



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

Preapplication Request Form

File #: 23-002PA

Meeting Date: 03 / 09 / 2023 Time: 10 AM Location: 6101 SE Johnson Creek Blvd Today's Date: 02 / 13 / 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: 1600 Lava Dr, Milwukie, OR 97222 Map & Tax Lot(s): 11E35AB00100 and 502 Zone: R-2 HDR

PROPOSAL (brief description):

11 townhomes, subdivision, Willamette greenway permit

APPLICANT:

Project Contact Name: <u>Frank Stock</u>		Company: <u>WDC Properties</u>	
Mailing Address: <u>PO Box 96068 Portland Oregon</u>		Zip: <u>97296</u>	
Phone(s): <u>5032708675</u>		Email: <u>fstock@wdcproperties.com</u>	
# of Expected Attendees:	<input checked="" type="checkbox"/> Owner	<input checked="" type="checkbox"/> Architect	<input type="checkbox"/> Contractor
	<input checked="" type="checkbox"/> Representative	<input checked="" type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Other: <u>land use</u>

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)

BRAND

Pre-Application Meeting - Questions List

The applicant and property owner is seeking a pre-application conference with the City of Milwaukie to discuss the proposal of 11 new townhomes over two properties which are designed R-2 in accordance with Milwaukie zoning maps. The subject properties are located at 1600 Lava Drive in Milwaukie city limits and can be identified as Clackamas County Map and Tax Lot Numbers 11E35AB00100 and 502. The applicant has provided a preliminary drawing of the anticipated layout of the development. In addition to the general topics covered by staff during a pre-application conference, the applicant is requesting answers to the following specific questions.

Land Use Requirements

1. It is anticipated the following applications are required, please confirm this is accurate: subdivision and Willamette greenway permit.
2. Please confirm this site is exempt from design review as it falls outside of the downtown mixed-use zone.
3. Please discuss development options if the applicant chooses to not subdivide the property including review types and density allowances.
4. Please confirm the preliminary layout provided is acceptable pursuant to current development standards within the City of Milwaukie including townhome standards.
5. Please confirm the setbacks for each property line including if any special setbacks are required for this project.
6. Please confirm there are no previous land use actions on this property which would impact or disallow the proposal.
7. Please discuss tree removal and tree preservation requirements.
8. Please confirm application corresponding fees for planning.
9. Please describe in detail Milwaukie's Type III review process.
10. Please confirm each applicable criterion within the Milwaukie Municipal Code.
11. Please discuss the timeline for this type of application. The applicant understands both the 30 and 120-day rules, please provide more specific timelines based on the City's review times and workloads.
12. Please discuss how the applicant may expedite the review process for this application.
13. Please provide a list of information which is required to be submitted with the land use application(s) for the proposed development.
14. Please confirm a building permit may be submitted during the land use review process.

Public Works Requirements

15. Please discuss driveway spacing standards and if the City anticipates this proposal will require an adjustment to standards.
16. Please confirm the classification designation of streets along the subject property frontage.
17. Please provide information on dedication requirements along the project frontage.
18. Please provide a plan and profile view of the required street improvement along the subject site frontage, if applicable.
19. Please confirm the location of nearby utility lines, including depths and sizes. Please provide any as-builts for such utilities.
20. Please discuss if the applicant will be required to provide street trees along the frontage and provide a list of approved species, if applicable.
21. Please discuss if early site grading is permitted and if an application process is required.
22. Please confirm if the proposal triggers a TIA (Traffic Impact Analysis).
23. Please discuss what off-site improvements might be required by this proposal, if any, such as controlled intersection improvements, etc.

Fire Department Requirements

24. Please confirm that sufficient water system capacity and pressure exists for domestic and fire services.
25. Please confirm the applicant is not required to install a hydrant along their frontage to serve any future development.
26. Have any fire flow tests been completed within the vicinity of the project site? If so, please provide copies of such tests.

Environmental Hazards

27. Please confirm if there are any mapped wetlands on the property.
28. Please confirm there are no known environmental hazards on the property which would require DEQ notification.
29. Please confirm if there are any landslide hazards known to the city.
30. Please confirm if the subject site is a high probability archeological site and what steps would need to be taken during construction.

The applicant is looking forward to working with the City of Salem on this project. If you have any questions about this pre-application conference request, please contact the applicant's representative.

Applicant's Land Use Representative:
Britany Randall
BRAND Land Use, LLC
Britany@brandlanduse.com
(503)680-0949

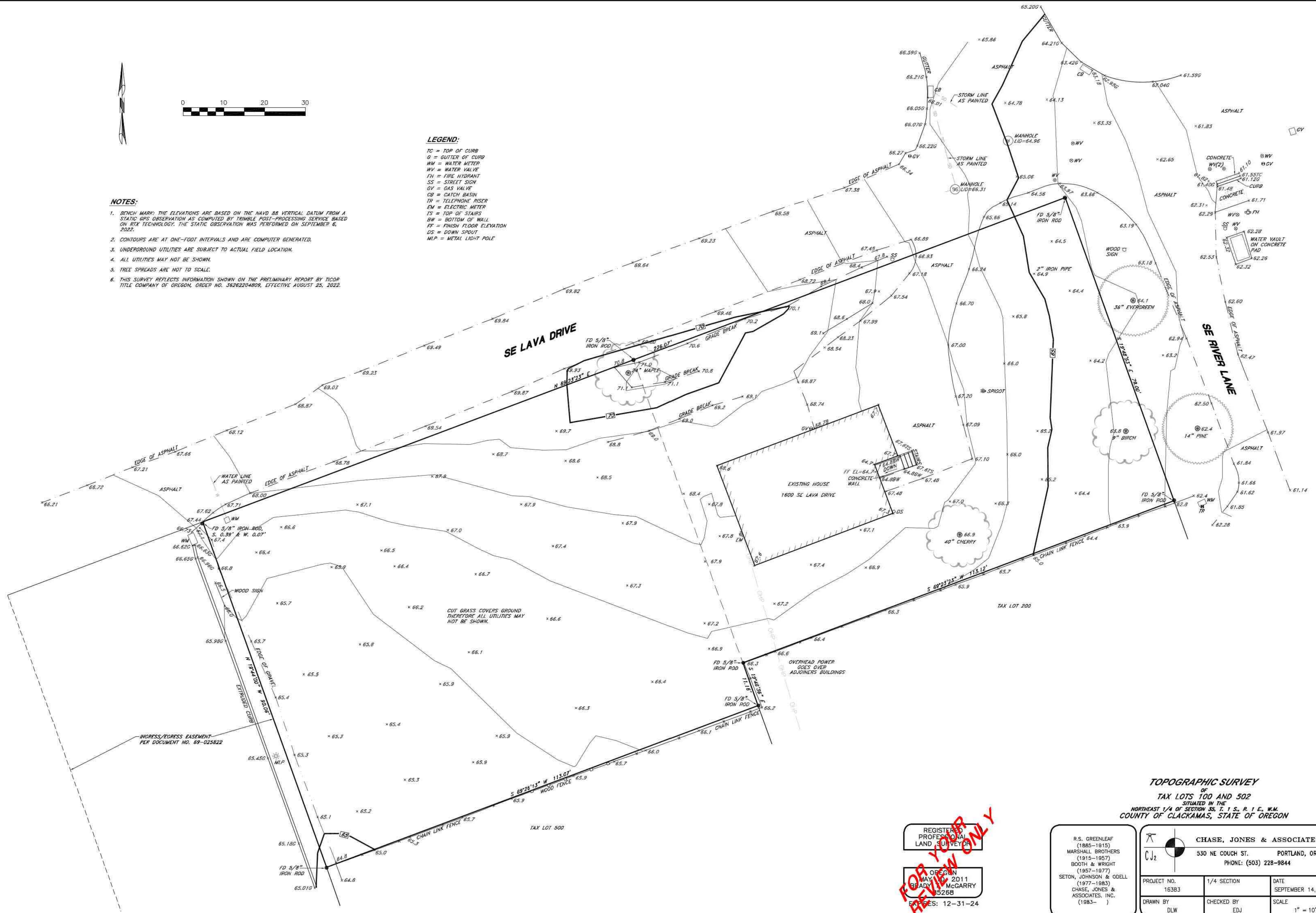


NOTES:

1. BENCH MARK: THE ELEVATIONS ARE BASED ON THE NAVD 88 VERTICAL DATUM FROM A STATIC GPS OBSERVATION AS COMPUTED BY TRIMBLE POST-PROCESSING SERVICE BASED ON RTX TECHNOLOGY. THE STATIC OBSERVATION WAS PERFORMED ON SEPTEMBER 6, 2022.
2. CONTOURS ARE AT ONE-FOOT INTERVALS AND ARE COMPUTER GENERATED.
3. UNDERGROUND UTILITIES ARE SUBJECT TO ACTUAL FIELD LOCATION.
4. ALL UTILITIES MAY NOT BE SHOWN.
5. TREE SPREADS ARE NOT TO SCALE.
6. THIS SURVEY REFLECTS INFORMATION SHOWN ON THE PRELIMINARY REPORT BY TICOP TITLE COMPANY OF OREGON, ORDER NO. 36262204809, EFFECTIVE AUGUST 25, 2022.

LEGEND:

- TC = TOP OF CURB
- G = GUTTER OF CURB
- WM = WATER METER
- WV = WATER VALVE
- FH = FIRE HYDRANT
- SS = STREET SIGN
- GV = GAS VALVE
- CB = CATCH BASIN
- TR = TELEPHONE RISER
- EM = ELECTRIC METER
- TS = TOP OF STAIRS
- BW = BOTTOM OF WALL
- FF = FINISH FLOOR ELEVATION
- DS = DOWN SPOUT
- MLP = METAL LIGHT POLE



TOPOGRAPHIC SURVEY
 OF
TAX LOTS 100 AND 502
 SITUATED IN THE
 NORTHEAST 1/4 OF SECTION 33, T. 1 S., R. 1 E., W.M.
 COUNTY OF CLACKAMAS, STATE OF OREGON

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
 OREGON
 MAY 19 2011
 BRADY MCGARRY
 15268
 EXPIRES: 12-31-24

R.S. GREENLEAF (1885-1915) MARSHALL BROTHERS (1915-1957) BOOTH & WRIGHT (1957-1977) SETON, JOHNSON & ODELL (1977-1983) CHASE, JONES & ASSOCIATES, INC. (1983-)		CHASE, JONES & ASSOCIATES INC. 530 NE COUCH ST. PORTLAND, OREGON 97232 PHONE: (503) 228-9844	
PROJECT NO. 16383	1/4 SECTION	DATE SEPTEMBER 14, 2022	SHEET 1
DRAWN BY DLW	CHECKED BY EDJ	SCALE 1" = 10'	OF 1

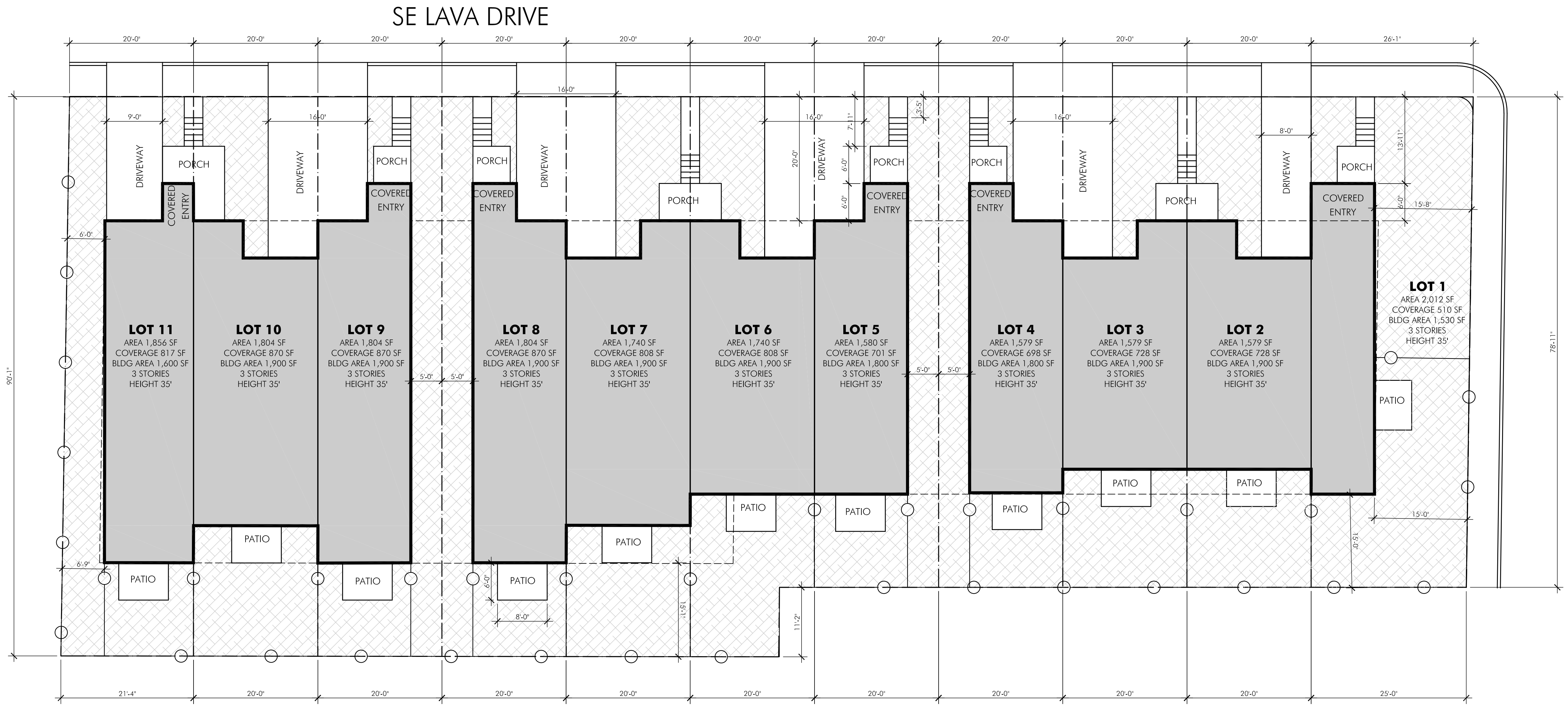
Revised site plan.
2/14/23

IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

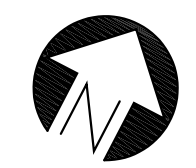
PROJECT # 2022-175
DATE: 14 FEB 2023
REVISIONS

TOWNHOUSE DEVELOPMENT
L A V A R I V E R
1660 SE LAVA DRIVE MILWAUKIE, OREGON

SHEET
A1.1



1 SITE PLAN
0' 2' 4' 6' 10' 15' 20' 30'
1 : 10 @ 22 x 34

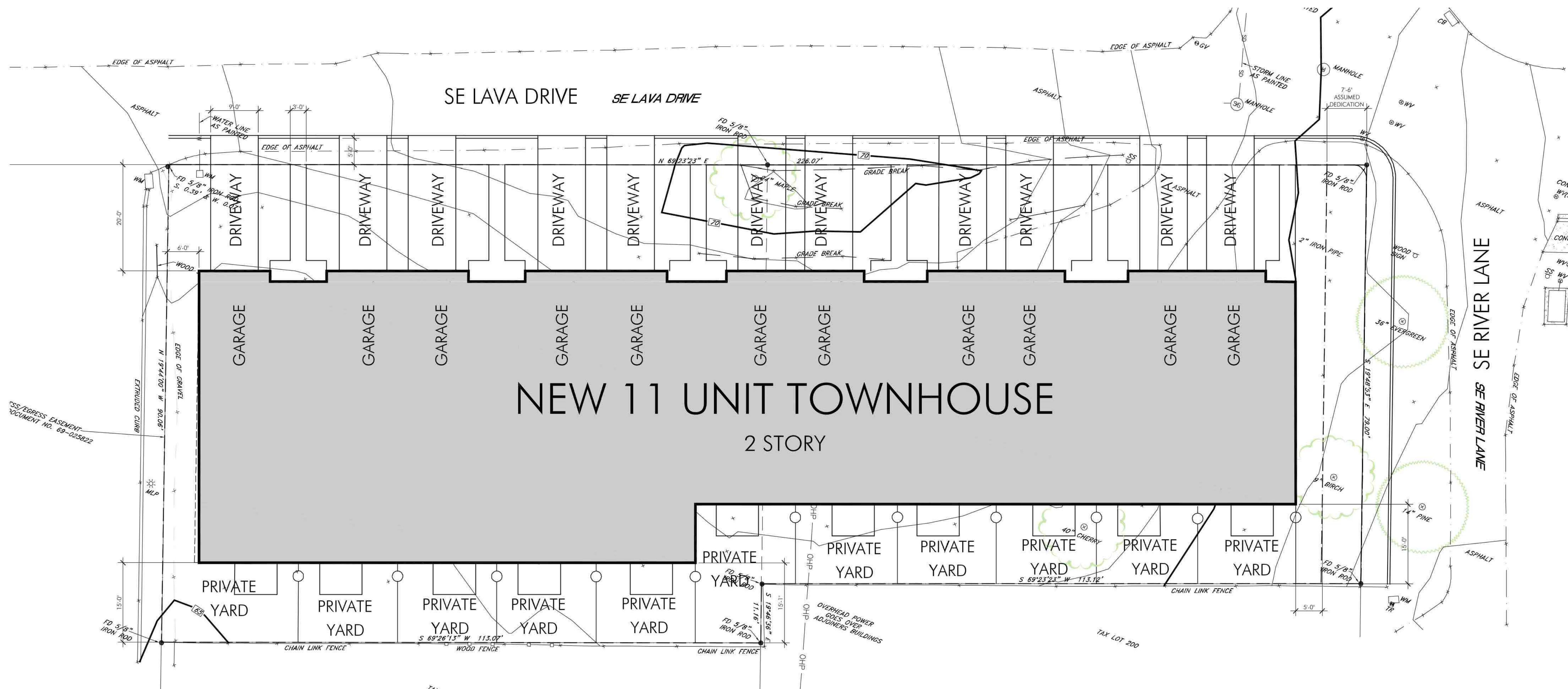


SITE AREA 19,116 SF
BLDG FOOTPRINT 10,017 SF
PAVED AREA 3,080 SF
LANDSCAPED AREA 6,019 SF

Old site plan

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PROJECT # 2022-175
DATE: 9 FEB 2023
REVISIONS



TOWNHOUSE DEVELOPMENT
L A V A R I V E R
1660 SE LAVA DRIVE MILWAUKIE, OREGON

