



PLANNING DEPARTMENT
6101 SE Johnson Creek Blvd
Milwaukie OR 97206

PHONE: 503-786-7630
FAX: 503-774-8236
E-MAIL: planning@milwaukieoregon.gov

Application for Land Use Action

Master File #: CU-2016-004

Review type*: I II III IV V

☐ CHECK ALL APPLICATION TYPES THAT APPLY:

- Amendment to Maps and/or Ordinances:
 - Comprehensive Plan Text Amendment
 - Comprehensive Plan Map Amendment
 - Zoning Text Amendment
 - Zoning Map Amendment
- Code Interpretation
- Community Service Use
- Conditional Use
- Development Review
- Director Determination
- Downtown Design Review
- Extension to Expiring Approval
- Historic Resource:
 - Alteration
 - Demolition
 - Status Designation
 - Status Deletion

- Land Division:
 - Final Plat
 - Lot Consolidation
 - Partition
 - Property Line Adjustment
 - Replat
 - Subdivision
- Miscellaneous:
 - Barbed Wire Fencing
 - Modification to Existing Approval
 - Natural Resource Review
 - Nonconforming Use Alteration
- Parking:
 - Quantity Determination
 - Quantity Modification
 - Shared Parking
 - Structured Parking
- Planned Development
- Preliminary Circulation Plan

- Residential Dwelling:
 - Accessory Dwelling Unit
 - Duplex
 - Manufactured Dwelling Park
 - Temporary Dwelling Unit
- Sign Review
- Transportation Facilities Review
- Variance:
 - Building Height Variance
 - Use Exception
 - Variance
- Willamette Greenway Review
- Other: _____

(601-16-000070 PLNG)

Use separate application forms for:

- Annexation and/or Boundary Change
- Compensation for Reduction in Property Value (Measure 37)
- Daily Display Sign
- Appeal

RESPONSIBLE PARTIES:

APPLICANT (owner or other eligible applicant—see reverse): BRIDGE CITY COMMUNITY CHURCH

Mailing address: 2816 SE HARRISON ST. Zip: 97222

Phone(s): 503-794-1696 E-mail: schelske@bridgecity.org

APPLICANT'S REPRESENTATIVE (if different than above): MARC SCHELSKE

Mailing address: SAME Zip: _____

Phone(s): 503-810-5889 E-mail: schelske@bridgecity.org

SITE INFORMATION:

Address: 2816 SE HARRISON ST. Map & Tax Lot(s): 11E36BA03000

Comprehensive Plan Designation: _____ Zoning: R2 Size of property: ~20,000 SF

PROPOSAL (describe briefly):

Permission to rent 3 pastoral offices to professionals for use during normal work hours in a temporary capacity.

SIGNATURE:

ATTEST: I am the property owner or I am eligible to initiate this application per Milwaukie Municipal Code (MMC) Subsection 19.1001.6.A. If required, I have attached written authorization to submit this application. To the best of my knowledge, the information provided within this application package is complete and accurate.

Submitted by: MARC SCHELSKE

Date: 8-7-2016

IMPORTANT INFORMATION ON REVERSE SIDE

*For multiple applications, this is based on the highest required review type. See MMC Subsection 19.1001.6.B.1.

WHO IS ELIGIBLE TO SUBMIT A LAND USE APPLICATION (excerpted from MMC Subsection 19.1001.6.A):

Type I, II, III, and IV applications may be initiated by the property owner or contract purchaser of the subject property, any person authorized in writing to represent the property owner or contract purchaser, and any agency that has statutory rights of eminent domain for projects they have the authority to construct.

Type V applications may be initiated by any individual.

PREAPPLICATION CONFERENCE:

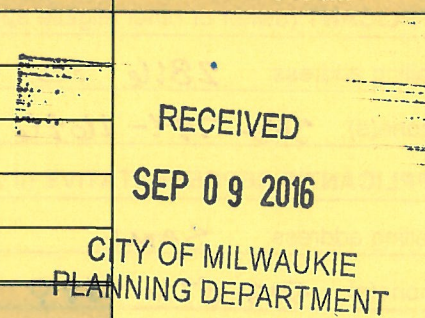
A preapplication conference may be required or desirable prior to submitting this application. Please discuss with Planning staff.

REVIEW TYPES:

This application will be processed per the assigned review type, as described in the following sections of the Milwaukie Municipal Code:

- Type I: Section 19.1004
- Type II: Section 19.1005
- Type III: Section 19.1006
- Type IV: Section 19.1007
- Type V: Section 19.1008

THIS SECTION FOR OFFICE USE ONLY:

FILE TYPE	FILE NUMBER	FEE AMOUNT*	PERCENT DISCOUNT	DISCOUNT TYPE	DEPOSIT AMOUNT	DATE STAMP
Master file	CM-2016-004	\$ 500.-			\$	
Concurrent application files		\$			\$	
		\$			\$	
		\$			\$	
		\$			\$	
SUBTOTALS		\$			\$	
TOTAL AMOUNT RECEIVED: \$			RECEIPT #:		RCD BY:	

Associated application file #s (appeals, modifications, previous approvals, etc.):

Neighborhood District Association(s):

Notes:

Fee discount per City Manager.

*After discount (if any)



PLANNING DEPARTMENT
6101 SE Johnson Creek Blvd
Milwaukie OR 97206

PHONE: 503-786-7630
FAX: 503-774-8236
E-MAIL: planning@milwaukieoregon.gov

For all Land Use Applications
(except Annexations and Development Review)

Submittal Requirements

All land use applications must be accompanied by a signed copy of this form (see reverse for signature block) and the information listed below. The information submitted must be sufficiently detailed and specific to the proposal to allow for adequate review. Failure to submit this information may result in the application being deemed incomplete per the Milwaukie Municipal Code (MMC) and Oregon Revised Statutes.

Contact Milwaukie Planning staff at 503-786-7630 or planning@milwaukieoregon.gov for assistance with Milwaukie's land use application requirements.

1. **All required land use application forms and fees**, including any deposits. ☐ \$300 -
Applications without the required application forms and fees will not be accepted.
2. **Proof of ownership or eligibility to initiate application** per MMC Subsection 19.1001.6.A.
Where written authorization is required, applications without written authorization will not be accepted.
3. **Detailed and comprehensive description** of all existing and proposed uses and structures, including a summary of all information contained in any site plans.
Depending upon the development being proposed, the description may need to include both a written and graphic component such as elevation drawings, 3-D models, photo simulations, etc. Where subjective aspects of the height and mass of the proposed development will be evaluated at a public hearing, temporary on-site "story pole" installations, and photographic representations thereof, may be required at the time of application submittal or prior to the public hearing.
4. **Detailed statement** that demonstrates how the proposal meets all applicable application-specific approval criteria (check with staff) and all applicable development standards (listed below):
 - a.) **Base zone standards** in Chapter 19.300.
 - b.) **Overlay zone standards** in Chapter 19.400.
 - c.) **Supplementary development regulations** in Chapter 19.500.
 - d.) **Off-street parking and loading standards and requirements** in Chapter 19.600.
 - e.) **Public facility standards and requirements**, including any required street improvements, in Chapter 19.700.
5. **Site plan(s), preliminary plat, or final plat** as appropriate.
See Site Plan, Preliminary Plat, and Final Plat Requirements for guidance.
6. **Copy of valid preapplication conference report**, when a conference was required.

APPLICATION PREPARATION REQUIREMENTS:


- Five hard copies of all application materials are required at the time of submittal (unless submitted electronically). Staff will determine how many additional hard copies are required, if any, once the application has been reviewed for completeness.
- All hard copy application materials larger than 8½ x 11 in. must be folded and be able to fit into a 10- x 13-in. or 12- x 16-in. mailing envelope.
- All hard copy application materials must be collated, including large format plans or graphics.

ADDITIONAL INFORMATION:

- Neighborhood District Associations (NDAs) and their associated Land Use Committees (LUCs) are important parts of Milwaukie's land use process. The City will provide a review copy of your application to the LUC for the subject property. They may contact you or you may wish to contact them. Applicants are strongly encouraged to present their proposal to all applicable NDAs prior to the submittal of a land use application and, where presented, to submit minutes from all such meetings. NDA information: <http://www.milwaukieoregon.gov/communityservices/neighborhoods-program>.
- Submittal of a full or partial electronic copy of all application materials is strongly encouraged.

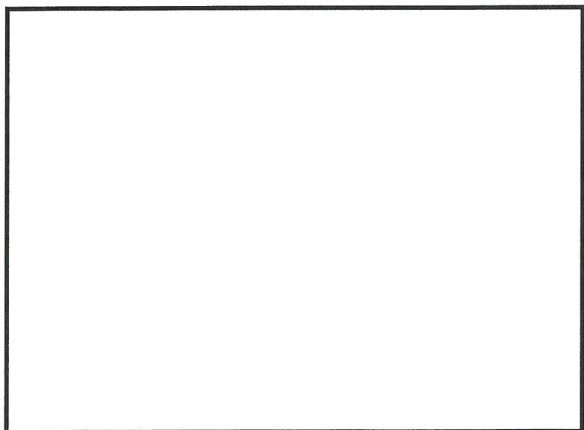
As the authorized applicant I, (print name) MARC SCHELSKE, attest that all required application materials have been submitted in accordance with City of Milwaukie requirements. I understand that any omission of required items or lack of sufficient detail may constitute grounds for a determination that the application is incomplete per MMC Subsection 19.1003.3 and Oregon Revised Statutes 227.178. I understand that review of the application may be delayed if it is deemed incomplete.

Furthermore, I understand that, if the application triggers the City's sign-posting requirements, I will be required to post signs on the site for a specified period of time. I also understand that I will be required to provide the City with an affidavit of posting prior to issuance of any decision on this application.

Applicant Signature: 
Date: 8-7-2016

Official Use Only

Date Received (date stamp below):



**Land Use Application
Bridge City Community Church
Type III Conditional Use Application**

- 1. All application forms attached.**
- 2. Proof of ownership or eligibility to initiate application.**

Marc Schelske is the pastor and an elder of Bridge City Community Church, authorized by the Elder Team to submit our application for this land use change.

3. Detailed & Comprehensive Description.

In the past two years Bridge City Community Church has undergone a massive financial re-structuring, partly due to the changing economy, partly due to a couple very supportive families retiring and moving away. In order to stabilize our budget and remain viable, we had to cut our operating budget by almost 50%, which included laying off 3 staff members, as well cutting many other expenses.

Part of our plan to return to financial sustainability has been to rent out 3 office spaces in our building that were formerly administrative offices used by pastoral staff. These offices are a small fraction of the buildings space. The building is approximately 22,000 SF. The 3 offices in question are approximately 720 SF in total, or 3.2% of the building's total space.

Because we want to have the impact on the building and the neighborhood be as small as possible, we've intentionally targeted professionals with very low-traffic administrative office needs. These are professionals who work at a desk, using a phone and a computer, and who have little to no on-site client interaction. The goal was to simply replace the previous use (Pastors, coming into the building to work in their offices) with 3 tenants doing similar work whose rent could help us stabilize our budget in a short-term 3-5 year period.

By renting these offices out, we are able to bring in the necessary income to help bridge the gap in our income, so that we can cover the costs of managing and maintaining the building, while allowing our church the time needed to re-stabilize so that we can remain a positive contribution to our Milwaukie neighborhood.

We have no plans for being a property management company; Our plan is a temporary one, to rent out these offices only for the short term as we re-build the core of our church community. We're not doing this to make a profit. The rent rate for the offices (\$375-400/month) is below market rate and meant to simply cover the costs of keeping the building functioning and in good shape, during this low financial time for the church.

The impact to the building and neighborhood is very low. Three years ago we had 3 full time staff and 3 part time staff, 4 of whom came into the office daily. Now we only have 2 part-time staff who use offices only for a few hours a week. Bringing in 3 office renters will still be below the normal traffic the church has exhibited for the past ten years. As we

regain our footing, and are again able to hire additional staff, we would let the office renters go, so that the offices would be available for our own pastoral team members.

There will be no construction or modification to the building for this plan.

Floor plans indicating the location and size of the offices in question are attached.

4. Detailed statement regarding meeting all applicable approval criteria and development standards

- a) **Base Zone Standards.** The zoning for this property is R-2. Because we are a church, this property already has a CSU approval as a church, with already existing approvals for a day care (operating), a church book store (not operating) and an after-school youth program (operating.) Office uses in the R-2 zone are conditional uses, with approval required.
- b) **Off-street parking and loading standards.** The property has a small parking lot on the drive-through alley behind the building, as well as a full off-site parking lot directly across Harrison Street. These two lots provide approximately 80 parking spaces. This amount of parking meets all requirements. Church use requires minimum of 1 space per 4 seats. Our worship center seating capacity is 174, requiring 44 spaces. The Day Care use requires a minimum of 2 spaces per 1000 SF of floor area. The Day Care rents approximately 4000 SF of the building (the street level of the classroom building) for their use. This requires 8 spaces. General Office use requires a minimum of 2 spaces per 1000 SF of floor area. We are renting 720 SF of office space, requiring less than 2 spaces. If all uses were to use their parking simultaneously, that would require a minimum of 54 spaces, considerably less than the 80 spaces available.
- c) **Approval Criteria: Suitability of Lot.** The church building has 8 spaces that are designated as offices that have been in use as administrative offices for pastors. The proposed office rental does not change any rooms designation, nor require any alteration to existing use. Currently 2 of these offices are used by the church, 1 is used by the day care, 1 is used by a volunteer in the church for a private ministry project, and we are proposing renting the remaining 3. The size, shape, location, topography, and existing improvements of the property are all suitable for this use, as they have been used in this manner since the building was built.
- d) **Approval Criteria: Reasonable compatibility with nearby uses:** Nearby uses include single family homes (to the south of the property), an office building (to the west of the building), a funeral home (to the east of the building) and apartment buildings (to the northwest of the building.) A small number of low traffic offices is reasonably compatible with these nearby uses.
- e) **Approval Criteria: Consistency with Applicable Comprehensive Plan.** The comprehensive plan designation for both the property and the area is High Density, with the predominant intended use of high density residential development. The inclusion of 3 small offices within an existing Community Service Use does not significantly impact

this designation, particularly when considered with the surrounding existing land uses that already exist.

- f) **Approval Criteria: Adequate Public Transportation Facilities.** The property is served by existing TriMet bus service with a bus stop on the neighboring corner.
- g) **Approval Criteria: Identified impacts mitigated to the extent practicable.** The only identified impact would be the additional traffic to the building generated by these three offices. We share the city's concern, since it is primary for us to maintain positive relationships with our neighbors. Three years ago we had 3 full time staff and 3 part time staff, 4 of whom came into the office daily. This included a full-time office manager, a part-time business manager, and several pastoral staff—all of whom used offices in the building. The pastors were coming and going multiple times a day, and were often meeting church members and leaders in the offices. The "staff parking lot" in our back alley was always full. After the transition, this impact reduced dramatically. I (Marc Schelske) am the only church staff person who comes to the building, and I only come 2 days a week. Our proposal to rent out three offices does not increase our traffic or impact much at all. In fact, the level of traffic and "trips" to and from the building, will be lower than when these offices were being used by church pastors and staff. Our proposal is to rent these 3 office spaces to professionals whose work is quiet, and does not require customer visits. These professionals largely work on the phone and the computer, and have no customers who visit the office. That means that these offices will each have a total of 10 trips per week. 1 trip coming to work and 1 trip going home, each day. This is a significantly lower level of traffic than what we had on a daily basis 3 years ago at our highest church function. Such a low level of traffic doesn't require any additional mitigation is it is lower than the normal church usage the building has historically seen.
- h) **Approval Criteria: Unmitigated Nuisance Impacts.** There would be no unmitigated nuisance impacts since the proposed standard office use would not generate any special noise, odor, vibration or other distractions to the community. The neighbors will experience no change from the usage the building has historically seen.
- i) **Approval Criteria: Minor Modifications.** There are no proposed modifications to the building for this office use.

4. Site Plans

Site plans showing the size and location of the proposed office spaces are attached.

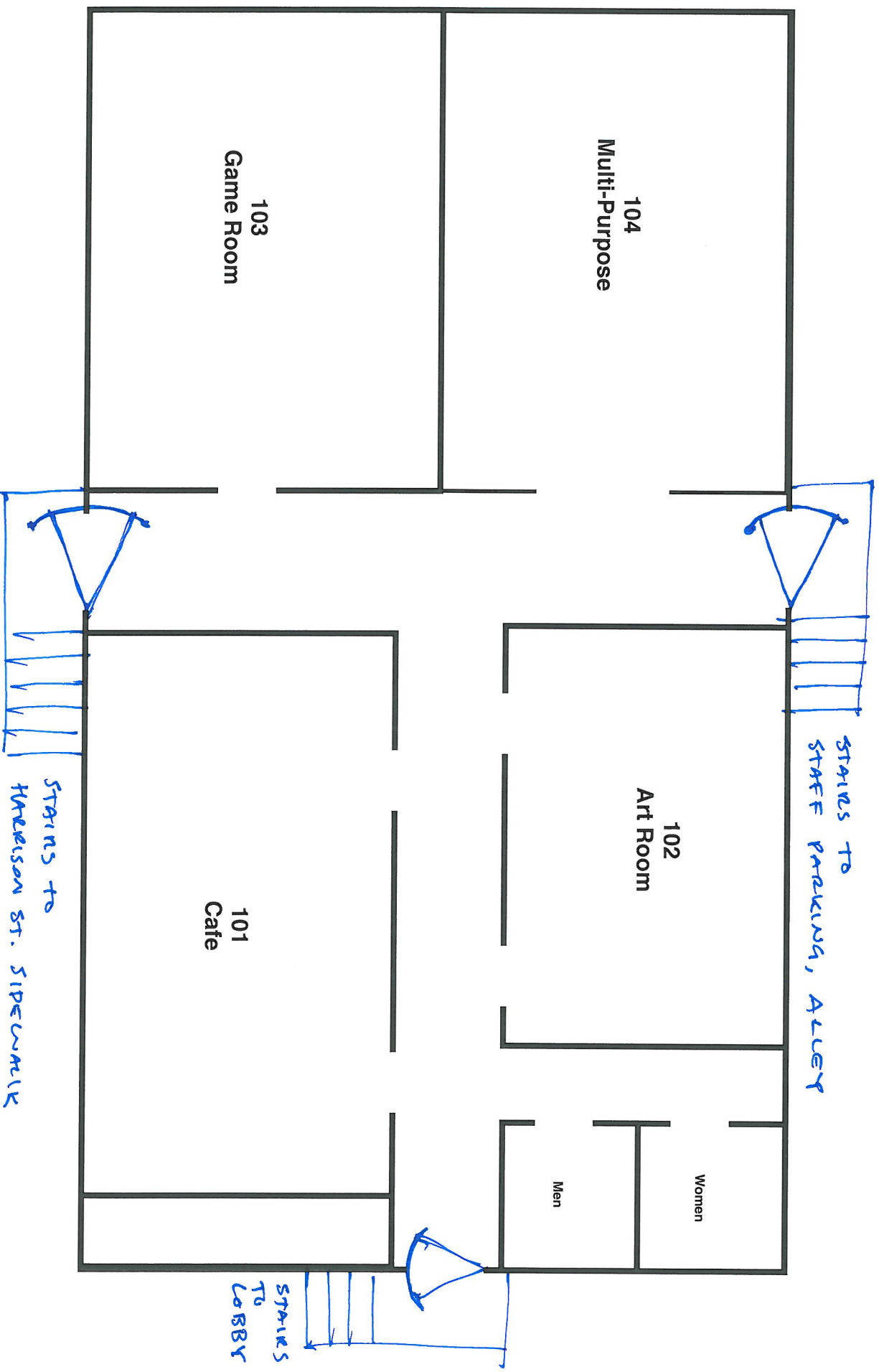
4. Copy of Valid Reapplication Conference Report

Attached with all supporting documents.

100 Level - Classroom Building

The Bridge House
Classroom Building
100 Level - Basement Level

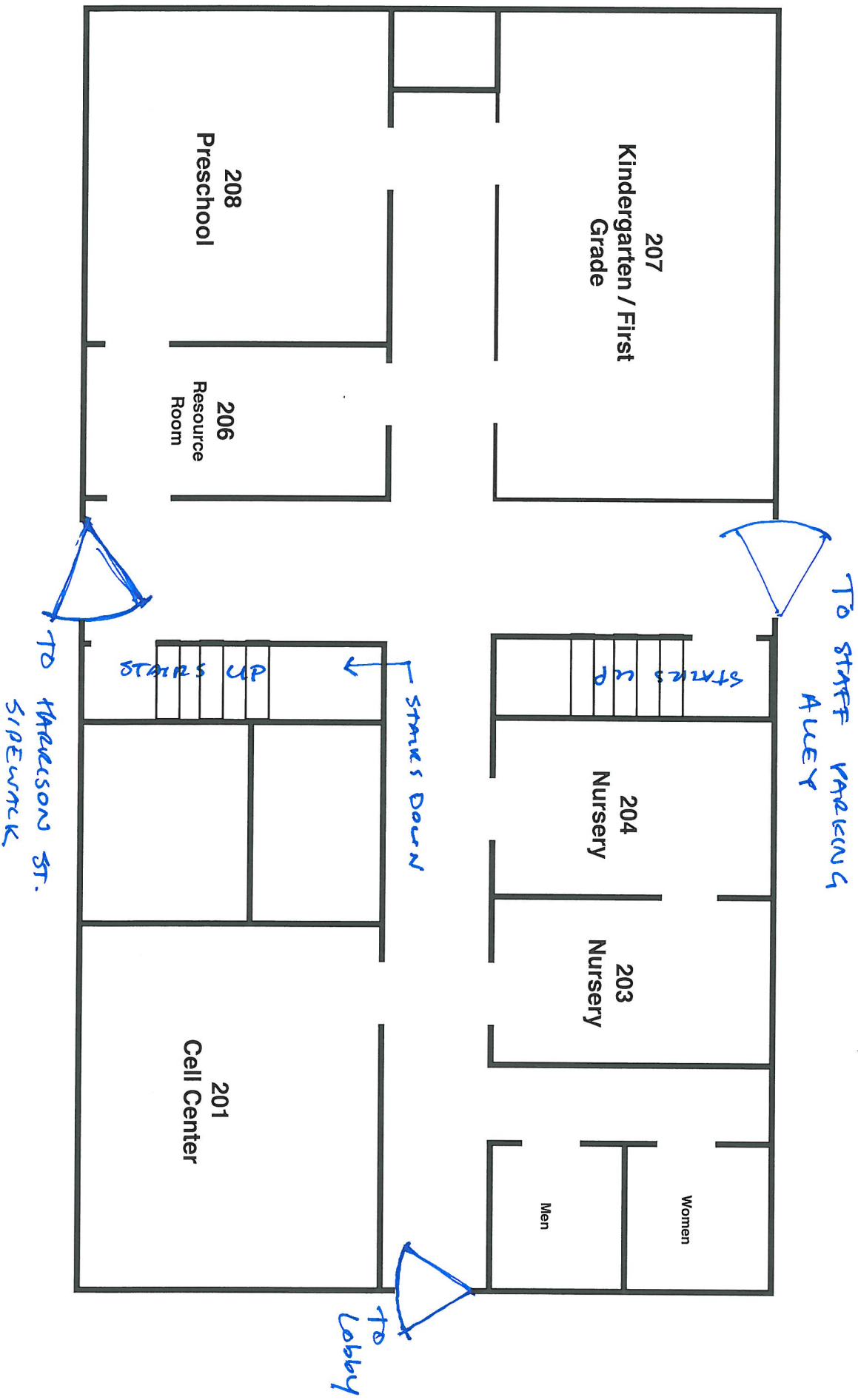
This proposal makes no changes to this level.



200 Level - Classroom Building

The Bridge House
Classroom Building
200 Level - Street Level, Main Level

This proposal makes no changes to this level.

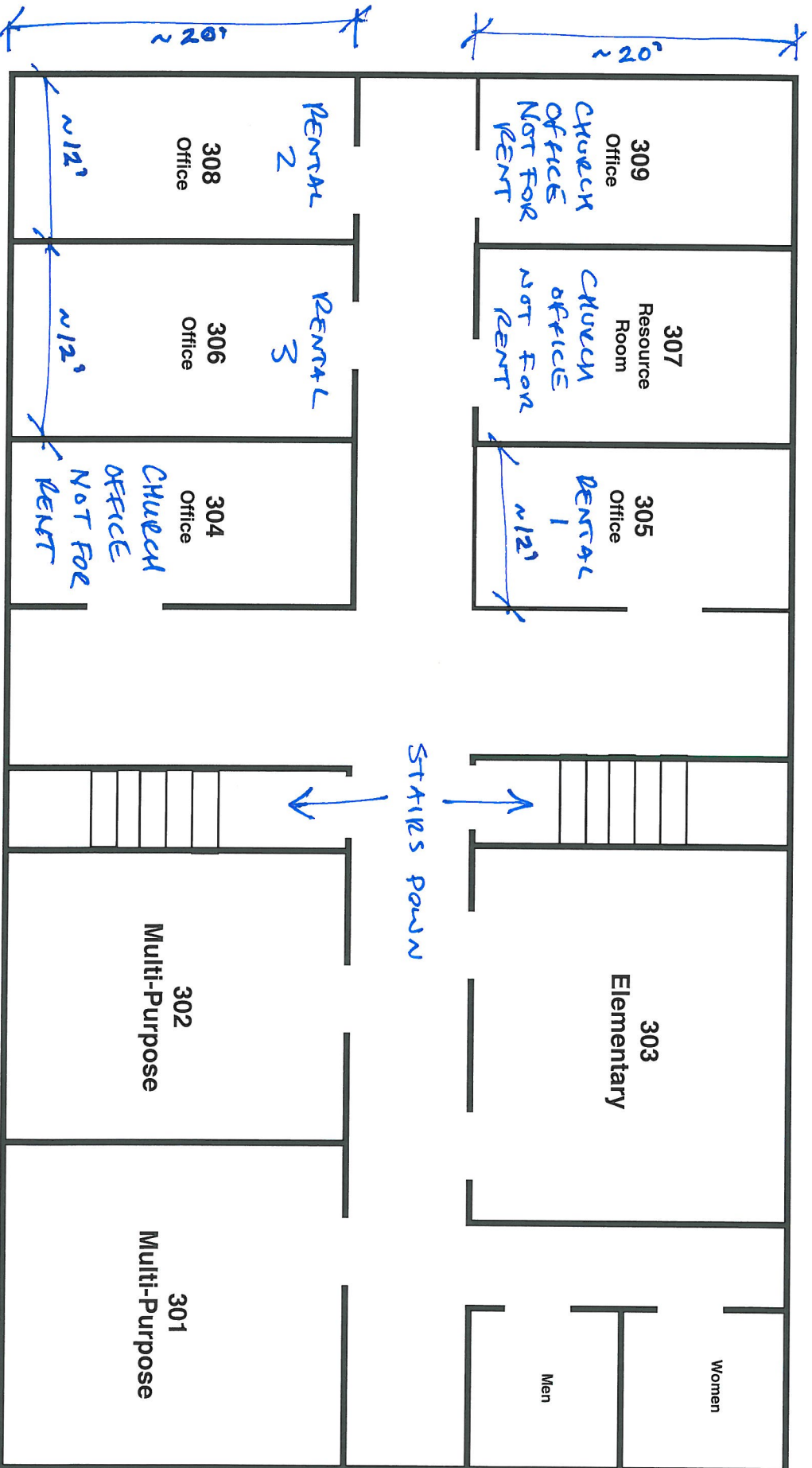


300 Level - Classroom Building

The Bridge House
Classroom Building
300 Level - 2nd Floor, Office Level

Proposal spaces are marked.

Rentals 1, 2 & 3 only.
each approx 12' x 20'





July 1st, 2016

Marc Schelske
Bridge City Community Church
2816 SE Harrison Street
Milwaukie Oregon 97222

Re: Preapplication Report

Dear Marc:

Enclosed is the Preapplication Report Summary from your meeting with the City on June 16th, 2016, concerning your proposal for action on property located at 2816 SE Harrison St.

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 Director may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Director may require a new preapplication conference.

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

Sincerely,

Joyce Stahly
Administrative Specialist II

Enclosure

cc: File

CITY OF MILWAUKIE

PreApp Project ID #: 16-016PA

PRE-APPLICATION CONFERENCE REPORT

This report is provided as a follow-up to a meeting that was held on 6/16/2016 at 10:00AM

Applicant Name: MARC SCHELKSKE
Company: BRIDGE CITY COMMUNITY CHURCH
Applicant 'Role': Legal Rep
Address Line 1: 2816 SE HARRISON ST
Address Line 2:
City, State Zip: MILWAUKIE OR 97222
Project Name: RENTAL OF OFFICES
Description: PERMISSION TO RENT 3 PASTORAL OFFICE TO PROFESSIONALS FOR USE DURING NORMAL WORK HOURS IN A TEMPORARY CAPACITY
ProjectAddress: 2816 SE HARRISON ST
Zone: Residential R-2
Occupancy Group:
ConstructionType:
Use: High Density (HD)
Occupant Load:
AppsPresent: Mark Schelske
Staff Attendance: Vera Koliass, Alex Roller

BUILDING ISSUES

ADA:

Structural: All uses within the rented office space will need to conform to the uses as determined by the definition in the zoning code of "Traditional Office Space", or the uses will need to be separated from the main space by a 2 hour separation both vertical and horizontal.

Mechanical:

Plumbing:

Plumb Site Utilities:

Electrical:

Notes:

Please note all drawings must be individually rolled. If the drawings are small enough to fold they must be individually folded.

FIRE MARSHAL ISSUES

Fire Sprinklers:

Fire Alarms:

Fire Hydrants:

Turn Arounds:

Addressing:

Fire Protection:

Fire Access:

Hazardous Mat.:

Fire Marshal Notes: 1.The Fire District has no comments for this proposal.

PUBLIC WORKS ISSUES

Water: N/A

Sewer: N/A

Storm: N/A

Street: N/A

Frontage: N/A

Right of Way: N/A

Driveways: N/A

Erosion Control: N/A

Traffic Impact Study: N/A

PW Notes: TRANSPORTATION SDC
Applicant has provided a narrative regarding the historical use of these office spaces (pastoral) and the effective trip count of the proposed office use. The previous uses were permitted under the Church designation, and did not incur additional transportation fees regardless of the trips it generated. The SDC fees that the City collects are based on the use, and the associated trip count it generates. The City does not continually monitor current usage to credit or require additional fees. The Transportation SDC will be based on the increase in trips generated by the new use per the Trip Generation Handbook from the Institute of Transportation Engineers. The SDC for transportation is \$1,920 per trip per 1000 sq ft. Credits will be given for current trip generation of existing space. The existing trip count for

Church use is .66 trips/1000 square ft. The proposed use is general office space which has a trip count of 1.49 trips/1000 sq ft. The additional trips generated will be .83 trips/1000 sq ft, which calculates to \$1593.60/1000 sq ft or fraction thereof. The square footage that has been provided to the City is 720, which corresponds to an SDC of \$1,147.39.

PLANNING ISSUES

Setbacks:

The proposal is for office use within an existing building. No modifications to the existing structure are proposed. MMC 19.302.4 establishes the setback in the R-2 zone: the front yard setback = 15 feet; side yard setback = 5 feet; rear yard setback = 15 feet.

Landscape:

The proposal is for office use within an existing building. No modifications to the existing site are proposed. In the R-2 zone, a minimum of 15% of the site must be landscaped. Vegetated areas can be planted in trees, grass, shrubs, or bark dust for planting beds, with no more than 20% of the landscaped area finished in bark dust (as per MMC Subsection 19.504.7). A maximum of 45% of the site may be covered by structures, including decks or patios over 18 inches above grade.

Parking:

This property has an off-site parking lot directly across the street. As per the off-street parking standards of MMC Chapter 19.600, religious institutions must provide a minimum of 1 parking space for every 4 seats to a maximum of 1 space for every 2 seats. A day care center is also located in the building, which is required to provide a minimum of 2 spaces per 1,000 SF of floor area. General office uses are required to provide a minimum of 2 spaces per 1,000 SF of floor area.

Transportation Review: Please see the Public Works notes for more information about the requirements of MMC 19.700.

Application Procedures: Land use applications required:
•New Conditional Use (Type III)

The subject property is an approved Community Service Use and the building has been operated as a religious institution by different organizations since 1945. Approvals have been given for a day care, church bookstore, and an after-school youth program. Office uses are permitted in the R-2 zone as conditional uses. In order to operate separate offices within the church building, approval for a new conditional use is required, which is a Type III land use review process.

MMC 19.905 covers the conditional use review process. MMC 19.905.4 establishes the criteria under which the conditional use will be reviewed. These criteria must be addressed in the land use application.

MMC 19.1006 describes the Type III land use review process.

The current application fee for Type III review is \$2,000; however, the City Manager has approved a fee reduction for this application to \$300.

For the City's initial review, the applicant should submit 5 complete copies of the application, including all required forms and checklists. A determination of the application's completeness will be issued within 30 days. If deemed incomplete, additional information will be requested. If deemed complete, additional copies of the application may be required for referral to other departments, the Historic Milwaukie Neighborhood District Association (NDA), and other relevant parties and agencies. City staff will inform the applicant of the total number of copies needed.

For Type III review, once the application is deemed complete, a public hearing with the Planning

Commission will be scheduled. Staff will determine the earliest available date that allows time for preparation of a staff report (including a recommendation regarding approval) as well as provision of the required public notice to property owners and residents within 300 ft of the subject property, at least 20 days prior to the public hearing. A sign giving notice of the application must be posted on the subject property at least 14 days prior to the hearing.

Issuance of a decision starts a 15-day appeal period for the applicant and any party who establishes standing. Permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.

Prior to submitting the application, the applicant is encouraged to present the project at a regular meeting of the Historic Milwaukie NDA, which occurs at 6:30 p.m. on the second Monday of every month at Libbie's Restaurant (11056 SE Main St). Contact information can be found here: <http://www.milwaukieoregon.gov/citymanager/historic-milwaukie-nda>

Natural Resource Review: There are no natural resources on the subject property.

Lot Geography: The subject property is a rectilinear lot fronting on SE Harrison St. with driveway access on SE 29th Ave.

Planning Notes: The subject property is identified in the comprehensive plan as High Density, which includes the policy that these areas should be located either adjacent to or within close proximity to the downtown or district shopping centers. The subject property is located in a high density area between the downtown and central Milwaukie town center areas. It is appropriate that office uses are allowed as conditional uses to ensure that providing for the opportunity for smaller-scale commercial development does not impact nearby residential properties.

In order to maintain the primary use of the property as a community service use, the applicant should provide information on the amount of area proposed to be used as independent offices. This will allow the City to establish a maximum area to be used for this purpose.

The applicant should review the conditional use approval criteria to be sure that the proposal adequately addresses each of them.

The Milwaukie zoning code can be accessed at:
<http://www.qcode.us/codes/milwaukie/view.php?topic=19&frames=off>

ADDITIONAL NOTES AND ISSUES

County Health Notes:

Other Notes:

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 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

Sam Vandagriff - Building Official - 503-786-7611

Bonnie Lanz - Permit Specialist - 503-786-7613

ENGINEERING DEPARTMENT

Chuck Eaton - Engineering Director - 503-786-7605

Rick Buen - Civil Engineer - 503 -786-7609

Chrissy Dawson - Engineering Tech II - 503-786-7610

Geoff Nettleton - Civil Engineer - 503-786-7609

Alex Roller - Engineering Tech II - 503-786-7695

COMMUNITY DEVELOPMENT DEPARTMENT

Alma Flores - Com Dev Director - 503-786-7652

Joyce B Stahly - Admin Specialist - 503-786-7600

Avery Pickard - Admin Specialist - 503-786-7600

Alicia Martin -Admin Specialist - 503-786-7600

PLANNING DEPARTMENT

Denny Egner - Planning Director - 503-786-7654

David Levitan - Senior Planner - 503-786-7627

Brett Kelder - Associate Planner - 503-786-7657

Vera Koliass - Associate Planner - 503-786-7653

CLACKAMAS FIRE DISTRICT

Mike Boumann - Lieutenant Deputy Fire Marshal - 503-742-2673

Matt Amos - Fire Inspector - 503-742-2661

Clackamas County Fire District #1 Fire Prevention Office



E-mail Memorandum

To: City of Milwaukie Planning Department
From: Matt Amos, Fire Inspector, Clackamas Fire District #1
Date: 7/1/2016
Re: Change of use for 3 office spaces 2816 SE Harrison St. 16-016PA

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:

COMMENTS:

1. The Fire District has no comments for this proposal.



Required Narrative Description For Preapplication Conference

In the past two years our church has undergone a massive financial re-structuring, partly due to the changing economy, partly due to a couple very supportive families retiring and moving away. In order to stabilize our budget and remain viable, we had to cut our operating budget by almost 50%, which included laying off 3 staff members, as well cutting many other expenses.

Part of our plan to return to financial sustainability has been to rent out 3 office spaces in our building that were formerly used by pastoral staff. Because we want to have the impact on the building and the neighborhood be as small as possible, we've intentionally targeted professionals with very low-traffic administrative office needs.

One of these, Craig Erickson, is a CPA who has just moved into the area from Colorado. It was in the process of his applying for a business license in Milwaukie, that it came to light that we would need city approval for our plan. He's an example of the kind of office rental we have in mind. A single professional, who can do their work by phone and computer, who rarely, if ever, has clients visit their office, and who works normal business hours.

By renting these offices out, we are able to bring in the necessary income to help bridge the gap in our income, so that we can cover the costs of managing and maintaining the building, while allowing our church the time needed to re-stabilize so that we can remain a positive contribution to our Milwaukie neighborhood.

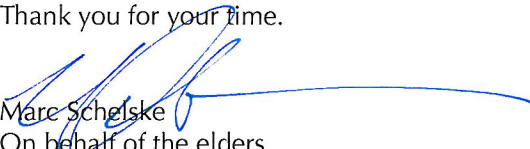
We have no plans for being a property management company; Our plan is a temporary one, to rent out these offices only for the short term (3-5 years max.) as we re-build the core of our church community. We're not doing this to make a profit. The rent rate for the offices (\$375/month) is below market rate and meant to simply cover the costs of keeping the building functioning and in good shape, during this low financial time for the church.

The impact to the building and neighborhood is very low. Three years ago we had 3 full time staff and 3 part time staff, 4 of whom came into the office daily. Now we only have 2 part-time staff who use offices only for a few hours a week. Bringing in 3 office renters will still be below the normal traffic the church has exhibited for the past ten years. As we regain our footing, and are again able to hire additional staff, we would need to let the office renters go, so that the offices would be available for our own team members.

There will be no construction or modification to the building for this plan.

We did not know that this kind of temporary rental relationship was outside of our approved community service use, but now that we do, we want to come into compliance as quickly as we can. We respectfully ask that you would authorize this temporary use of our facility.

Thank you for your time.


Marc Schelske
On behalf of the elders,
Bob Barnes, Byron Kehler & Marc Schelske

Love God. Love People. Bless & Serve the World.

2816 SE Harrison Street • Milwaukie, OR 97080 • www.bridgcity.org • info@bridgcity.org



Bill Monahan, City Manager
10722 SE Main St.
Milwaukie, OR 97222

Mr Monahan,

I am submitting my request to you for a reduction of fees regarding our required Type III new conditional use application.

I am an elder at Bridge City Community Church. We own the Bridge House, the property at 2816 SE Harrison Street, Milwaukie, OR. We've been in this building for nearing on 15 years now, and enjoy very much being a part of the Milwaukie community.

In the past two years our church has undergone a massive financial re-structuring, partly due to the changing economy, partly due to a couple very supportive families retiring and moving away. In order to stabilize our budget and remain viable, we had to cut our operating budget by almost 50%, which included laying off 3 staff members, as well cutting many other expenses. Part of our plan to return to financial sustainability has been to rent out 3 office spaces in our building that were formerly used by pastoral staff. Because we want to have the impact on the building and the neighborhood be as small as possible, we've intentionally targeted professionals with very low-traffic administrative office needs.

One of these, Craig Erickson, is a CPA who has just moved into the area from Colorado. It was in the process of his applying for a business license in Milwaukie, that it came to light that we would need city approval for our plan. He's an example of the kind of office rental we have in mind. A single professional, who can do their work by phone and computer, who rarely, if ever, has clients visit their office, and who works normal business hours.

By renting these offices out, we are able to bring in the necessary income to help cover the costs of managing and maintaining the building, allowing our church time to re-stabilize so that we can remain a positive contribution to our Milwaukie neighborhood. Because we're not interested in being a property management company, our plan is to rent out these offices only for the short term (3-5 years max.) as we re-build the core of our church community. We're not doing this to make a profit. The rent rate for the offices (\$375/month) is below market rate and meant to simply cover the costs of keeping the building functioning and in good shape, during this low financial time for the church.

We did not know that this kind of temporary rental relationship was outside of our approved community service use, but now that we do, we want to come into compliance as quickly as we can. Due to our circumstances, we are requesting a reduction in fees for the new conditional use application. We are able at this time to pay a total of \$500.00. We respectfully ask that you would consider this appropriate for the situation.

Thank you for your time.


Mare Schelske
Elder

cc: Denny Egner, Planning Director

