



CITY OF MILWAUKIE

March 28, 2024

Shem Harding
935 SE Alder St
Portland, OR 97214

Re: Preapplication Report

Dear Shem:

Enclosed is the Preapplication Report Summary from your meeting with the City on 3/14/2024, concerning your proposal for action on property located at 11525 SE McLoughlin Blvd.

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,

Emilie Bushlen
Administrative Specialist II



CITY OF MILWAUKIE
 10501 SE Main St
 Milwaukie OR 97222
 503.786.7555
 planning@milwaukieoregon.gov
 building@milwaukieoregon.gov
 engineering@milwaukieoregon.gov

Preapplication Conference Report

Project ID: 24-001PA

This report is provided as a follow-up to the meeting that was held on 3/14/2024 at 9:00 AM.

The Milwaukie Municipal Code is available here: <https://ecode360.com/MI4969>.

APPLICANT AND PROJECT INFORMATION

Applicant:	Shem Harding	Applicant Role: Architect
Applicant Address:	935 SE Alder St, Portland, OR 97214	
Company:	DECA Architecture	
Project Name:	Kellogg Creek WRRF administration building remodel and addition	
Project Address:	11525 SE McLoughlin Blvd (1S1E35AD01500 & 1600, 1S1E35DA00100, 200, & 201)	Zone: DMU (Downtown Mixed Use)
Project Description:	Construct an addition to the existing administration building, allowing for relocation of locker rooms, lunchroom, and laundry from the chemical building, with a larger conference room.	
Current Use:	Administration building on Kellogg Creek Wastewater Treatment Plant	
Applicants Present:	Shem Harding (architect, DECA), Lynne Chicoine (project manager, WES), Nathan Seaver (secondary project manager, WES), Gail Shaloum (landscape architect, WES), Mark Reuland (civil engineer, KPFF)	
Staff Present:	Brett Kelter (Senior Planner), Jeff Tolentino (Assistant City Engineer), Jennifer Backhaus (Engineering Tech III), Mandy Byrd (Development Project Manager)	

PLANNING COMMENTS

Zoning Compliance (MMC Title 19)

<input checked="" type="checkbox"/>	Use Standards (e.g., residential, commercial, accessory)	The property is zoned Downtown Mixed Use (DMU), which allows a combination of residential housing types and commercial uses. The existing wastewater treatment facility is not an outright permitted use; it was originally approved as a conditional use (1970) and has since been reviewed as a community service use (CSU).
<input checked="" type="checkbox"/>	Dimensional Standards	<p>The existing wastewater treatment facility is developed on five tax lots that total approximately 10.75 acres. No land division is proposed.</p> <p>Development standards for the DMU zone (including dimensional standards) are provided in Milwaukie Municipal Code (MMC) Sections 19.304.4 and 19.304.5.</p> <ul style="list-style-type: none"> • The minimum floor area ratio (FAR) for this location is 0.5:1. • The minimum building height is 25 ft but applies only to new buildings; base maximum height is 45 ft.

		<ul style="list-style-type: none"> • There are no minimum setback requirements (street/front, side, or rear), though the site frontage requirements of MMC Subsection 19.508.4.A.2.b.(2) establish a maximum setback of 10 ft for this particular frontage. <p>The existing administration building is nonconforming with respect to all three of these standards. The proposed development will not increase any nonconformity and in some cases will bring the site closer to conformance. No variances are needed for any of these standards.</p>
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Land Use Review Process		
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<input checked="" type="checkbox"/>	Applications Needed, Fees, and Review Type	<p>The proposed project will require the following applications for land use review:</p> <ul style="list-style-type: none"> • Community Service Use review (minor modification, Type I review) = \$50 • Natural Resource review (Type I or III, depending on HCA disturbance) = \$200 (Type I) or \$2,000 (Type III) • Willamette Greenway review (minor modification, Type I review) = \$200 • Downtown Design review (Type I or III review, depending on compliance with design standards) = \$2,000 <p>A separate Floodplain Development Permit will be processed as part of the associated building permit (no special fee).</p> <p><u>Note:</u> For multiple applications processed concurrently, the full price is collected for the most expensive application, with a 25% discount offered for each other application fee.</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.</p> <p>If the application is deemed incomplete, City staff will provide a list of items to be addressed upon resubmittal.</p> <p>Multiple applications will be processed concurrently at the highest review type. In this case, the entire application package will be processed with Type III review. For a Type I application, being processed with Type III review <u>does not</u> add discretion to the consideration of that application.</p> <p>For Type III review, a public hearing with the Planning Commission will be scheduled once the application is deemed complete. Meetings are 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).</p> <p>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 would be heard by the City Council to establish a final local decision.</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 2024 schedule for Planning Commission hearings is attached for reference if needed. It includes dates by which an application must be deemed complete to be eligible for a particular hearing date.</p>
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Overlay Zones (MMC 19.400)

<input checked="" type="checkbox"/>	<p>Willamette Greenway</p>	<p>The subject property is within the Willamette Greenway overlay zone and is subject to the provisions of MMC Section 19.401. Any change or intensification of use, or any development permitted in the underlying zone, is a conditional use and therefore subject to MMC Section 19.905.</p> <p>The proposed addition constitutes development and triggers the need for Willamette Greenway review as a conditional use. However, the provisions of MMC 19.905.4.B allow for review as a minor modification if there is no increase in intensity of use and no negative impacts to nearby uses. Staff believes the proposed building addition represents a minor modification of the existing situation.</p> <p>The conditional use minor modification approval criteria from MMC 19.905.4.B should be addressed, along with the approval criteria for Willamette Greenway review, found in MMC Subsection 19.401.6. These include compatibility with various character aspects of the river, protection of views, landscaping or similar buffering between the activity and the river, and conformance to applicable Comprehensive Plan policies (the Willamette Greenway is covered in Section 4).</p>
<input checked="" type="checkbox"/>	<p>Natural Resources</p>	<p>The subject property includes a designated Habitat Conservation Area (HCA) that extends along the north and east sides of the existing administrative building. The proposed addition will disturb a portion of the HCA and so is subject to the applicable provisions of MMC Section 19.402 and natural resource (NR) review.</p> <p>MMC Subsection 19.402.4 lists activities that are exempt from NR review, including removal of up to three nuisance or invasive species trees per year, maintenance of existing landscaping, and routine repair and maintenance of existing walkways with no increase in impervious area.</p> <p>MMC Subsection 19.402.6 lists activities that are permissible with Type I review, including removal of more than three invasive-species trees per year as well as disturbance to HCA resources that meets clear and objective standards. For nonresidential uses, up to 10% of the HCA on the site can be disturbed with Type I review. The subject property has approximately 194,000 sq ft of HCA; the proposed development would permanently disturb approximately 1,000 sq ft of HCA, which is 0.5% of the overall HCA on the site.</p> <p>Mitigation (tree and shrub plantings) is based on either the size of trees removed or the square footage of disturbance, whichever calculation yields the greatest number of trees and shrubs. Only two or three trees will be removed for the proposed addition, so the calculation of 5 trees and 25 shrubs per 500 sq ft of HCA disturbance yields the greatest number of plantings. MMC Subsection 19.402.11.B establishes standards for plantings, including minimum size and spacing requirements.</p> <p>Temporary disturbances must be restored but do not have to be mitigated. Temporary disturbances do count in the calculation of the 10% maximum area that can be disturbed with Type I review.</p> <p>As per MMC Subsection 19.402.11.B.6, the preference for the location of mitigation plantings is on site within the designated resource that is disturbed, or in a contiguous area on site. If installed on site in a non-resource area, a deed restriction is required to preserve the new plantings. For HCA disturbance, mitigation plantings may be installed off site, preferably in a location contiguous to the subject-property HCA and where the applicant can show legal authority to maintain the mitigation. If not within an HCA, the applicant must document that the mitigation site will be protected after the monitoring period expires.</p> <p>Note that MMC Subsection 19.402.11.D.2.c allows adjustments to the size and/or number of mitigation plantings with Type II review, subject to the requirements of MMC Subsection 19.402.12.C.2. Approval is based upon consideration of whether the proposed adjustment will result in comparable or better results after three years than the basic requirement.</p> <p>MMC Subsection 19.402.15 establishes the procedures for verifying HCA boundaries, including using Type I review to correct simple incongruities where the City's NR administrative map shows the HCA boundary to be mis-aligned with existing legally</p>

		established development and/or tree cover. The NR review necessary for the proposed HCA disturbance can also include such an update to the NR administrative map based on the actual location of development on the subject property.
<input type="checkbox"/>	Historic Preservation	
<input type="checkbox"/>	Flex Space Overlay	
Site Improvements/Site Context		
<input type="checkbox"/>	Landscaping Requirements	There is no minimum landscaping or vegetation requirement in the DMU zone.
<input type="checkbox"/>	Onsite Pedestrian/Bike Improvements	
<input type="checkbox"/>	Connectivity to surrounding properties	
<input type="checkbox"/>	Circulation	
<input type="checkbox"/>	Building Design Standards (MMC 19.505)	
<input checked="" type="checkbox"/>	Downtown Design Standards (MMC 19.508)	<p>MMC Subsection 19.508.4 establishes 14 design elements applicable to downtown development projects. These design elements are intended to address a Main Street aesthetic for the downtown core and are not as relevant to the subject property, which is separated from the grid of downtown streets by Highway 99E and is developed with a public utility facility (the Kellogg Creek wastewater treatment plant). However, as per MMC Subsection 19.907.2, the proposal to construct a significant addition (>250 sq ft) to an existing building triggers the need for downtown design review and an address of the design elements of MMC 19.508.4.</p> <p>If the project can demonstrate compliance with the applicable design standards, the proposal can be processed with Type I review; otherwise, the proposal requires Type III review, with the applicant addressing the relevant design guidelines for each element where the design standards are not met. Given the nature of the existing building, its location, and the proposed addition, it seems unlikely that the proposal can meet all of the applicable design standards, so the applicant will most likely need to use the Type III review path.</p> <p>Several of the design elements appear to be not applicable to the proposed development—Site Frontage, Corners, Building Massing & Transitions, Service Areas, Resident Open Space, and Plazas & Usable Open Space. For the Building Entrances element, although a new entry is not proposed, the applicant can still note that and discuss how the existing entry addresses the standards or guidelines.</p> <p>The applicant has provided staff with initial draft responses to the other applicable design elements—those responses appear to be generally on-target with respect to discussing how the proposed design is as consistent with the standards and guidelines as can be expected given the function, location, and orientation of the existing building. It seems reasonable to expect that the applicant would propose that the proposed addition be consistent in design with the existing structure and that it need not try to be something it is not (i.e., a building on Main Street or one of the other core downtown streets).</p> <p>Understanding that the design is still being finalized, the applicant is encouraged to provide as much detail as possible (i.e., colors, materials) with the land use application submittal. During the public hearing, the Planning Commission can be asked to identify any critical design elements where final changes may warrant the need for further review.</p>

Parking Standards (MMC 19.600)		
<input type="checkbox"/>	Residential Off-Street Parking Requirements	
<input type="checkbox"/>	Multi-Family/Commercial Parking Requirements	No off-street parking is required for the proposed development.
Approval Criteria (MMC 19.900)		
<input checked="" type="checkbox"/>	Community Service Use (CSU) (MMC 19.904)	As proposed, staff believes the building addition represents a minor modification to the existing CSU. MMC Subsection 19.904.5.C establishes the approval criteria for CSU minor modifications. With respect to the criterion related to there being no deterioration or loss of a protected natural feature, staff has determined that the associated natural resource review for HCA disturbance and accompanying mitigation are sufficient to demonstrate that the HCA resource will not be "deteriorated or lost."
<input checked="" type="checkbox"/>	Conditional Use (MMC 19.905)	As noted above in the discussion of the Willamette Greenway, the proposed development requires review as a conditional use, but staff believes the project does not increase the intensity of use and can be viewed as a minor modification. MMC Subsection 19.905.4.B establishes the approval criteria for minor modification of a conditional use.
<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	
<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"/>	Island Station	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 Island Station NDA. <u>Island Station NDA Chair</u> Charles Bird
	Choose an item.	
	Choose an item.	

		charlesbird@juno.com Regular meeting is the third Wednesday of most months—next meeting is Wednesday, March 20, 2024, at 6:30pm at Two Sisters Play Café (11923 SE McLoughlin Blvd), but please check the City calendar to confirm whether the next meeting will be in person, online, or both.
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)	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. The proposed development is to construct an addition to the existing structure. MMC 19.700 applies.
<input type="checkbox"/>	Transportation Facilities Review (MMC 19.703)	Per MMC 19.703.2, because the proposed development does not trigger a Transportation Impact Study (TIS), a Transportation Facilities Review (TFR) application is not required.
<input type="checkbox"/>	Transportation Impact Study (MMC 19.704)	
<input checked="" type="checkbox"/>	Agency Notification (MMC 19.707)	The City must provide notification to Metro and Clackamas County whenever a proposed development is within 200 ft of a designated arterial or collector roadway. Notice must be provided to TriMet whenever a proposed development is within 200 ft of an existing or proposed transit route on the current TriMet service map and/or Figure 7-3 of the Transportation System Plan (TSP). McLoughlin Blvd is identified as an arterial roadway, so Metro and Clackamas County will be notified. McLoughlin Boulevard is shown as a transit route on Figure 7-3 of the TSP, so TriMet will be notified.
<input checked="" type="checkbox"/>	Transportation Requirements (MMC 19.708)	Access Management: All development subject to MMC 19.700 must comply with access management standards contained in MMC 12.16. Clear Vision: All developments subject to MMC 19.700 must comply with clear vision standards contained in MMC 12.24. Frontage improvements are not required as part of this development. Curb and sidewalk already exist along the McLoughlin Blvd frontage.
<input type="checkbox"/>	Utility Requirements (MMC 19.709)	

Flood Hazard Area (MMC 18)

<input checked="" type="checkbox"/>	Development Permit (MMC 18.16.030)	<p>The project area is within the Federal Emergency Management Agency (FEMA) 1% annual chance flood area (i.e., 100-year floodplain) and is subject to the flood hazard requirements of Title 18. There are two main flood-hazard considerations: (1) protection of the lowest finished floor from flood damage and (2) preventing the loss of existing flood storage capacity.</p> <p>The most current FEMA Flood Insurance Rate Map (FIRM) shows a base flood elevation (BFE) of 36.3 ft in this area. Since the project area is not within the 1996 flood inundation area (provided by Metro), the BFE is effectively the design flood elevation (DFE), which represents the baseline for the flood hazard. The flood protection elevation (FPE), the minimum required elevation to avoid the flood hazard, is therefore 1 ft higher at 37.3 ft. In a new construction situation, the applicant would need to provide survey data to verify that the finished floor was at or above the 37.3-ft mark.</p> <p>Since the existing building was constructed before the City's flood hazard regulations and mapping were in full effect, the requirement to ensure that the proposed addition is built at or above the FPE of 37.3 ft only applies if the project constitutes "substantial improvement," as defined in MMC Section 18.04.010—that is, if the cost of the addition and related improvements equals or exceeds 50% of the market value of the structure. If it is not "substantial improvement," it is not necessary for the applicant to demonstrate that the finished floor of the addition is built at or above the FPE. Staff has indicated that there is some flexibility in what information the applicant can provide to document whether the project constitutes "substantial improvement."</p> <p>Regarding the issue of flood storage capacity, the applicant must provide sufficient survey data to confirm whether more than 10 cubic yards of flood storage area will be displaced by the proposed development. If the project will add more than 10 cubic yards of material (in the form of fill or building) above the BFE/DFE, the applicant must compensate by removing an equal amount of material from somewhere else within the floodplain.</p> <p>This aspect of the project will be reviewed and documented using the City's Floodplain Development permit process. Normally, that review occurs in conjunction with the building permit review process. In this case, there is an option to process the Floodplain Development permit prior to or in conjunction with the land use review, as long as the applicant is aware that any subsequent changes to the plans after Floodplain Development review (i.e., at the time of building permit submittal) may generate the need to re-review the floodplain component.</p>
<input checked="" type="checkbox"/>	General Standards (MMC 18.04.150)	
<input checked="" type="checkbox"/>	Compensatory Storage (MMC 18.20.020)	
<input checked="" 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>Ensure the bioswale to the north of the project site (#RG081) is protected from sediment loss or other pollutants from the project site.</p> <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 sq ft within the City of Milwaukie limits require an Erosion Control Permit from the City's Building Department. Even projects that are less than 500 sq ft may require a permit based on site conditions and proximity to natural resources such as</p>

		<p>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/wa/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)	The property is not zoned for residential use, so the City's tree code requirements (MMC Chapter 16.32) are not applicable.
Public Services (MMC 13)		
<input type="checkbox"/>	Water System (MMC 13.04)	<p>No new or upsized connections to City utilities are proposed as part of this development. New or upsized connection to City utilities is 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 or upsized connections to city water.</p> <p>A 6" water main located in McLoughlin Boulevard is available for connection.</p> <p>A ROW Permit is required to complete this work.</p>
<input type="checkbox"/>	Sewer System (MMC 13.12)	<p>No new or upsized connections to City utilities are proposed as part of this development. Clackamas County wastewater mains are available for connection and subject to plan review for any new or upsized connections.</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. Once treated on site, stormwater can be discharged into the existing stormwater swale along the southern property boundary.</p> <p>As proposed, stormwater runoff will continue to be directly treated onsite. No additional stormwater management methods are required.</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. Latest charges are determined by the Master Fee Schedule available here: https://www.milwaukieoregon.gov/finance/fees-charges</p> <p>An estimate can be provided upon request.</p>
<input type="checkbox"/>	Fee in Lieu of Construction (MMC 13.32)	

Public Places (MMC 12)

<input type="checkbox"/>	Right of Way Permit (MMC 12.08.020)	A ROW Permit will be required for any frontage improvements, utility work within the ROW, extension of public utilities, and/or driveway construction for the development.
<input type="checkbox"/>	Access Requirements (MMC 12.16.040)	Per MMC 12.16.040, private property must be provided with street access via accessways (driveways). These driveways must be constructed under a ROW permit in accordance with the current Milwaukie Public Works Standards. The proposed development is already serviced by a single accessway, and no new accessways are proposed.
<input checked="" type="checkbox"/>	Clear Vision (MMC 12.24)	A clear vision area shall be maintained at all driveways and accessways.

Additional Engineering & Public Works Notes

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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.

Please provide as much information about the existing building as possible for the plan review process. By providing the occupancy, square footage, type of construction, and if fire sprinklers are provided in the existing structure will help determine a code compliant path.

OTHER FEES

<input checked="" type="checkbox"/>	Construction Excise Tax Affordable Housing CET – Applies to any project with a construction value of over 100,000.	Calculation: Valuation *12% (.12)
<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"/>	<input type="checkbox"/>	Building Approval	
<input type="checkbox"/>		Sidewalk Café:	
<input type="checkbox"/>		Tree Removal Permit:	

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

Jennifer Garbely	City Engineer	503-786-7534
Jeff Tolentino	Assistant 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 Kelder	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

(vacant)	Climate & Natural Resources Mgr.	503-786-7668
Courtney Wilson	Urban Forester	503-786-7655
Riley Gill	Environmental Services Coordinator	503-786-7660

CLACKAMAS FIRE DISTRICT

Shawn Olson	Fire Marshal	shawn.olson@ClackamasFire.com
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Pre-Application Comments

To: City of Milwaukie

From: Shawn Olson, Fire Marshal, Clackamas Fire District #1

Date: 3-26-2024

Re: 11525 SE McLoughlin Blvd.-WES Building Addition

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:

Fire Apparatus Access:

No concerns related to fire apparatus access.

Water Supply:

1. 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. All new buildings shall have a firefighting water supply that meets the fire flow requirements of the Fire Code Appendix B.

2. 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.
3. Minimum fire flow requirements shall be met according to Appendix B of the Oregon Fire Code (22).
 - a. Reductions are allowed when the building is provided with a full fire sprinkler system. (Table B105.2)
 - b. Provide fire hydrant flow testing from the closest fire hydrant. Minimum GPM is 1,500 to meet fire flow.

When ready, submit all fire apparatus access and water supply plans to: [Fire Apparatus Access/Water Supply Plan Submittal](#)

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



MILWAUKIE PLANNING
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 Milwaukie OR 97222
 503.786.7630
 planning@milwaukieoregon.gov

2024 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

2024 Planning Commission Hearing Schedule		
Complete Application Deadline ¹	New Information Deadline	First Potential Hearing Date
Nov 22, 2023	Dec 11, 2023	Jan 09
Dec 08, 2023	Dec 22, 2023	Jan 23
Dec 29, 2023	Jan 12	Feb 13
Jan 12	Jan 29	Feb 27
Jan 26	Feb 12	Mar 12
Feb 09	Feb 26	Mar 26
Feb 23	Mar 11	Apr 09
Mar 08	Mar 25	Apr 23
Mar 29	Apr 15	May 14
Apr 12	Apr 29	May 28
Apr 26	May 13	Jun 11
May 10	May 24	Jun 25
May 24	Jun 10	Jul 09
Jun 07	Jun 24	Jul 23
Jun 28	Jul 15	Aug 13
Jul 12	Jul 29	Aug 27
Jul 26	Aug 12	Sep 10
Aug 09	Aug 26	Sep 24
Aug 23	Sep 09	Oct 08
Sep 06	Sep 23	Oct 22
Sep 27	Oct 14	Nov 12
Oct 11	Oct 28	Nov 26
Oct 25	Nov 08	Dec 10
No Meeting December 24, 2024		
Nov 29	Dec 16	Jan 14, 2025
Dec 13	Dec 30	Jan 28, 2025
Bold green-shaded dates indicate adjustments 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>