



December 19, 2014

Andrew Tull  
3J Consulting, Inc.  
5075 SW Griffith Drive, Ste 150  
Beaverton, OR 97005

**Re: Preapplication Report**

Dear Andrew:

Enclosed is the Preapplication Report Summary from your meeting with the City on December 4, 2014, concerning your proposal for action on property located at 5945 and 5965 SE Harmony Rd.

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,

Blanca Marston  
Administrative Specialist II

Enclosure

cc: Hans Thygeson  
File



## PRE-APPLICATION CONFERENCE REPORT

This report is provided as a follow-up to a meeting that was held on 12/4/2014 at 10:00AM

**Applicant Name:** Andrew Tull  
**Company:** 3J Consulting, Inc.  
**Applicant 'Role':** Contractor  
**Address Line 1:** 5075 SW Griffith Drive, Ste 150  
**Address Line 2:**  
**City, State Zip:** Beaverton OR 97005  
**Project Name:** Mini Storage  
**Description:**  
**ProjectAddress:** 5945 & 5965 SE Harmony Rd  
**Zone:** BI zone with HCA and WQR overlays.  
**Occupancy Group:**  
**ConstructionType:**  
**Use:** Current residential and industrial. Proposed public storage facility, which is a conditional use in th  
**Occupant Load:**  
**AppsPresent:** Andrew Tull, Hans Thygeson  
**Staff Attendance:** Jason Rice, Li Alligood

### BUILDING ISSUES

**ADA:**

**Structural:** New plans will need to be submitted with updates for the new code version. Finished floor shall be located a minimum of one foot above the base flood elevation.  
Retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall, or that retain a surcharge are required to be engineered and permitted.

**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 Arouds:**

**Addressing:**

**Fire Protection:**

**Fire Access:**

**Hazardous Mat.:**

**Fire Marshal Notes:** A Fire Access and water supply plan for commercial buildings over 1000 square feet in size or when required by Clackamas Fire District #1.

SEE ATTACHED COMMENTS.

The plan shall show fire apparatus access, fire lanes, fire hydrants, fire lines, available fire flow, fdc location if applicable, building square footage and type of construction. The applicant shall provide fire flow tests per NFPA 291 and shall be no older than 12 months. Work to be completed by experienced and responsible persons and coordinated with the local water authority. (Applicable for developments with potable water supply provided by a water authority.)

Following completion of site construction activities of buildings over 1000 square feet or when required by Clackamas Fire District #1, the applicant shall provide as-built Fire Access and Water Supply pdf plans to the local Fire District and the County. The pdf plans shall show fire apparatus access, fire lanes, fire hydrants, fire lines, available fire flow, fdc location if applicable, building square footage and type of construction. The plans shall include any supporting details of the access, circulation, water vaults, fire lines, valves, fdc, backflow devices, etc.

For this proposal, the pdf as-built plan sheets shall be transmitted to [mike.boumann@clackamasfire.com](mailto:mike.boumann@clackamasfire.com) (Deputy Fire Marshal Mike Boumann) and [deanam@co.clackamas.or.us](mailto:deanam@co.clackamas.or.us) (Development Review Coordinator Deana Mulder)

**PUBLIC WORKS ISSUES**

**Water:**

There is an existing 8-inch water main that is available to serve the proposed development. The existing 8-inch main will need to be extended to the east property line of the proposed development property for future development. The City of Milwaukie Operations Department will install up to a 2-inch water service. Water service installation fees are due at issuance of building permits. Also, the most current water service installation fees are available on the City of Milwaukie website.

The water System Development Charge (SDC) is based on the size of water meter serving the property.

The corresponding water SDC will be assessed with installation of a water meter. Water SDC credit will be provided based on the size of any existing water meter serving the property removed from service. The water SDC will be assessed and collected at the time the building permits are issued.

**Sewer:**

Currently, the wastewater System Development Charge (SDC) is comprised of two components. The first component is the City's SDC charge of \$893.00 and the second component is the County's connection fee for treatment of \$5,670 that the City collects and forwards to the County. Both charges are per connection unit. The wastewater SDC and connection fee is assessed using a plumbing fixture count from Table 7-3 of the Uniform Plumbing Code. The wastewater SDC connection units are calculated by dividing the fixture count of new plumbing fixtures by sixteen. The wastewater SDC will be assessed and collected at the time the building permits are issued.

**Storm:**

Submission of a storm water management plan by a qualified professional engineer is required as part of the proposed development. The plan shall conform to Section 2 - Stormwater Design Standards of the City of Milwaukie Public Works Standards.

The storm water management plan shall demonstrate that the post-development runoff does not exceed the pre-development, including any existing storm water management facilities serving the development property. Also, the plan shall demonstrate compliance with water quality standards. The City of Milwaukie has adopted the City of Portland most current Stormwater Management Manual for design of water quality facilities.

All new impervious surfaces, including replacement of impervious surface with new impervious surfaces, are subject to the water quality standards. See City of Milwaukie Public Works Standards for design and construction standards and detailed drawings.

The storm SDC is based on the amount of new impervious surface constructed at the site. One storm SDC unit is the equivalent of 2,706 square feet of impervious surface. The storm SDC is currently \$823 per unit. The storm SDC will be assessed and collected at the time the building permits are issued.

**Street:**

The proposed development fronts the north side of SE Harmony Road, an arterial roadway. See Clackamas County requirements under the Notes section of this report.

**Frontage:**

Chapter 19.700 of the Milwaukie Municipal Code, hereafter referred to as "Code", applies to partitions, subdivisions, and new construction.

Transportation Facility Requirements, Code Section 19.708, states that all rights-of-way, streets, sidewalks, necessary public improvements, and other public transportation facilities located in the public right-of-way and abutting the development site shall be adequate at the time of development. See Clackamas County requirements under the Notes section of this report.

**Right of Way:**

Right-of-way shall be dedicated in accordance with Code Chapter 19.700, Code Table 19.708.2. See Clackamas County requirements under the Notes section of this report.

**Driveways:**

Code Section 12.16.040.A states that access to private property shall be permitted with the use of driveway curb cuts and driveways shall meet all applicable guidelines of the Americans with Disabilities Act (ADA). Driveway approaches shall be improved to meet the requirements of Milwaukie's Public Works Standards. The proposed development will not be able to meet the access spacing targets required on an arterial roadway in Code Section 12.16.040.C.

**Erosion Control:**

Per Code Section 16.28.020(C), an erosion control permit is required prior to placement of fill, site clearing, or land disturbances, including but not limited to grubbing, clearing or removal of ground vegetation, grading, excavation, or other activities, any of which results in the disturbance or exposure of soils exceeding five hundred square feet.

Code Section 16.28.020(E) states that an erosion control permit is required prior to issuance of building

permits or approval of construction plans. Also, Section 16.28.020(B) states that an erosion control plan that meets the requirements of Section 16.28.030 is required prior to any approval of an erosion control permit.

**Traffic Impact Study:** See Clackamas County Note #10.

**PW Notes:**

**TRANSPORTATION SDC**

The Transportation SDC is based on the increase in trips generated per the Trip Generation Handbook from the Institute of Transportation Engineers. The SDC for transportation is \$1,676 per trip generated. Credit is applied to any demolished structures and is based upon the existing use of the structures. The Transportation SDC is assessed and collected at the time the building permits are issued.

**PARKS & RECREATION SDC**

The Parks and Recreation SDC is based on an increase number of employees. Employee data is calculated using Table 5-4 of North Clackamas Parks & Recreation District System Development Charges Update Methodology Report dated September 28, 2007. The employment data of Table 5-4 is based on an increase in floor area and/or change in use for a proposed development. The SDC for parks and recreation is \$60.00 per additional employee. The Parks and Recreation SDC is assessed and collected at the time the building permits are issued.

## PLANNING ISSUES

**Setbacks:**

The setbacks for the BI zone are as follows: front yard shall be at least 20 feet, rear and side yards shall be at least 0 feet. Cornices, eaves, canopies, sunshades, gutters, steps, unroofed landings, and flues may project up to 24 inches into a required side yard and up to 36 inches into a required front or rear yard.

Per MMC Table 19.501.2, Harmony Rd has been identified as a major street, and additional yard requirements apply. Buildings on site must be set back a minimum distance of 40 feet from the centerline of Harmony Rd, but in no case closer than 20 feet to the front property line. A survey will be required to verify that the setbacks from the centerline of Harmony Rd are met.

The proposed commercial or industrial project is adjacent to a lower density zone, and Transition Area Measures apply per Milwaukie Municipal Code (MMC) Subsection 19.504.6. This subsection requires a side yard setback of 20 ft on the east side to match the front yard setback of the adjacent R-5 zone. In addition, the east side yard setback must be maintained as open space and natural vegetation, landscaping, or fencing shall be provided to the 6-ft level to screen lower-density residential uses from direct view across the open space.

The proposed building is very close to the minimum 20-ft front yard setback from Harmony Rd and the minimum 20-ft east side yard transition area requirement. Given this location, a hub and tack survey or a field measurement of the south property line will be required prior to the foundation inspection to verify that the setbacks are met.

**Landscape:**

The minimum vegetation standards for the BI zone must be demonstrated at the time of land use application and met at the time of building permit submission. The BI zone requires that 15% of the total area of the lot be left or planted in trees, grass, shrubs, planting beds, etc. See 'Parking' for more information about parking lot landscaping requirements.

**Parking:**

Off-street parking standards contained in Milwaukie Municipal Code (MMC) Chapter 19.600 must be demonstrated at the time of land use application and met at the time of building permit submission. Perimeter and interior landscaping of parking areas must demonstrate compliance with the standards of

MMC 19.606.2. Parking lot landscaping may count toward the BI zone 15% landscaping requirement. A parking and landscaping plan is required at the time of building permit application. Modification to minimum and maximum parking space requirements are allowed through Type II review pursuant to MMC Section 19.605.2.

Per the applicant, the proposed use is a mini-storage. The minimum parking quantity ratio for mini-storage is 1 space/45 storage units, plus 1 space per employee of the largest shift. The maximum parking quantity ratio is 1 space/20 storage units, plus 1 space per employee of the largest shift. The number of bicycle parking spaces shall be at least 10% of the minimum required vehicle parking for the use; in no case shall less than 2 spaces be provided.

**Transportation Review:** The City's transportation requirements are located in MMC 19.700. The Engineering Department has determined that this chapter will be triggered by the proposed project. See 'Public Works' notes for details.

**Application Procedures:** The following applications must be submitted and approved before the development permits are submitted. Applications can be submitted concurrently; the applications will be processed according to the highest numbered review type. There is a 25% discount for the least expensive application(s). Fees listed below are effective July 1, 2014 to June 30, 2015.

**Conditional Use (CU):** Approval of a mini-storage facility in the BI zone is subject to Conditional Use review. The application is reviewed through a Type III review pursuant to MMC 19.1006, and the application fee is \$2,000. The application requirements and approval criteria for a CU application are in MMC 19.905. Upon CU approval, the applicant must record the CU permit with Clackamas County and provide a copy to the City.

**Transportation Facilities Review (TFR):** A Transportation Impact Study (TIS) is required, and TFR approval will be required to evaluate the impacts of the proposed development. The application is reviewed through a Type II review per MMC 19.1005, and the application fee is \$1,000. The approval criteria for TFR applications are in MMC 19.703.3. The Planning Director will determine the actual cost of a TIS scope of work preparation, and a reserve deposit in the amount of \$1,000 will be required. A reserve deposit of \$2,500 is required for a review of the TIS. The deposit amount beyond the actual cost will be refunded.

**Natural Resource (NR):** NR approval (boundary verification of the on-site wetlands) is required for the proposed development. The application is reviewed through a Type II review per MMC 19.1005, and the application fee is \$1,000. The procedures and approval criteria for NR boundary verification applications are in MMC 19.402.15.A.2.a.

**Natural Resource (NR):** NR approval is required because the proposal involves disruption of the mapped Water Quality Resource area on site for the construction of a crossing. The application is reviewed through a Type III review pursuant to MMC 19.1006, and the application fee is \$2,000. The application requirements and approval criteria for a NR application are in MMC 19.402.12. A reserve deposit in the amount of \$2,000 is required for review of the alternatives analysis and other submittals. The deposit amount beyond the actual cost will be refunded.

Additionally, the City may require proof of other jurisdictional approval or review of any proposed stream crossings and storm facilities, i.e. Army Corps, Department of State Lands (DSL), and Department of Environmental Quality (DEQ).

The following land use applications must be submitted prior to or concurrent with development permits:

**Development (DEV):** After approval of the CU/TFR/NR applications, and before start of construction,

DEV approval will be required. The application is reviewed through a Type II review per MMC 19.1005, and the application fee is \$1,000. The application requirements and approval criteria for a DEV application are in MMC 19.906. The proposal must meet the standards of MMC 19.310 Business Industrial zone BI.

Natural Resource (NR): Prior to commencement of construction, a Construction Management Plan (CMP) is required. The application is reviewed through a Type I review per MMC 19.1004, and there is no application fee. The application requirements and approval criteria for a NR CMP application are in MMC 19.402.9.

Type I applications are administrative in nature and are decided by the Planning Director. The timeline for review and approval is generally 10-15 business days.

Type II applications are administrative in nature and are decided by the Planning Director after a public notice period. The timeline for review and approval is 30 – 45 days.

Type III applications are discretionary in nature and require minor quasi-judicial review by the Planning Commission. The timeline for review and approval is generally 3-4 months. The Planning Commission hears land use applications on the second Tuesday of every month, and complete applications need to be submitted to the Planning Department no later than 45 days prior to the target Planning Commission hearing date. In general, staff recommends that an applicant submit at least 30 days prior to the 45-day deadline in order to ensure that there is time to make all applications complete if they are initially deemed incomplete.

Building permits will be accepted for review only after the appeal period for all land use decisions has expired.

Land use application submission materials are listed below for your convenience. Please refer to the handouts distributed in the meeting for more detailed information.

1. All applicable land use applications forms with signatures of property owners.
2. All applicable land use application fees.
3. Completed and signed "Submittal Requirements" form.
4. Completed and signed "Site Plan Checklist and Procedures" form.
4. 5 copies of an existing conditions and a proposed conditions site plan, both to scale. These two site plans can be combined onto one site plan.
5. 5 copies of a detailed narrative describing compliance with all applicable code sections.
6. Once the application is deemed complete, additional copies will be requested for neighborhood district distribution to City departments, applicable governmental agencies, and the association for review. 12 copies of the complete application will be required for Type II applications; 22 copies will be required for Type III applications.

**Natural Resource Review:** The site is bisected by Minthorn Creek and by an unnamed WQR area in the middle of the property. There is a small Habitat Conservation Area (HCA) on the western center of the site.

**Lot Geography:** The site consists of two tax lots and is generally rectilinear in shape.

- Planning Notes:**
- 1) The City will consider the two tax lots as a single site for the purposes of setbacks, lot coverage, minimum vegetation, etc.
  - 2) A second preapplication conference will be required to the TIS. The cost for this conference is \$100.
  - 3) The site is located within 300 ft of the Linwood NDA, and the NDA will have the opportunity to



review and comment on the application. The applicant may wish to present the proposal to the Linwood NDA in advance of application submittal in order to identify any potential concerns.

4) Public notice signs will need to be posted on site prior to any hearing or decision on a Type II or Type III land use application. Notice of the application will be sent to property owners within 300 ft of the subject property. The applicant may wish to communicate with these property owners prior to submittal of the zone change application in order to identify any potential concerns.

5) Many zoning ordinance references and standards have been renumbered, reorganized, updated, or completely revised since the previous mini-storage application (CU-07-02) was approved in 2007, including, but not limited to: 19.310 Business Industrial Zone BI; 19.402 Natural Resources; 19.600 Off-Street Parking and Loading; 19.700 Public Facility Improvements; and 19.905 Conditional Uses.

6) The preapplication conference is valid for purposes of submitting future land use applications as described in 19.1002.4. In general, a preapplication conference is valid for 2 years.

7) The Milwaukie Municipal Code is available online at <http://www.qcode.us/codes/milwaukie/>.

### ADDITIONAL NOTES AND ISSUES

#### County Health Notes:

#### Other Notes:

CLACKAMAS COUNTY REQUIREMENTS (only applies to a partition of the proposed development property, a replat would not trigger the following requirements)

1. The subject property is located adjacent to the northerly side of Harmony Road, easterly from International Way. The subject property has been annexed into the City, so the land use review will be done through a City land use action.

However, Harmony Road is under the jurisdiction of Clackamas County and is classified as a major arterial roadway. Clackamas County has adopted roadway standards that pertain to the structural section, construction characteristics, minimum required right-of-way widths and access standards for major arterial roads.

2. This portion of Harmony Road is a section of the Essential Pedestrian Network identified in the Pedestrian Master Plan 2003 and is also a part of the Bicycle Master Plan 2003. Therefore, Harmony Road will require bike lanes and unobstructed sidewalks. As the road will likely be under City of Milwaukie jurisdiction in the future, Clackamas County recommends that the sidewalk width requirements and any landscape strip width requirements conform to City standards.

3. The Clackamas County Capital Improvement Plan identifies the section of Harmony Road from Highway 213 (82nd Avenue) to Highway 224 with project number 1022. Proposed improvements include modification of the intersection of Harmony Road/Linwood Avenue/Railroad Avenue, and construction of bicycle and pedestrian facilities. The previous CIP recommended widening to five lanes, but the updated CIP does not recommend widening to five lanes.

4. Clackamas County's Roadway Standards indicate that three lane major arterial roads with bike lanes shall have a minimum right-of-way width of 80 feet with eight-foot wide sign, slope, utility, and sidewalk easements on each side of the roadway.

5. The applicant has proposed the construction of a mini storage development, as a conditional use, in what is anticipated to be a City of Milwaukie Business Industrial zone. The subject property has frontage on Harmony Road, a Clackamas County facility, and the applicant has proposed a shared access to Harmony Road, with turning maneuvers restricted to right-in/right-out only turning movements.

The applicant is therefore subject to the provisions of Clackamas County Zoning and

Development Ordinance (ZDO) section 1007, pertaining to frontage improvements and section 1008 pertaining to surface water management. Additionally, the applicant is subject to other ZDO requirements, the Clackamas County Comprehensive Plan and Clackamas County Roadway Standards regarding issues within the Harmony Road right-of-way and onsite issues that would impact the County right-of-way and traffic operations on Harmony Road.

6. Minimum frontage improvements on the Harmony Road frontage include, but are not necessarily limited to, up to a half-street improvement, pavement widening, and storm drainage facilities. In addition, standard curb or curb and gutter when curblines slope is less than one percent, widened driveway approach (if sight distances are illustrated to meet County minimums), an unobstructed sidewalk meeting City of Milwaukie width requirements, behind a landscape strip meeting City of Milwaukie width requirements, and pavement tapers are required.

7. All curbs shall typically be type "C", or curb and gutter if curb line slope is less than one percent, if they carry, direct or channel surface water. Alternative curbs will be considered when it is determined by the Clackamas County Department of Transportation and Development that type "C" curbs or curb and gutter are not appropriate. Extruded curbs for carrying, directing, or channeling surface water shall not be allowed.

8. A 50-foot wide roadway section, curb to curb on Harmony Road, is the minimum desirable width at this location and would be consistent with the Clackamas County Roadway Standards. Typically, 12-foot wide travel lanes, a 14-foot wide center two way left turn lane and six foot bike lanes comprise the 50-foot wide section. However, in this case the required median and associated shy distances will increase the minimum pavement width to approximately 56 feet where the full three lane section is required. The additional six feet of width is comprised of a minimum

two-foot wide median curb and two feet of shy distance on each side of the median.

9. The County has adopted access control standards to provide positive impact on traffic safety and efficiency for County and State roads. These standards promote shared access points to comply with access control, spacing standards, and to promote safer operations. Applicable references include ZDO section 1007 and Clackamas County Roadway Standards subsection 220.2.

The applicant shall grant and record minimum 24-foot wide easements, granting access over the drive aisles and driveway on the site to the owners of Tax Lots 1501, 1502, 1503, 1504, and 1505 to the west, at locations determined by the previous approval of the International Way Business Center, provided, before the owners of Tax Lots 1501, 1502, 1503, 1504, and 1505 may use the easements over the site, those owners shall grant to the owner of the subject site a reciprocal easement for access purposes to and over the drive aisles on Tax Lots 1501, 1502, 1503, 1504, and 1505 so as to provide access for the site from International Way and to and from Harmony Road. Neither the grading plan for this site, nor the construction of any structures shall preclude the use of the easements. The applicant shall file the easements in the County records office before the County and City accepts the project and releases the performance surety. Since the crossover easements are needed to provide circulation between properties, the applicant shall improve those portions of the easements on the subject site as approved by the City of Milwaukie.

10. The proposed right-in/right-out only driveway to Harmony Road, to be shared with the existing development to the west, will be permitted by Clackamas County only if it provides adequate intersection sight distances and adequate stopping sight distances for both passenger vehicles and trucks in accordance with AASHTO requirements.

Previously, this access was partially evaluated based on a speed study.

That study is now dated and a new study is required to reflect current conditions. Prior to the scheduling of a new speed study, the applicant shall contact Clackamas County for speed study

requirements. For example, one requirement is that speed studies shall not be run during a week with a holiday in it. Therefore, the soonest a study could be run would be during the week of January 5-9, 2015. Please contact Engineering staff person Robert Hixson, at [roberth@co.clackamas.or.us](mailto:roberth@co.clackamas.or.us) or 503-742-4708 for speed study requirements and coordination information.

The previously submitted speed study data, with an 85th percentile westbound approach speed of 37 miles per hour, indicated that a minimum of 575 feet of intersection sight distance was required to be provided for a combination truck exiting the driveway approach intersection with Harmony Road. Staff agreed that 575 feet of intersection sight distance would have been required with an 85th percentile speed of 37 miles per hour. Kittelson and Associates staff measured the existing sight distance and found it to be approximately 560 feet, which would have been inadequate since it did not meet the minimum requirement. However, Table 5 from the traffic impact analysis indicated that a driver's eye height of 7.5 feet was used, while the AASHTO standard height for this measurement is 7.6 feet. The additional tenth of a foot of eye height may have allowed for the provision of adequate intersection sight distance for trucks. This measurement should have been re-evaluated using the correct eye height. If the intersection sight distance was adequate with the 7.6-foot eye height, the existing road geometry may have been found to be adequate. If the sight distance measurements remain substandard, based on current speed study data, the applicant would need to propose improvements that would allow for the provision of adequate intersection sight distance for combination trucks. If no such improvements were proposed, the widened access would not be approved.

Table 5 of the traffic impact analysis also indicated that an object height of 2.5 feet was used for stopping sight distance measurements. The required object height for this measurement, according to AASHTO standards, is 2.0 feet. Using a 2.5-foot object height likely resulted in reported stopping sight distances which are longer than were actually available. Revised stopping sight distances shall be provided using the correct object height of 2.0 feet.

Prior to approval of a proposed driveway approach, the applicant shall provide plan and profile drawings, based on survey data, with sight lines, illustrating adequate intersection sight distances for passenger vehicles and trucks exiting the proposed Harmony Road driveway and adequate stopping sight distances for passenger vehicles and trucks on Harmony Road approaching the driveway from the east.

If this is unable to be provided, the access will not be approved.

11. If the proposed access to Harmony Road is unable to meet minimum sight distance standards, the site shall be provided access by the existing entrance only and exit only driveway approaches existing on the development to the west, as allowed by the crossover easements required through the approval of the development to the west.

12. Applicant shall comply with County Roadway Standards clear zone requirements in accordance with Roadway Standards section 245.

13. The submitted civil plan sheet submitted several years ago provided insufficient detail and dimensions to fully evaluate the proposed street and driveway design, including the median. Staff was in agreement with the concept for the street (right-in/right-out driveway and center median) and was able to recommend conditions that would provide for an appropriate street cross section.

In conjunction with the development of the site, the existing Harmony Road median shall be extended easterly to help prohibit inappropriate turning maneuvers associated with an approved widened driveway approach. Two feet of shy distance shall be provided on each side of the median. To insure that adequate maneuvering room is available at the site driveway intersection with Harmony Road, the applicant shall illustrate the turning maneuvers of WB-67

combination trucks at the site driveway. Visibility of the median will be an important issue to consider and the applicant shall propose features that will be associated with the median that will enhance its visibility to drivers. The ultimate configuration of the median and any associated features to enhance visibility shall be approved in writing by Clackamas County Traffic Engineering staff prior to the issuance of a Development permit for improvements to Harmony Road.

14.Plans submitted in anticipation of receiving a Development permit from Clackamas County, for road construction activities within the Harmony Road right-of-way, shall include additional detail, such as an illustration of the full width of Harmony Road, along the site frontage, and extending 200 feet beyond the limits of the property, both northeasterly and southwesterly. Any driveways within these limits shall also be illustrated. The right-of-way limits on each side of the road shall be illustrated. The additional detail shall also include a striping plan illustrating the existing and proposed striping on Harmony Road, also extending a minimum of 200 feet beyond the limits of the property. All illustrated features shall be to scale and dimensioned. A legend for various line work shall also be provided. Storm drainage features shall be illustrated and storm water runoff from the driveway shall not be permitted to flow onto Harmony Road. Ultimately, the applicant shall provide a set of construction plans to Clackamas County which are in conformance with Clackamas County Roadway Standards section 140.

15.Prior to the initiation of any construction activities on Harmony Road, the applicant shall submit plans and obtain a Development permit for improvements to Harmony Road. The cost of the permit will be in accordance with the current fee schedule and based on an approved cost estimate for the road improvements. A performance surety shall also be required in an amount equal to 125% of the approved cost estimate.

16.The use of public rights-of-way for construction vehicle staging is not authorized by the Roadway Standards and poses a potentially deleterious effect of the proposed use, because it contributes to congestion, reduces sight distance, and occupies shoulders intended for emergencies and other purposes. To protect the public from such effects, the applicant shall be required to submit a construction vehicle management plan for review and approval by the County DTD, Construction and Development Section, before the County issues a Development Permit. The plan shall show that the construction vehicles and materials will not be staged or queued up on improved public streets and shoulders without specific authority from DTD for that purpose.

Preface to recommended conditions of approval:

The following items are project requirements from the Department of Transportation and Development's Development Engineering Division. These conditions of approval are not intended to include every engineering requirement necessary for the successful completion of this project, but are provided to illustrate to the applicant specific details regarding the required improvements that may prove helpful in determining the cost and scope of the project. These conditions are based upon the requirements detailed in the County's Comprehensive Plan (Comp Plan), the County's Zoning and Development Ordinance (ZDO) and the County's Site Development and Roadway Construction Standards (Roadway Standards). Additional requirements, beyond those stated in the conditions of approval, may be required. The applicant may discuss the requirements of the project with staff at any time.

The requirements specifically required by the Comp Plan and the ZDO cannot be modified by the Development Engineering Division. However, the requirements detailed in these conditions of approval, derived from the Roadway Standards, are based upon nationally accepted standards and engineering judgment and may be modified pursuant to Section 170 of the Roadway Standards. The applicant is required to provide sufficient justification to staff in the request.

Staff shall determine if a modification is warranted.

Clackamas County Conditions of Approval:

- 1) All frontage improvements in, or adjacent to Clackamas County right-of-way, shall be in compliance with Clackamas County Roadway Standards.
- 2) The applicant shall obtain a Development Permit from Clackamas County Department of Transportation and Development prior to the initiation of any construction activities associated with the project.
- 3) The applicant shall verify by a professional survey that adequate right-of-way width exists along the entire site frontage, on the northerly side of Harmony Road to permit construction of the required roadway and frontage improvements or shall dedicate additional right-of-way as necessary to provide it. At a minimum, a 40-foot wide one-half right-of-way width is required on the northerly side of Harmony Road.

Contact Deana Mulder for the dedication of right-of-way form and specifics of exhibits to be included with submittals.

- 4) The applicant shall grant an eight-foot wide public easement for signs, slopes, sidewalks and public utilities along the entire Harmony Road site frontage on the northerly side of Harmony Road. Contact Deana Mulder for the grant of easement form and specifics of exhibits to be included with submittals.

- 5) The applicant shall design and construct improvements along the entire site frontage of Harmony Road. These improvements shall consist of:

- a) Up to a half-street improvement. Structural section for Harmony Road improvements shall consist of seven and one-half inches of Level 3 Hot Mix Asphalt Concrete (HMAC), Performance Grade (PG) 70-22, ¾" dense or ½" dense placed in lifts consisting of two and one-half inches per lift, over four inches of ¾"-0 aggregate leveling course, over 10 inches of 1-1/2"-0 aggregate base course, over geotextile fabric.

- b) Standard curb, or curb and gutter if curb line slope is less than one percent, and appropriate pavement widening to accommodate the necessary improvements of bike lanes, travel lanes, turn lanes, median, and associated shy distances.

Lane widths, median widths, and shy distance shall be proposed by the applicant and shall be reviewed and approved by Clackamas County Traffic Engineering staff prior to the issuance of a Street Construction and Encroachment permit. Centerline of the right-of-way shall be established by a registered survey.

- c) Drainage facilities in conformance with City of Milwaukie requirements, ZDO section 1008, and Clackamas County Roadway Standards Chapter 4.

Storm water runoff from the site driveway shall not flow onto Harmony Road.

- d) An unobstructed sidewalk with a width consistent with City of Milwaukie requirements behind a landscape strip also consistent with City of Milwaukie requirements. The applicant shall relocate mailboxes, fire hydrants, utility poles, etc, when they are located within the limits of the sidewalk. Mailboxes shall be relocated or replaced in accordance with standards established by the local Post Office. Additional easement, as necessary, shall be granted to provide for any sidewalk eyebrows.

- e) One driveway approach, generally in conformance with Roadway Standards Drawing D650, but modified as necessary to accommodate the turning maneuvers of combination trucks. Proposed driveway approach modifications require approval of County Traffic Engineering staff.

- f) An extension of the existing median to approximately the easterly property line. Appropriate tapers shall be provided for the median curb or island. Two feet of shy distance shall be provided on each side of the median. The ultimate configuration of the median, including features to enhance visibility, shall be approved in writing by Clackamas County Traffic Engineering staff prior to the issuance of a Development permit for improvements to Harmony

Road.

g) Appropriate pavement tapers in accordance with Roadway Standards Section 250.6.4 for the transition from a wider to a narrower section of roadway.

6) The applicant shall grant and record minimum 24-foot wide easements, granting access over the drive aisles and driveway on the site to the owners of Tax Lots 1501, 1502, 1503, 1504, and 1505 to the west, at locations determined by the previous approval of the International Way Business Center, provided, before the owners of Tax Lots 1501, 1502, 1503, 1504, and 1505 may use the easements over the site, those owners shall grant to the owner of the subject site a reciprocal easement for access purposes to and over the drive aisles on Tax Lots 1501, 1502, 1503, 1504, and 1505 so as to provide access from the site to International Way and Harmony Road. Neither the grading plan for this site, nor the construction of any structures shall preclude the use of the easements. The applicant shall file the easements in the County records office before the County and City accepts the project and releases the performance surety. Since the crossover easements are needed to provide circulation between properties, the applicant shall improve those portions of the easements on the subject site as approved by the City of Milwaukie.

7) The applicant shall show the paths traced by the extremities of anticipated large vehicles (combination trucks, delivery trucks, garbage and recycling trucks, etc), including off-tracking, on the site plan to insure adequate turning radii are provided for the anticipated large vehicles entering and exiting the Harmony Road site driveway, if the driveway reconfiguration is approved.

8) The applicant shall provide a copy of the City of Milwaukie approved drainage study and Engineer's detention calculations to DTD Engineering, Deana Mulder.

9) The applicant shall provide adequate intersection sight distances and stopping sight distances (including appropriate adjustments for grades) at the driveway approach intersection with Harmony Road in accordance with AASHTO standards for both passenger vehicles and combination trucks or the approach will not be approved.

In addition, no plantings at maturity, retaining walls, embankments, fences or any other objects shall be allowed to obstruct vehicular sight distances.

Minimum intersection sight distances for passenger vehicles and combination trucks, at the driveway approach intersection with Harmony Road, shall be as calculated by County Engineering staff based on the 85th percentile speed of westbound vehicles, based on valid speed study data, collected at a location approximately 575 feet easterly from the proposed reconfigured Harmony Road driveway approach. Intersection sight distances shall be measured 14.5 feet back from the edge of the travel lane. If passenger vehicle and combination truck sight distances, both intersection and stopping, do not meet County Roadway Standards minimums, the access will not be approved.

10) The applicant shall provide an Engineer's cost estimate to Clackamas County Engineering, to be reviewed and approved, for the asphalt concrete, aggregates, curbs, sidewalks and any other required public improvement associated with Harmony Road.

11) The applicant shall provide Clackamas County a performance surety in an amount equal to 125% of the Clackamas County approved cost estimate for the Harmony Road improvements.

12) The applicant shall install and maintain a 30-inch "STOP" sign, behind the sidewalk, with the bottom of the sign positioned seven feet above the surface of the sidewalk, at the driveway intersection with Harmony Road. (Manual on Uniform Traffic Control Devices)

13) All traffic control devices on private property, located where private driveways intersect County facilities shall be installed and maintained by the applicant, and shall meet standards set forth in the Manual on Uniform Traffic Control Devices and relevant Oregon supplements.

14) Prior to the issuance of a building permit, the applicant shall submit to Clackamas County Engineering Office:

a) Written approval from the local Fire District for the planned access, circulation, and fire

lanes. The approval shall be in the form of site and utility plans stamped and signed by the Fire Marshal.

b)Written approval from City of Milwaukie for surface water detention facilities and erosion control measures.

c)A set of street improvement construction plans for review, in conformance with Clackamas County Roadway Standards Section 140, to Deana Mulder in Clackamas County's Engineering Office and obtain written approval, in the form of a Development Permit. The permit will be for road, driveway approach, curb, median, sidewalk, and drainage improvements. The permit fee will be calculated in accordance with the current fee structure and will be based on the approved cost estimate for the Harmony Road improvements.

The submitted plans shall provide plan and profile data and sight lines illustrating adequate intersection sight distances for passenger vehicles and combination trucks exiting the Harmony Road driveway. In addition, the submitted plans shall provide plan and profile data and sight lines illustrating adequate stopping sight distances for passenger vehicles and combination trucks on Harmony Road approaching the Harmony Road driveway from the east. The submitted plans shall also include a detailed striping plan. The applicant shall have an Engineer, registered in the state of Oregon, design and stamp the construction plans for all required improvements.

15)Before the County issues a Development Permit, the applicant shall submit a construction vehicle management and staging plan for review and approval by the County DTD, Construction and Development Section. That plan shall show that construction vehicles and materials will not be staged or queued-up on public streets and shoulders without specific authority from DTD for the purpose.

**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**

**Samantha Vandagriff - Building Official - 503-786-7611**

**Bonnie Lanz - Permit Specialist - 503-786-7613**

**ENGINEERING DEPARTMENT**

**Jason Rice - Engineering Director - 503-786-7605**

**Brad Albert - Civil Engineer - 503-786-7609**

**Adriana Slavens - Civil Engineer - 503-786-7602**

**Chrissy Dawson - Engineering Technician II - 503-786-7610**

**Alex Roller - Engineering Technician I - 503-786-7695**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Stephen Butler - Comm. Dev. Dir. - 503-786-7652**

**Marcia Hamley - Admin Specialist - 503-786-7656**

**Alicia Martin - Admin Specialist - 503-786-7600**

**Blanca Marston - Admin Specialist - 503-786-7600**

**PLANNING DEPARTMENT**

**Dennis Egner - Planning Director - 503-786-7654**

**Brett Kelder - Associate Planner - 503-786-7657**

**Li Alligood - Associate Planner - 503-786-7627**

**Vera Kolias - Associate Planner - 503-786-7653**

**CLACKAMAS FIRE DISTRICT**

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



# Clackamas County Fire District #1

## Fire Prevention Office



### E-mail Memorandum

**To:** City of Milwaukie Planning  
**From:** Mike Boumann, Deputy Fire Marshal, Clackamas Fire District #1  
**Date:** 12/11/2014  
**Re:** Preliminary review for Mini Storage @ 5945 SE Harmony Road

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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:

##### FD Apparatus Access

- 1) Provide address numbering that is clearly visible from the street.
- 2) No part of a building may be more than 150 feet from an approved fire department access road.
- 3) Provide an approved turnaround for dead end access roads exceeding 150 feet in length.
- 4) When building height exceeds 30' from lowest level of fire department access then arial provisions will apply.
- 5) Fire Lane signage or curb striping per CFD#1. Parking restrictions for access roads less than 32' in width. Minimum 20' clear width for access roads and 26' adjacent to fire hydrants. Vertical height requirement is 13'-6".
- 6) Traffic bridge shall meet minimum apparatus access requirements.

## 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.

- 2) All new buildings shall have a firefighting water supply that meets the fire flow requirements of Appendix B the Fire Code.
- 3) Fire Department Connection (FDC) shall be within 100' of a public fire hydrant.
- 4) Fire hydrant locations shall meet the requirements of Appendix C of the Oregon Fire Code.

\*Comments may not be all inclusive. Review of full set of scaled plans will be required.

Call Deputy Fire Marshal Mike Boumann with any questions, 503-742-2673

Feel free to use the below document for reference.

<http://www.clackamasfire.com/documents/fireprevention/firecodeapplicationguide.pdf>

\*Contact Clackamas Fire District #1 at 503-742-2660 for any questions.