



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

Preapplication Request Form

File #: 23-003PA

Meeting Date: 3/02/2023 Time: 10:00am Location: 6101 SE Johnson Creek Blvd Today's Date: 2/14/2023

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: 10399 SE 34TH AVE Map & Tax Lot(s): #5500 Zone:

PROPOSAL (brief description):

TO BUILD A HISTORICALLY APPROPRIATE COMMUNITY EVENT SPACE.

APPLICANT:

Project Contact Name: ALLE BERNARDS Company: STUDIO MACLEOD

Mailing Address: 10399 SE 34TH AVE Zip: 97222

Phone(s): (503)312-6012 Email: HELLO@STUDIO-MACLEOD.COM

of Expected Attendees: 4
 Owner Architect Contractor
 Representative Engineer Other: DESIGNER

REQUESTED MEETING TYPE:

PREAPPLICATION CONFERENCE

* REQUESTING PLANNING, BUILDING, FIRE AND ENGINEERING BE AVAILABLE FOR MEETING

- 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)

From: ALLE MACLEOD hello@studio-macleod.com
Subject: Pre-Application Meeting Questions, Bernards -- #5500/#5501
Date: February 13, 2023 at 5:41 PM
To:



Property Address: 10399 SE 34th Avenue Milwaukie, OR 97222 (tax lots #5500 and #5501)

Property Owners: Scott + Alle Bernards

Summary of Meeting: We are in the final discussions with Providence Milwaukie Hospital to create private roadway and utility easements to service both our lots (tax lots #5500 and #5501), specifically addressing #5500. We are looking to discuss with the City of Milwaukie any constraints, concerns, etc. before moving forward with a newly established easement with PMH.

Furthermore, we are also looking to determine a category in which our proposed development (on #5500) will fall within under the newly established HDR zone.

Pre-Applicaition Conference Questions:

- How does the City calculate total square footage of a proposed development within an HDR zone?
 - If we have a capacity number we are looking to hit for a *potential event space* (to be built), how can we best understand the calculation of factoring people to square footage?
- Is a basement or loft calculated into total building square footage (and capacity) of a commercial building in an HDR zone?
- Requirements on utilities and sprinklers based on square footage in a HDR zone for a commercial property?
- Physical constraints of developing a commercial building in this zone?
- Setbacks for commercial HDR footprints for this lot (#5500) specifically?
- Please explain the difference in unobstructed and driving surface requirements for minimum widths to access commercial property.
- Parking requirements related to Fire code for a commercial building in HDR zone?
- Fencing constraints (heights/setbacks) for adjacent Commercial/HDR zones on a commercial development?
- Cost of water meters in the CoM?

We had a preliminary internal conversation among staff this morning and noted that it would be helpful to have a little more detail about the proposal so we can consult the appropriate parts of the code and identify applicable standards. The description you provided on the “Allender” narrative page gives some idea of what you’re thinking, and I’d like to flesh that out a bit.

- Can you say more about the timing and frequency of the events that could happen at the space? Primarily weekends? Weekdays and weekday evenings as well? Seasonal variations? Duration of events? **Realistically we are targeting being very weekend oriented (Fri eve - Sunday). Event lengths will be determined by renter but probably have a max of 12 hours which will include set-up/tear-down and not exceed midnight roughly. This means that events will either be the first or second half of the day. There could be weekday events that are held as more community or corporate focused situations that would be a much smaller group I would imagine.**
- You checked the “Elevations” box on the pre-app form but I didn’t see any elevations in your materials. Do you have any concept drawings or renderings at this stage of the proposed building? You indicated a 5,000-sq-ft size, but the narrative also suggests multiple levels—is this a multi-story structure with a 5,000-sq-ft footprint? **I did create a quick sketch of an ‘idea’ for what the building might look like as shown on the Mood Board. There are other inspirational buildings on there that have a similar scale and style that we would like to target for interior and exterior. We in fact are looking to replicate the exact style of our Dutch Colonial Revival house to ensure the building looks as historically appropriate as possible — something that could have been built at the same time as the house. The majority of this structure will be an open-valued space with a balcony/second story to be used in a smaller capacity for prep space. No kitchen, 1-2 bathrooms on-site.**
- Do you have any more detail to share about the possible site plan, particularly with regard to where parking and landscaping areas would be and what they would be like? Any secondary access points? **This is something that we will certainly have more to share on once we are able to have this prelim conversation. A lot of it for us will come down to building capacity, fire restrictions with sprinklers/turn-around for truck access, parking allowances on our flag lot, the easement entrance location with PMH, etc. Any areas of the property (#5500) that are not used for roadway will be landscaped heavily to create an environment that reflects the detail of the buildings on-site.**

If there’s any more detail or info you can provide at this stage, we’ll use it to help prepare for the March 2 conversation. I realize that you’re somewhat still in the concept stage and are looking for our meeting and info to help you give more shape to your ideas—just looking for whatever other info we can get from you at this point would be helpful.

Thank you!

BRETT KELVER, AICP

Senior Planner

he • him • his

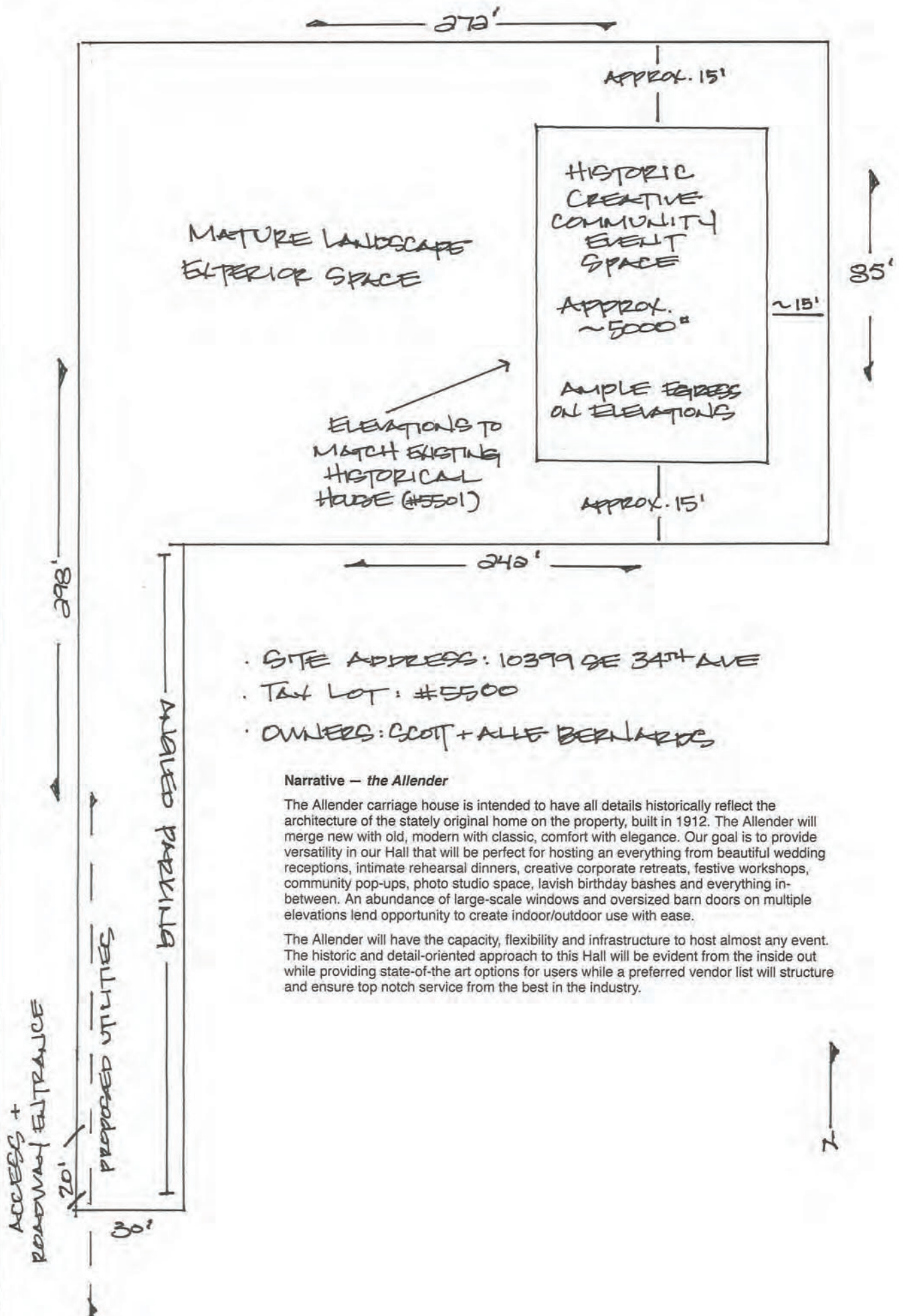
City of Milwaukie

o: 503.786.7657 f: 503.774.8236

6101 SE Johnson Creek Blvd • Milwaukie, OR 97206

Disclaimer

NOT TO SCALE



- SITE ADDRESS: 10399 SE 34TH AVE
- TAX LOT: #5500
- OWNERS: SCOTT + ALLE BERNARDS

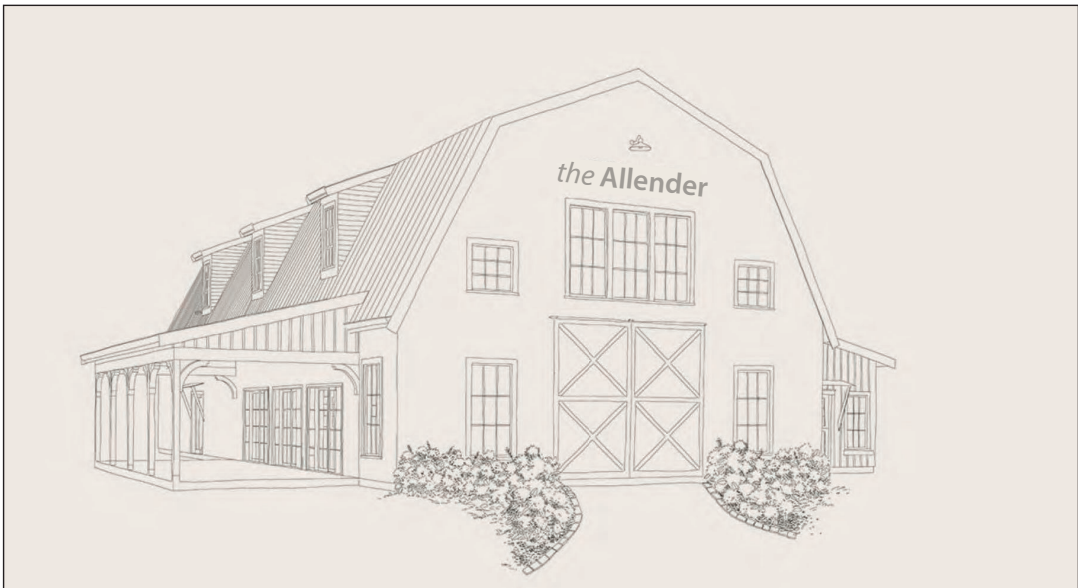
Narrative – the Allender

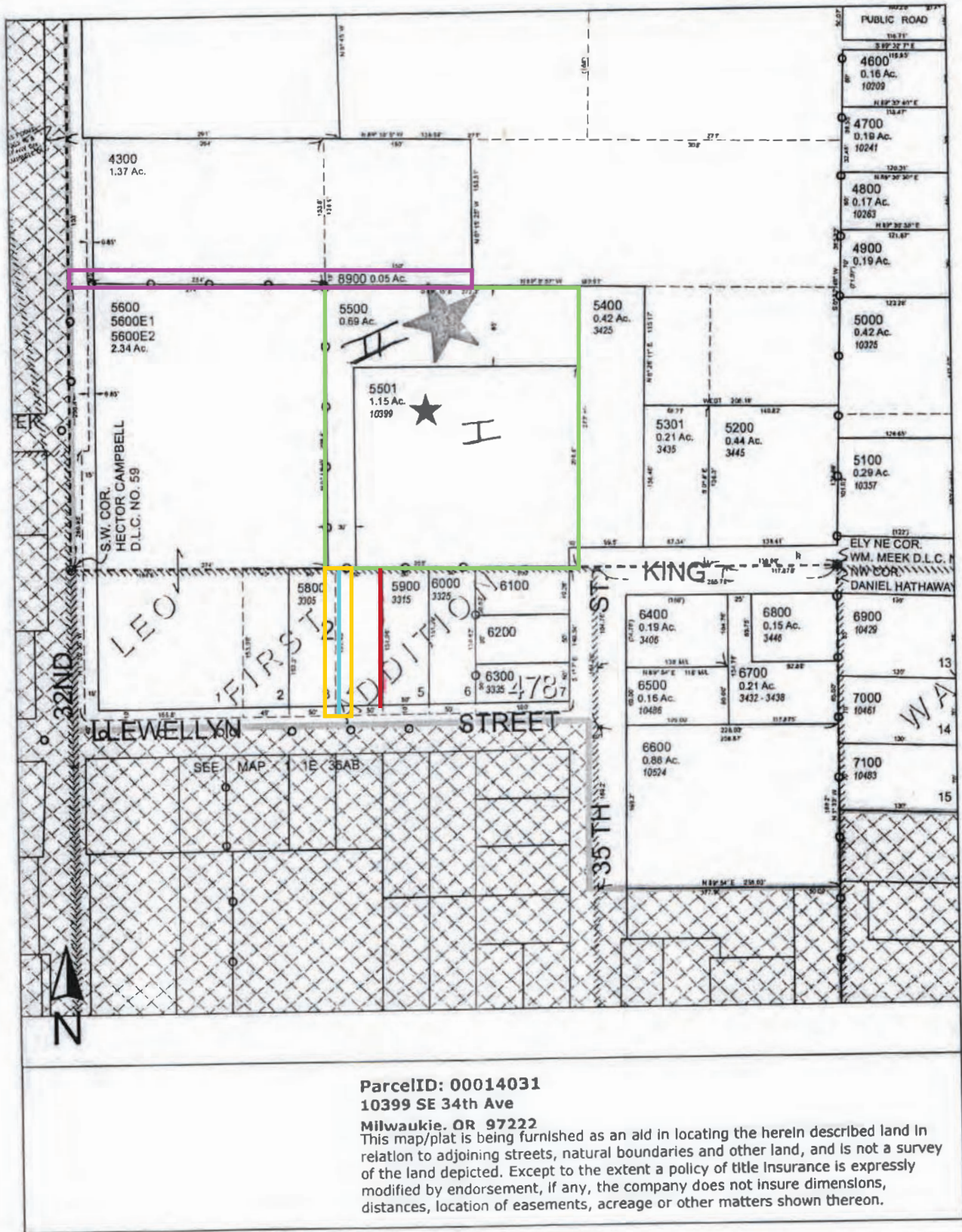
The Allender carriage house is intended to have all details historically reflect the architecture of the stately original home on the property, built in 1912. The Allender will merge new with old, modern with classic, comfort with elegance. Our goal is to provide versatility in our Hall that will be perfect for hosting an everything from beautiful wedding receptions, intimate rehearsal dinners, creative corporate retreats, festive workshops, community pop-ups, photo studio space, lavish birthday bashes and everything in-between. An abundance of large-scale windows and oversized barn doors on multiple elevations lend opportunity to create indoor/outdoor use with ease.

The Allender will have the capacity, flexibility and infrastructure to host almost any event. The historic and detail-oriented approach to this Hall will be evident from the inside out while providing state-of-the art options for users while a preferred vendor list will structure and ensure top notch service from the best in the industry.

the Allender

intimate weddings - community events - corporate retreats





- KEY:**
- 15' WIDE EXISTING ENFORCEABLE EASMENT CREATED IN 1941 FOR ROADWAY PURPOSES FOR SOLE BENEFIT OF LOT 5500 (RUNNING E/W), THUS TAX LOT 8900 CREATED AND RECORDED BY COUNTY SURVEYOR
 - OUTLINE OF BERNARDS PROPERTY (10399 SE 34th AVE AND ADJACENT LOT TO NORTH AND WEST), TAX LOTS 5500 AND 5501
 - EXISTING SEWER EASMENT CREATED 1953 FOR SOLE BENEFIT OF LOT 5501 (RUNNING N/S)
 - PROPOSED 30' WIDE ROADWAY ACCESS EASMENT FOR SOLE BENEFIT AND PURPOSES TO ACCESS LOT 5500 FOR OWNERS (BERNARDS), RUNNING N/S
 - PROPOSED CHANGE OF LOCATION FOR CURRENT SEWER EASMENT (RED LINE, SOLE BENEFIT OF LOT 5501) TO RUN IN CONJUNCTION/BELOW PROPOSED ROADWAY ACCESS EASMENT RUNNING N/S FOR PURPOSES TO ACCESS LOT 5500 FOR OWNERS (BERNARDS)

On Oct 11, 2022, at 1:54 PM, Greene, Andrea L <Andrea.Greene@providence.org> wrote:

Hi Alle,

Here are updates on the items we have been discussing:

We received an initial drawing and legal exhibit from the surveyor and are reviewing it.

The architect for the housing development provided the attached overlay that helps depict the placement of the building to the surrounding properties.

Here is the verbiage we received from the Fire Marshal: “The driveway serving a back lot must have a minimum pavement width of 14 ft and maximum pavement width of 20 ft, subject to the requirements of the Fire Marshal and Chapters 12.16 and 12.24 and the Public Works Standards.”

I will be back in touch once review of the surveying document is complete.

Thank you,

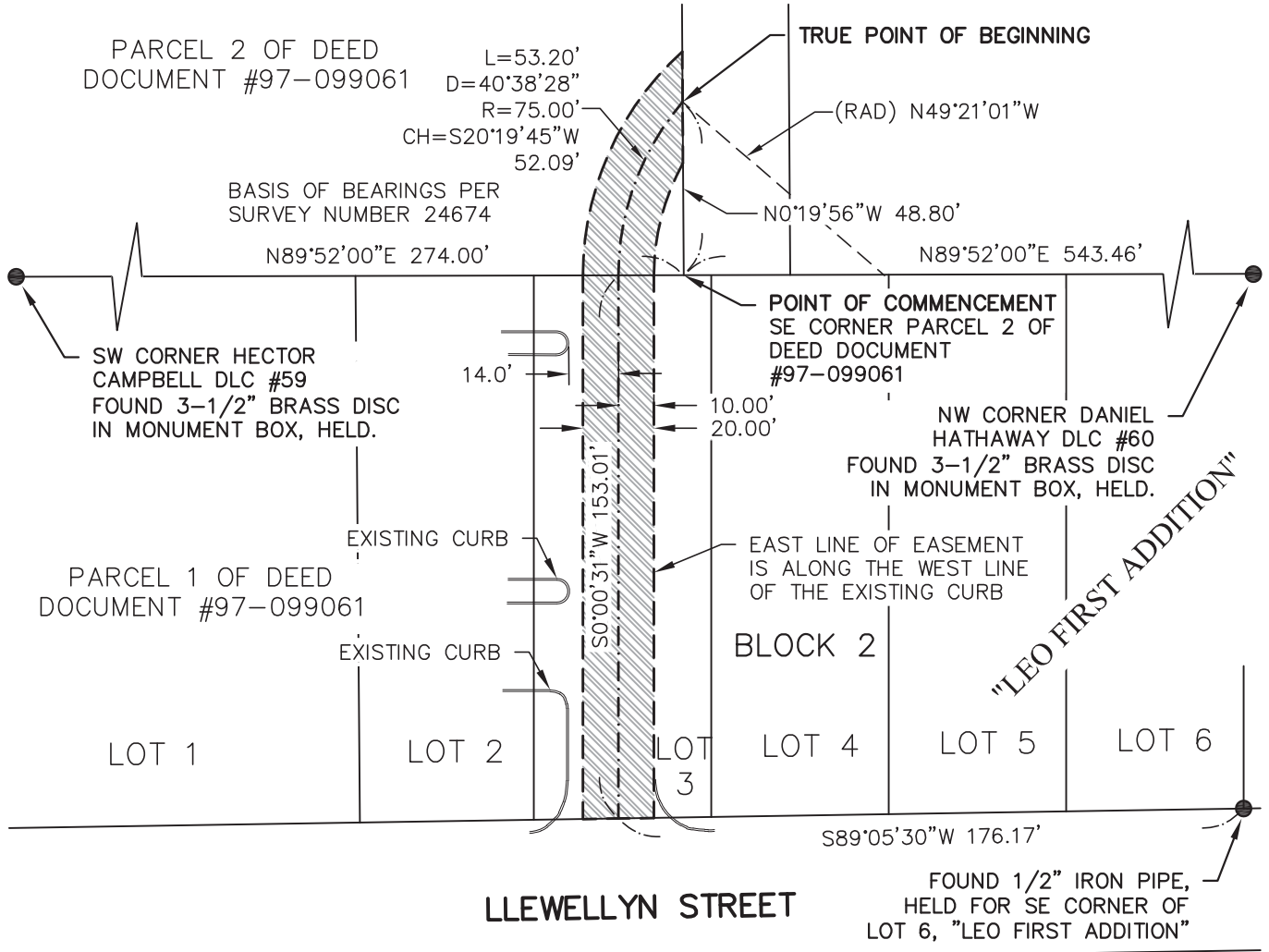
Andi Greene

Real Estate Asset Manager | Real Estate Strategy & Operations
503.407.3923



Providence Senior Housing - Development Area

EXHIBIT B
PRIVATE ACCESS EASEMENT
 LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 25,
 TOWNSHIP 1 SOUTH, RANGE 1 EAST, W.M.,
 CITY OF MILWAUKIE, CLACKAMAS COUNTY, OREGON
 OCTOBER 6, 2022



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

Craig I. Newton

OREGON
 MARCH 12, 2019
 CRAIG I. NEWTON
 89441PLS

RENEWS 12-31-2022



SCALE: 1" = 50'

LEGEND:



- PRIVATE ACCESS EASEMENT

TerraCalc
 Land Surveying Inc
 1615 N.E. Miller Street
 McMinnville, OR 97128
 (503) 857-0935
 www.Terra-calc.com

EXHIBIT A

LEGAL DESCRIPTION:
ACCESS EASEMENT
OCTOBER 6, 2022

A TRACT OF LAND SITUATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 25, TOWNSHIP 1, SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON, BEING A PORTION OF THOSE TRACTS OF LAND DESCRIBED IN PARCELS 1 AND 2 OF DEED DOCUMENT NUMBER 97-099061, CLACKAMAS COUNTY DEED RECORDS, SAID EASEMENT BEING 20.00 FEET IN WIDTH, 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE SOUTHEAST CORNER OF THAT TRACT OF LAND DESCRIBED IN PARCEL 2 OF DEED DOCUMENT NUMBER 97-099061, SAID POINT BEARS NORTH 89°52'00" EAST 274.00 FEET FROM SOUTHWEST CORNER OF THE HECTOR CAMPBELL DONATION LAND CLAIM NO. 59; THENCE ALONG THE EAST LINE OF SAID TRACT NORTH 00°19'56" WEST 48.80 FEET TO THE **TRUE POINT OF BEGINNING**, SAID POINT ALSO BEING THE BEGINNING OF A NON-TANGENT CURVE FROM WHICH A RADIAL LINE THROUGH SAID POINT BEARS NORTH 49°21'01" WEST; THENCE ALONG THE ARC OF A 75.00 FOOT RADIUS NON-TANGENT CURVE CONCAVE SOUTHEASTERLY, THROUGH A CENTRAL ANGLE OF 40°38'28" (THE LONG CHORD BEARS SOUTH 20°19'45" WEST 52.09 FEET), AN ARC DISTANCE OF 53.20 FEET TO THE POINT OF TANGENCY; THENCE SOUTH 00°00'31" WEST 153.01 FEET TO A POINT ON THE SOUTH LINE OF LOT 3 OF BLOCK 2, "LEO FIRST ADDITION" AND THE **POINT OF TERMINUS**.

THE SIDELINES OF SAID STRIP SHALL BE PROLONGED OR SHORTENED SO AS TO BEGIN ON THE EAST LINE OF SAID PARCEL 2.

CONTAINS 4,117 SQUARE FEET, MORE OR LESS.