



CITY OF MILWAUKIE

March 17, 2023

Alle Bernards
10399 SE 34th Ave.
Milwaukie, OR 97222

Re: Preapplication Report

Dear Alle:

Enclosed is the Preapplication Report Summary from your meeting with the City on 03/02/2023, concerning your proposal for action on property located at 10399 SE 34th Ave.

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Manager may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Manager may require a new preapplication conference.

If you have any questions concerning the content of this report, please contact the appropriate City staff.

Sincerely,

Petra Johnson
Administrative Specialist II



CITY OF MILWAUKIE
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov
 building@milwaukieoregon.gov
 engineering@milwaukieoregon.gov

Preapplication Conference Report

Project ID: 23-003PA

This report is provided as a follow-up to the meeting that was held on 3/2/2023 at 10:00 AM

The Milwaukie Municipal Code is available here: www.qcode.us/codes/milwaukie/

APPLICANT AND PROJECT INFORMATION

Applicant:	Alle Bernards	Applicant Role: Owner/Developer
Applicant Address:	10399 SE 34 th Ave, Milwaukie, OR 97222	
Company:	Studio Macleod	
Project Name:	Event center	
Project Address:	10399 SE 34 th Ave (tax lot 5500)	Zone: HDR
Project Description:	Community event center	
Current Use:	Vacant (part of larger property developed with single-unit house)	
Applicants Present:	Alle Bernards (owner/developer), Mark Gossage (MacLeod Construction), Scott Bernards, Cathy MacLeod	
Staff Present:	Brett Kelter (Senior Planner), Steve Adams (City Engineer), Jennifer Backhaus (Engineering Tech III), Eanna Zaya (Engineering Tech I), Courtney Wilson (Urban Forester), Natalie Rogers (Climate & Natural Resources Manager), Patrick McLeod (Building Official), Shawn Olson (Fire Marshal, Clackamas Fire District #1)	

PLANNING COMMENTS

Zoning Compliance (MMC Title 19)

<input checked="" type="checkbox"/>	Use Standards (e.g., residential, commercial, accessory)	The property is zoned High Density Residential (HDR), which allows a variety of residential housing types, including single-unit detached dwellings, middle housing (duplexes, triplexes, quadplexes, townhouses, and cottage cluster development), multi-unit housing, adult foster homes, and residential care facilities. The HDR also allows office and personal/business service uses. New community service uses (CSUs) like the proposed community event center are allowed subject to the provisions of Milwaukie Municipal Code (MMC) Section 19.304 and Type III review.
<input checked="" type="checkbox"/>	Dimensional Standards	Dimensional standards for the HDR zone are provided in MMC Section 19.302 (specifically in MMC Subsection 19.302.4) and include a requirement for a minimum of 25 ft of public street frontage for flag lots. The subject property (tax lot 5500) is an existing flag lot without public street frontage that appears to be a legal lot of record. No land division is proposed, so the dimensional standards related to new lot creation are not applicable.

	<p>Other development standards, including yard requirements (setbacks), building height and side-yard height plane limits, lot coverage and minimum vegetation requirements, are provided in MMC Table 19.302.4.</p> <p>The CSU standards for general institutions and facilities are provided in MMC Subsection 19.904.8 and include additional requirements for setbacks and building height. Because the site is residentially zoned, the structure must be set back a minimum of two-thirds of the height of the structure. The HDR zone's height limit of 45 ft may be increased to a maximum of 50 ft as long as the minimum applicable setbacks are met.</p>
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Land Use Review Process

<input checked="" type="checkbox"/>	Applications Needed, Fees, and Review Type	<ul style="list-style-type: none"> Community Service Use (CSU) review (Type III) = \$2,000 <p><u>Note:</u> In the event that additional land use applications are required and processed concurrently, there is a 25% discount offered for each application fee after paying full price for the most expensive application.</p>
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<input checked="" type="checkbox"/>	Application Process	<p>The applicant must submit a complete electronic copy of all application materials for the City's initial review. A determination of the application's completeness will be issued within 30 days. (<u>Note:</u> For a middle housing land division, a completeness determination will be issued within 21 days.) If the application is deemed incomplete, City staff will provide a list of items to be addressed upon resubmittal.</p> <p>For Type III applications, a public hearing with the Planning Commission will be scheduled once the application is deemed complete. At present, meetings are being conducted in a hybrid format, with the option of participating in person at City Hall or online via Zoom. Public notice of the hearing will be sent to property owners and current residents within 300 ft of the subject property no later than 20 days prior to the hearing date. At least 14 days before the hearing, a sign giving notice of the application must be posted on the subject property, to remain until the decision is issued. Staff will coordinate with the applicant to provide the necessary sign(s). Staff will prepare a report with analysis of the proposal and a recommendation that will be made available one week before the hearing. Both staff and the applicant will have the opportunity to make presentations at the hearing, followed by public testimony and then deliberation by the Commission for a decision.</p> <p>Issuance of a decision starts a 15-day appeal period for the applicant and any party who establishes standing. If no appeal is received within the 15-day window, the decision becomes final. Any appeal of a Type III decision would be heard by the City Council.</p> <p>Development permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.</p> <p>Note that the state requires land use decisions to be issued within 120 days of being deemed complete.</p> <p>The 2023 schedule for Planning Commission hearings, including dates by which an application must be deemed complete to be eligible for a particular hearing date, is attached for reference if needed.</p>
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Overlay Zones (MMC 19.400)

<input type="checkbox"/>	Willamette Greenway	
<input type="checkbox"/>	Natural Resources	
<input checked="" type="checkbox"/>	Historic Preservation	<p>There are no overlay zones for the subject property itself (tax lot 5500).</p> <p>The adjacent tax lot to the south (tax lot 5501) is under the same ownership and is designated as a "Significant" historic resource. However, if no new development is proposed on tax lot 5501, the standards of MMC Section 19.403 are not applicable.</p>
<input type="checkbox"/>	Flex Space Overlay	

Site Improvements/Site Context		
<input checked="" type="checkbox"/>	Landscaping Requirements	In the HDR zone, the minimum vegetation requirement is 15% (with maximum lot coverage of 50%).
<input checked="" type="checkbox"/>	Onsite Pedestrian/Bike Improvements (MMC 19.504, 19.606, and 19.609)	As per MMC Subsection 19.504.8, walkways are required between parts of a site where the public is invited to walk. Walkways must be constructed with a hard-surface material, permeable for stormwater, and no less than 5 ft wide. Where adjacent to parking areas where vehicles will overhang the walkway, a 7-ft-wide walkway must be provided. Bicycle parking is required in accordance with the standards provided in MMC Section 19.609. A minimum of two bicycle parking spaces must be provided. Each bicycle parking space must be at least 2 ft by 6 ft, with a 5-ft-wide access aisle. Bicycle racks must be securely anchored and designed to allow the frame and one wheel to be locked to a rack using a high security, U-shaped, shackle lock.
<input type="checkbox"/>	Connectivity to surrounding properties	
<input type="checkbox"/>	Circulation	
<input checked="" type="checkbox"/>	Building Design Standards (MMC 19.505)	Design standards for nonresidential buildings, including commercial or institutional buildings, are provided in MMC Subsection 19.505.7. The standards generally apply to the street-facing façades of new buildings—in this case, the subject property does not have any public street frontage, so the design standards are not applicable to the proposed development.
<input type="checkbox"/>	Downtown Design Standards (MMC 19.508)	
Parking Standards (MMC 19.600)		
<input type="checkbox"/>	Residential Off-Street Parking Requirements	
<input checked="" type="checkbox"/>	Multi-Family/Commercial Parking Requirements	MMC Table 19.605.1 establishes vehicle parking quantity requirements for various uses. However, recent changes to state law (e.g., Climate Friendly and Equitable Communities legislation) have eliminated the requirement for off-street parking. (These changes have not yet been incorporated into the City's code.) No off-street vehicle parking is required for the proposed development. Where off-street parking is provided voluntarily, it remains subject to the applicable standards for parking area design and landscaping as provided in MMC Section 19.606. These include standards for parking stall and drive aisle dimension, landscaping, pedestrian access, and lighting.
Approval Criteria (MMC 19.900)		
<input checked="" type="checkbox"/>	Community Service Use (CSU) (MMC 19.904)	MMC Section 19.904 establishes the process and standards for establishing new CSUs like the proposed community event center. New CSUs require Type III review, with a public hearing and decision by the Planning Commission. Approval criteria are provided in MMC Subsection 19.904.4. Development standards for general/other institutions are provided in MMC Subsection 19.904.8.
<input type="checkbox"/>	Conditional Use (MMC 19.905)	
<input type="checkbox"/>	Development Review (MMC 19.906)	

<input type="checkbox"/>	Variance (MMC 19.911)	
Land Division (MMC Title 17)		
<input type="checkbox"/>	Design Standards	No land division or boundary changes are proposed.
<input type="checkbox"/>	Preliminary Plat Requirements	
<input type="checkbox"/>	Final Plat Requirements (See Engineering Section of this Report)	
<input type="checkbox"/>	Other Requirements	
Sign Code Compliance (MMC Title 14)		
<input type="checkbox"/>	Sign Requirements	
Noise (MMC Title 16)		
<input type="checkbox"/>	Noise Mitigation (MMC 16.24)	
Neighborhood District Associations		
<input checked="" type="checkbox"/>	Ardenwald-Johnson Creek	<p>Prior to submitting the application, the applicant is encouraged (but not required) to present the project at a regular meeting of the relevant Neighborhood District Association (NDA), in this case the Ardenwald-Johnson Creek NDA.</p> <p><u>Ardenwald-Johnson Creek NDA Chair</u></p> <p>Matt Rinker mattrinker@hotmail.com</p> <p>Regular meeting is fourth Monday of most months—next meeting is Monday, March 27, 2023, at 6:30pm. Meetings are typically in the Milwaukie Café and Bottle Shop (9401 SE 32nd Ave), but please check the City calendar to confirm whether the next meeting will be in person, online, or both.</p>
	Choose an item.	
	Choose an item.	
Other Permits/Registration		
<input type="checkbox"/>	Business Registration	
<input type="checkbox"/>	Home Occupation Compliance (MMC 19.507)	
Additional Planning Notes		

ENGINEERING & PUBLIC WORKS COMMENTS

Public Facility Improvements (MMC 19.700)

<input checked="" type="checkbox"/>	Applicability (MMC 19.702)	<p>MMC 19.702 establishes the applicability of MMC 19.700, including to partitions, subdivisions, replats, new construction, and modification and/or expansion of an existing structure or a change or intensification in use that results in a new dwelling unit, any new increase in gross floor area, and/or in any projected increase in vehicle trips.</p> <p>The proposed development is to construct a new community even space, intensifying the use. MMC 19.700 applies.</p> <p>The subject property does not have Right-of-Way (ROW) frontage, dedication and frontage improvements are not applicable.</p>
<input type="checkbox"/>	Transportation Facilities Review (MMC 19.703)	A Transportation Facilities Review (TFR) Land Use Application is not required.
<input type="checkbox"/>	Transportation Impact Study (MMC 19.704)	A Transportation Impact Study (TIS) is not required.
<input type="checkbox"/>	Agency Notification (MMC 19.707)	No public agency notification is required.
<input checked="" type="checkbox"/>	Transportation Requirements (MMC 19.708)	<p>Access Management: All development subject to MMC 19.700 shall comply with access management standards contained in MMC 12.16.</p> <p>Clear Vision: All developments subject to MMC 19.700 shall comply with clear vision standards contained in MMC 12.24.</p>
<input checked="" type="checkbox"/>	Utility Requirements (MMC 19.709)	A utility easement is required to construct new utility connections for this development. The easement must be wide enough to accommodate water and sewer connections for this development, the required separation between the laterals (10'), and the potential addition of utilities for the house located at 10399 SE 34 th Ave in preparation for future development of southern lots.

Flood Hazard Area (MMC 18)

<input type="checkbox"/>	Development Permit (MMC 18.16.030)	The subject property is not in a flood hazard zone.
<input type="checkbox"/>	General Standards (MMC 18.04.150)	
<input type="checkbox"/>	Compensatory Storage (MMC 18.20.020)	
<input type="checkbox"/>	Floodways (MMC 18.20.010.B)	

Environmental Protection (MMC 16)

<input type="checkbox"/>	Weak Foundation Soils (MMC 16.16)	
<input checked="" type="checkbox"/>	Erosion Control (MMC 16.28)	<p>Erosion control and prevention is required as outlined in MMC16.28</p> <p>Standard Erosion Prevention and Sediment Control notes</p> <p>Projects that disturb more than 500 square feet within the City of Milwaukie limits require an Erosion Control Permit from the City's Building Department. Even projects that are less than</p>

		<p>500 square feet may require a permit based on site conditions and proximity to natural resources such as wetlands and waterways. The applicant must submit an erosion control plan for their project that accurately depicts how sediment will be controlled during the duration of the project.</p> <p>Please review the City's Erosion Prevention and Sediment Control requirements. The applicant is encouraged to use the City's adopted Erosion Prevention and Sediment Control Planning & Design Manual (2020) for assistance in designing an erosion control plan.</p> <p>Development sites between 1 acre and 5 acres should apply for a 1200-CN permit as outlined on https://www.milwaukieoregon.gov/publicworks/1200cn. Applicants will use the DEQ 1200-C permit application but submit it to the city for review and approval through the Milwaukie Erosion and Sediment Control Program. A 1200-C permit can be found on the DEQ website at https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx. Applicants do not need to submit a permit to DEQ if under 5 acres in site size.</p> <p>For more information, please visit https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control or contact erosioncontrol@milwaukieoregon.gov.</p>
<input type="checkbox"/>	Tree Code (MMC 16.32)	
Public Services (MMC 13)		
<input checked="" type="checkbox"/>	Water System (MMC 13.04)	<p>All new connections to City utilities are subject to plan and application review. Applications for city utility billing connections shall be made on approved forms: https://www.milwaukieoregon.gov/building/water-connection-application</p> <p>A system development charge (SDC) and a water service connection fee must be paid prior to any new connections to city water.</p> <p>An existing 4" water main located in Llewellyn Street is available.</p> <p>A ROW permit is required to complete this work.</p>
<input checked="" type="checkbox"/>	Sewer System (MMC 13.12)	<p>All new connections to City utilities are subject to plan and application review.</p> <p>An SDC must be paid prior to new connections or impacts due to intensification of use to city sanitary sewer.</p> <p>An existing 8" concrete sewer main located in Llewellyn Street is available.</p> <p>A ROW Permit is required to complete this work.</p>
<input checked="" type="checkbox"/>	Stormwater Management (MMC 13.14)	<p>Stormwater mitigation must meet the city's NPDES permit through design of facilities according to the 2016 City of Portland Stormwater Management Manual. All new impervious surface in excess of 500 sqft must be treated on site.</p> <p>Stormwater facilities are subject to plan review.</p> <p>An SDC must be paid prior to building permit issuance.</p>
<input checked="" type="checkbox"/>	System Development Charge (MMC 13.28.040)	<p>All new development or intensification of use shall be subject to SDCs.</p> <p>Latest charges are determined by the Master Fee Schedule available here: https://www.milwaukieoregon.gov/finance/fees-charges</p>
<input type="checkbox"/>	Fee in Lieu of Construction (MMC 13.32)	The subject property does not have Right-of-Way frontage.
Public Places (MMC 12)		
<input checked="" type="checkbox"/>	Right of Way Permit (MMC 12.08.020)	A ROW Permit will be required for all frontage improvements, utility work within the ROW, and driveway construction for the development.

☒	Access Requirements (MMC 12.16.040)	<p>Per MMC 12.16.040, private property must be provided street access via accessways (driveways). These driveways must be constructed under a ROW permit in accordance with the current Milwaukie Public Works Standards.</p> <p>An access easement is required to construct the driveway approach and accessway connecting to Llewellyn Street.</p> <p>The accessway must be a minimum of 16-ft wide, and a maximum of 36-ft wide. The driveway approach must not be closer than 5-ft from the nearest property edge.</p>
☒	Clear Vision (MMC 12.24)	A clear vision area shall be maintained at all driveways and accessways.

Additional Engineering & Public Works Notes

Accessway design specifications are subject to Clackamas Fire District requirements.

An SDC estimate can be provided upon request by emailing engineering@milwaukieoregon.gov—please provide building square footage, number of new plumbing fixtures, water service size, and total new impervious surface area.

BUILDING COMMENTS

All drawings must be submitted electronically through www.buildingpermits.oregon.gov

New buildings or remodels shall meet all the provisions of the current applicable Oregon Building Codes. All State adopted building codes can be found online at: <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>.

All building permit applications are electronic and can be applied for online with a valid CCB license number or engineer/architect license at www.buildingpermits.oregon.gov. Each permit type and sub-permit type are separate permits and are subject to the same time review times and will need to be applied for individually. Plans need to be uploaded to their specific permits in PDF format as a total plan set (not individual pages) if size allows.

Note: Plumbing and electrical plan reviews (when required) are done off site and are subject to that jurisdiction’s timelines. The City does not have any control over those timelines, so please plan accordingly.

Site utilities require a separate plumbing permit and will require plumbing plan review.

If you have any building related questions, please email us at building@milwaukieoregon.gov.

All buildings must meet the Oregon Residential Specialty Code (ORSC) after new lots lines are established.

Water and sewer lines on private property can be in the same trench as long as the pipe materials and conditions in OPSC 609.2 are met.

609.2 Trenches. Water pipes shall not be run or laid in the same trench as building sewer or drainage piping constructed of clay or materials that are not approved for use within a building unless both of the following conditions are met:

- (1) The bottom of the water pipe shall be not less than 12 inches (305 mm) above the top of the sewer or drain line.**
- (2) The water pipe shall be placed on a solid shelf excavated at one side of the common trench with a clear horizontal distance of not less than 12 inches (305 mm) from the sewer or drain line.**

Water pipes crossing sewer or drainage piping constructed of clay or materials that are not approved for use within a building shall be laid not less than 12 inches (305 mm) above the sewer or drain pipe.

OTHER FEES

☒	Construction Excise Tax Affordable Housing CET – Applies to any project with a	Calculation: Valuation *12% (.12)
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	construction value of over 100,000.	
<input checked="" type="checkbox"/>	Metro Excise Tax Metro – Applies to any project with a construction value of over \$100,000.	Calculation: Valuation *.12% (.0012)
<input checked="" type="checkbox"/>	School Excise Tax School CET – Applies to any new square footage.	Calculation: Commercial = \$0.69 a square foot, Residential = \$1.39 a square foot (not including garages)

FIRE DISTRICT COMMENTS

Please see the attached memorandum for fire district comments.

COORDINATION WITH OTHER AGENCIES

Applicant must communicate directly with outside agencies. These may include the following:

- Metro
- TriMet
- North Clackamas School District
- North Clackamas Parks and Recreation District (NCPRD)
- Oregon Parks and Recreation
- ODOT/ODOT Rail
- Department of State Lands
- Oregon Marine Board
- Oregon Department of Fish and Wildlife (ODOT)
- State Historic Preservation Office
- Clackamas County Transportation and Development

MISCELLANEOUS

State or County Approvals Needed

<input type="checkbox"/>	Boiler Approval (State)	
<input type="checkbox"/>	Elevator Approval (State)	
<input type="checkbox"/>	Health Department Approval (County)	

Arts Tax

<input type="checkbox"/>	Neighborhood Office Permit	
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Other Right-of-Way Permits

<input type="checkbox"/>	Major:	
<input type="checkbox"/>	Minor:	
<input type="checkbox"/>	Painted Intersection Program Permits:	

<input type="checkbox"/>	artMOB Application	
<input type="checkbox"/>	Traffic Control Plan (Engineering)	
<input type="checkbox"/>	Parklet:	
<input type="checkbox"/>	Parklet Application/ Planning Approval	
<input type="checkbox"/>	Engineering Approval	
<input type="checkbox"/>	Building Approval	
<input type="checkbox"/>	Sidewalk Café:	
<input checked="" type="checkbox"/>	Tree Removal Permit:	A private tree removal permit will be required to remove any trees over 6" DBH on site. A ROW tree removal permit is required to remove any trees over 2" DBH. Learn more about tree permitting at milwaukieoregon.gov/trees

Infrastructure/Utilities

Applicant must communicate directly with utility providers. These may include the following:

- PGE
- NW Natural
- Clackamas River Water (CRW)
- Telecomm (Comcast, Century Link)
- Water Environmental Services (WES)
- Garbage Collection (Waste Management, Hoodview Disposal and Recycling)

Economic Development/Incentives

<input type="checkbox"/>	Enterprise Zone:	
<input type="checkbox"/>	Vertical Housing Tax Credit:	
<input type="checkbox"/>	New Market Tax Credits:	
<input type="checkbox"/>	Housing Resources:	

PLEASE SEE NOTE AND CONTACT INFORMATION ON THE FOLLOWING PAGE

This is only preliminary preapplication conference information based on the applicant's proposal, and does not cover all possible development scenarios. Other requirements may be added after an applicant submits land use applications or building permits. City policies and code requirements are subject to change. If a note in this report contradicts the Milwaukie Municipal Code, the MMC supersedes the note. If you have any questions, please contact the City staff that attended the conference (listed on Page 1). Contact numbers for these staff are City staff listed at the end of the report.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

Patrick McLeod	Building Official	503-786-7611
Harmony Drake	Permit Technician	503-786-7623
Stephanie Marcinkiewicz	Inspector/Plans Examiner	503-786-7636

ENGINEERING DEPARTMENT

Steve Adams	City Engineer	503-786-7605
Jennifer Backhaus	Engineering Technician III	503-786-7608
Eanna Zaya	Engineering Technician I	503-786-7609

PLANNING DEPARTMENT

Laura Weigel	Planning Manager	503-786-7654
Vera Koliass	Senior Planner	503-786-7653
Brett Kolver	Senior Planner	503-786-7657
Adam Heroux	Associate Planner	503-786-7658
Ryan Dyar	Assistant Planner	503-786-7661

COMMUNITY DEVELOPMENT DEPARTMENT

Joseph Briglio	Community Development Director	503-786-7616
Mandy Byrd	Development Programs Manager	503-786-7692
(vacant)	Housing & Econ. Dev. Prog. Mgr.	503-786-7627
Emilie Bushlen	Administrative Specialist II	503-786-7600
Petra Johnson	Administrative Specialist II	503-786-7600

SUSTAINABILITY DEPARTMENT

Natalie Rogers	Climate & Natural Resources Mgr.	503-786-7668
Courtney Wilson	Urban Forester	503-786-7697
Galen Hoshovsky	Environmental Services Coordinator	503-786-7660

CLACKAMAS FIRE DISTRICT

Shawn Olson	Lieutenant Deputy Fire Marshal	shawn.olson@ClackamasFire.com
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MILWAUKIE PLANNING
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov

2023 Planning Commission Hearing Schedule

About the Deadlines

- Applications can be submitted at any time.
- The City must deem an application complete on or before the **COMPLETE APPLICATION DEADLINE** in order for the application to be eligible for the **FIRST POTENTIAL HEARING DATE**.²
- Since applications are rarely complete upon first submission, the City recommends application submission 2 weeks in advance of the **COMPLETE APPLICATION DEADLINE** to allow time for you to make the application complete.³
- New information submitted after the **NEW INFORMATION DEADLINE** could cause your hearing date be continued.

About the Scheduling Process

- Complete applications are scheduled for hearing in the order in which they are deemed complete.
- There is no guarantee of any particular hearing date.⁴ However, City staff can provide you with up-to-date hearing date availability and scheduling information upon request.
- There are things over which neither you nor the City has control that may prevent your application from being heard on a specific date.
 (For example, the hearing schedule may already be full or a previous hearing may need to be continued to the next available hearing date.)
- The City reserves the right to schedule City business items on the Planning Commission agenda as needed and to cancel any scheduled Planning Commission meeting.
- Some applications require a hearing before the Planning Commission and City Council. Check with staff for City Council hearing schedule information.
- Hearing schedule is subject to change.⁵

2023 Planning Commission Hearing Schedule		
Complete Application Deadline ¹	New Information Deadline	First Potential Hearing Date
Nov 23, 2022	Dec 12, 2022	Jan 10, 2023
Dec 09, 2022	Dec 23, 2022	Jan 24, 2023
Dec 23, 2022	Jan 13	Feb 14
Jan 13	Jan 30	Feb 28
Jan 27	Feb 13	Mar 14
Feb 10	Feb 27	Mar 28
Feb 24	Mar 13	Apr 11
Mar 10	Mar 27	Apr 25
Mar 24	Apr 10	May 09
Apr 07	Apr 24	May 23
Apr 28	May 15	Jun 13
May 12	May 26	Jun 27
May 26	Jun 12	Jul 11
Jun 09	Jun 26	Jul 25
Jun 23	Jul 10	Aug 08
Jul 07	Jul 24	Aug 22
Jul 28	Aug 14	Sep 12
Aug 11	Aug 28	Sep 26
Aug 25	Sep 11	Oct 10
Sep 08	Sep 25	Oct 24
Sep 29	Oct 16	Nov 14
Oct 13	Oct 30	Nov 28
Oct 27	Nov 13	Dec 12
No Meeting December 26, 2023		
Nov 22	Dec 11	Jan 9, 2024
Dec 08	Dec 22	Jan 23, 2024
Bold green-shaded dates indicate rescheduled dates to accommodate holidays.		

¹ City staff needs a minimum of 46 days to prepare an application for hearing.
² Items needed for application completeness vary by application type and project complexity. If a preapplication conference is required for an application and/or for a related traffic impact study, the City will not accept the application until the required conferences are held.
³ Under Oregon law, the City has 30 days to review an application for completeness.
⁴ As required by Oregon law, the City will issue a decision within 120 days of the deemed complete date, unless you grant a waiver.
⁵ For most current info, see Planning Commission page: <https://www.milwaukieoregon.gov/bc-pc>

Clackamas Fire District #1



Pre-Application Comments:

To: Brett Kelter, Senior Planner, City of Milwaukie
From: Shawn Olson, Fire Marshal, Clackamas Fire District #1
Date: 3-2-2023
Re: 23-003PA Event Center Proposal, 10399 SE 34th Ave.

This review is based upon the current version of the Oregon Fire Code (OFC), as adopted by the Oregon State Fire Marshal's Office. The scope of review is typically limited to fire apparatus access and water supply, although the applicant must comply with all applicable OFC requirements. When buildings are completely protected with an approved automatic fire sprinkler system, the requirements for fire apparatus access and water supply may be modified as approved by the fire code official. The following items should be addressed by the applicant:

- 1) A Fire Access and Water Supply plan for subdivisions and commercial buildings over 1000 square feet in size or when required by Clackamas Fire District #1. The plan shall show fire apparatus access, fire lanes, fire hydrants, fire lines, available fire flow, FDC location (if applicable), building square footage, type of construction, and shall provide fire flow tests per NFPA 291 or hydraulic model when applicable and shall be no older than 12 months. Work to be completed by experienced and responsible persons and coordinated with the local water authority. Submit PDF directly to the Clackamas Fire District website at clackamasfire.com once complete. Call with any questions regarding design requirements and submittal process. 503-742-2663.
- 2) The inside turning radius and outside turning radius for a 20' wide road shall not be less than 28 feet and 48 feet respectively, measured from the same center point.
- 3) Provide address numbering that is clearly visible from the street.
- 4) Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants) and an unobstructed vertical clearance of not less than 13 feet 6 inches.
- 5) Access streets between 26 feet and less than 32 feet in width must have parking restricted to one side of the street. Access streets less than 26 feet in width must have parking restricted on both sides of the street. No parking restrictions for access roads 32 feet wide or more.

- 6) Proposed commercial buildings shall meet Appendix D of the Oregon Fire Code.
- 7) Fire Hydrants, Commercial Buildings: Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided.

Note: This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.

- 8) All new buildings shall have a firefighting water supply that meets the fire flow requirements of the Fire Code Appendix B.
- 9) Maximum spacing between hydrants on street frontage shall not exceed 500 feet. Additional private on-site fire hydrants may be required for larger buildings. Fire sprinklers may reduce the water supply requirements.
- 10) Prior to the start of combustible construction required fire hydrants shall be operational and accessible.
- 11) The fire department connection (FDC) for any fire sprinkler system shall be placed as near as possible to the street, and within 100 feet of a fire hydrant.
- 12) Emergency responder radio coverage must be tested or provided due to the following
 1. Any building with one or more basement or below-grade building levels.
 2. Any underground building.
 3. Any building more than five stories in height.
 4. Any building 50,000 square feet in size or larger.
 5. Any building that, through performance testing, does not meet the requirement of section 510.
- 13) The applicant must obtain a stamp of approval from Clackamas Fire District #1 that demonstrates fire apparatus access and water supply requirements will be satisfied.
 - a. When ready, submit all fire apparatus access and water supply plans to:
[Fire Apparatus Access/Water Supply Plan Submittal](#)
- 14) Please see our design guide at:
<https://clackamasfire.com/fire-prevention/new-construction-resources/>

If you have questions please contact Clackamas Fire District @503-742-2663 or email at shawn.olson@clackamasfire.com