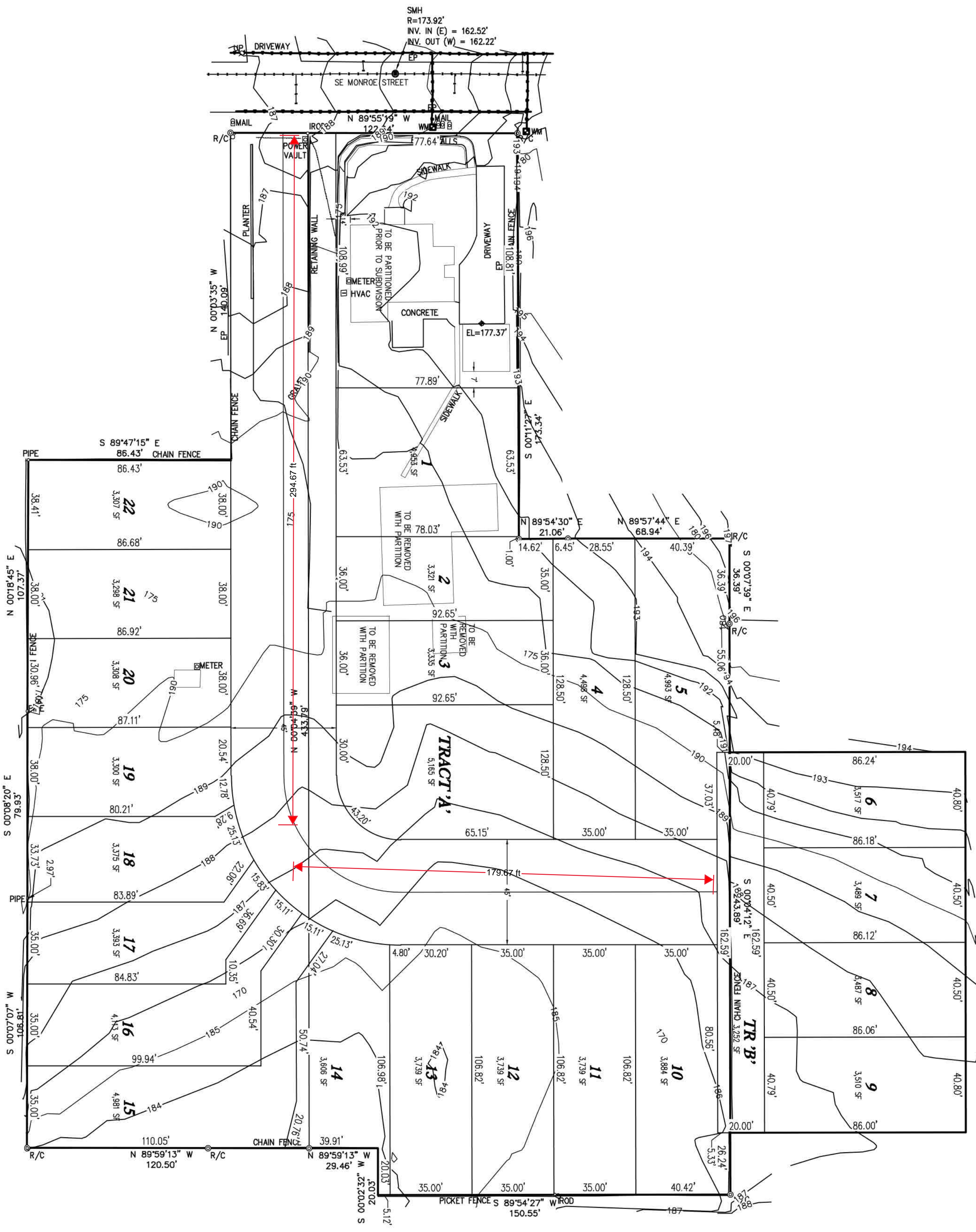
SMH
 R=180.43'
 INV. IN (E) = 169.7'
 INV. OUT (W) = 169.5'



NOTES
 THE VERTICAL DATUM FOR THIS SURVEY IS THE CITY OF MILWAUKIE BENCHMARK NO. 56.
 THE PROPERTY IS IN ZONE X OF THE FEMA FLOOD MAP FOR CLACKAMAS COUNTY, OREGON.

S 89°53'03" W, 150.77'
 N 90°00'00" W, 150.61' (R1)
 N 90°00'00" W, 150.65' (R3)

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
 OREGON
 NOVEMBER 9, 2010
 JOHN K. LUCEY
 78048
 RENEWS: 12-31-22



SHEET
1
OF
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EMERIO
ENGINEERING • SURVEYING • DESIGN

6445 SW FALLBROOK PLACE, SUITE 100
BEAVERTON, OREGON 97008
TEL: (503) 746-8812
FAX: (503) 639-9592
www.emeriodesign.com

REVISIONS		
NO.	DATE	DESCRIPTION

EXHIBIT

5606 SE MONROE STREET

TAX MAP T1S R2E 31AB

TAX LOT 13400

MILWAUKIE, OREGON

Quadplex Design, 46'x25' footprint on 86'x35' 3,000 SF lot. 2 one bed 550 SF units + 2 two bed, 1.5 bath 1,100 SF units

