



PLANNING DEPARTMENT  
6101 SE Johnson Creek Blvd  
Milwaukie OR 97206

PHONE: 503-786-7630  
FAX: 503-774-8236  
E-MAIL: [planning@milwaukieoregon.gov](mailto:planning@milwaukieoregon.gov)

60177-000004

# Application for Land Use Action

Master File #: DEV-2017-002

Review type\*:  I  II  III  IV  V

## CHOOSE APPLICATION TYPE(S):

Development Review

...

...

...

...

### 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): KIRSTEN CANFIELD

Mailing address: 2149 SE Moores St Milwaukie OR Zip: 97222

Phone(s): 503-309-7265 E-mail: Kirsten@alphastoneworks.com

APPLICANT'S REPRESENTATIVE (if different than above):

Mailing address: Zip:

Phone(s): E-mail:

## SITE INFORMATION:

Address: 2171 SE Moores St Map & Tax Lot(s): 11E25BB02000

Comprehensive Plan Designation: ... Zoning: M-TSA Size of property: 12,670.24 SF.

## PROPOSAL (describe briefly):

Use building as zoned for salon; either commercial or live/work. Either is allowed.

## 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: [Signature]

Date: 1-19-17

**IMPORTANT INFORMATION ON REVERSE SIDE**

**RESET**

\*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		\$			\$	
Concurrent application files		\$			\$	
		\$			\$	
		\$			\$	
		\$			\$	
SUBTOTALS		\$			\$	

**TOTAL AMOUNT RECEIVED: \$**                      **RECEIPT #:**                      **RCD BY:**

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

**Neighborhood District Association(s):**

**Notes:**

\*After discount (if any)



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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](mailto:planning@milwaukieoregon.gov) for assistance with Milwaukie's land use application requirements.

1. **All required land use application forms and fees**, including any deposits.  
*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) Kirsten Canfield, 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: 1-19-17

**Official Use Only**

Date Received (date stamp below):

2.) Proof of ownership or eligibility to initiate application:  
Submittal Requirement

I have permission from the owner of the property to initiate the application and submittal. The owner of 2171 SE Moores St Milwaukie OR 97222 is Daniel Canfield, and I am his daughter.

Kirsten Canfield

~~X Kirsten~~

Daniel Canfield

X \_\_\_\_\_

- he can sign if needed -

## Submittal Requirement

### 3.) Detailed comprehensive description

The property 2171 SE Moores St Milwaukie OR is a residence that is zoned for residential, commercial, or mixed use/Live-work. I am proposing for it to be used either Live/work or commercial, whichever building codes permit the best for me financially. Ideally would like it to be live/work.

We plan to build a porch and ramp in the front and replace the front door. There is parking in front of the 884 st building, with plenty of available parking in back of this 0.29 acre property for bike racks and parking.

We plan to provide service to the growing M-TSA community of hair cut/color, nails, waxing and facials. The property's original "Living room" will be used for hair and nails, and the original "Dining room" will be used for shampoo bowls, plumbed via permits, for rinsing and washing hair. The 2nd bedroom will be used for waxing/facials. The main floor bedroom and/or living space upstairs can be used for the Live part of Live/work space.

A salon is similar to the listed examples for businesses allowed here such as laundromat or health club. Most recently the property has been used for Live/work, in home office. I am proposing similar use and looking for guidance on building codes for either live/work or commercial.

## Submittal Requirement

### 4.) Detailed statement

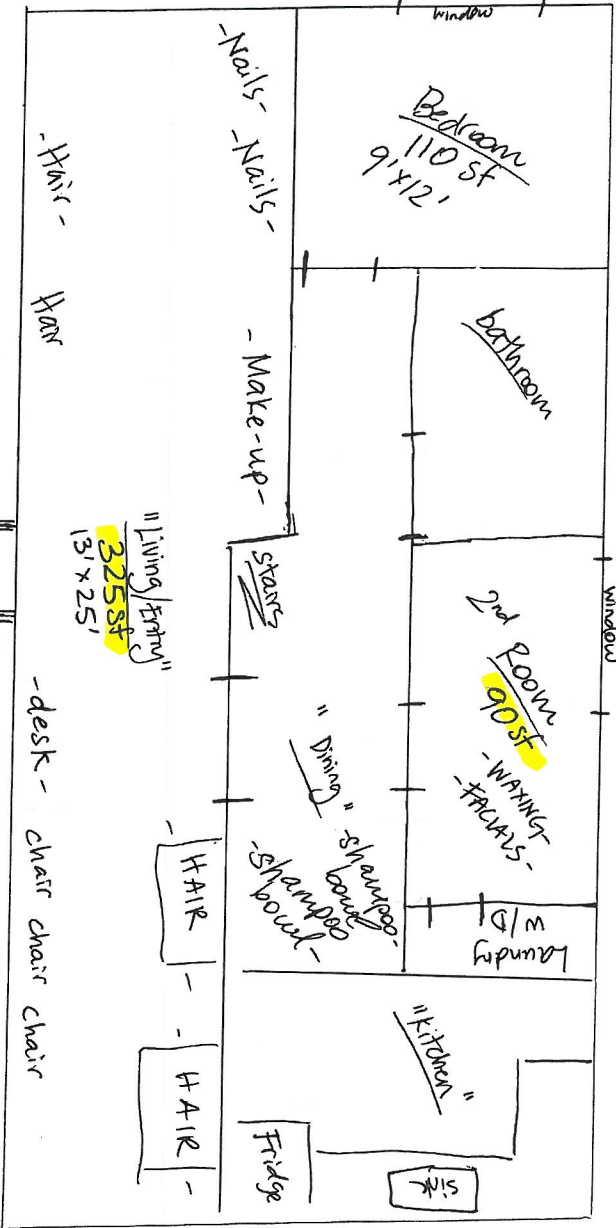
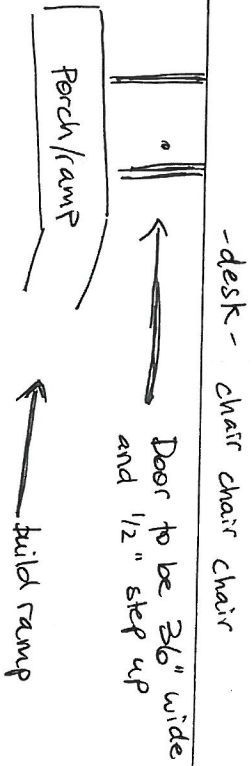
- The bathroom meets the regulations of Chap 29 per the OSSC.

- a) Base zone standards; pertinent to 19.312 M-TSA. The proposed use is in compliance with the standards set and does not conflict with any listed restricted use.
- b) Overlay zones and special areas; pertinent to 19.406 TSA Specifically 19.406.4 and 19.406.5 The property and proposal are within the allowed uses.
- c) Supplementary Development Regulations; pertinent to 19.502.1 The property does not encroach upon or interfere with public right of way and is in compliance.
- d) Off street Parking; pertinent to 19.604 is in compliance; un-sure which code for 19.605 but 2 parking spaces currently and room in back for more, at least 4-6 more if needed. Re: 19.609.3; will be in compliance with required bike racks.
- e) Public facility standards; pertinent to 19.704.1; currently applying for Land use determination. Other points do not apply.

Main Floor 884sf  
(no change in sf.)

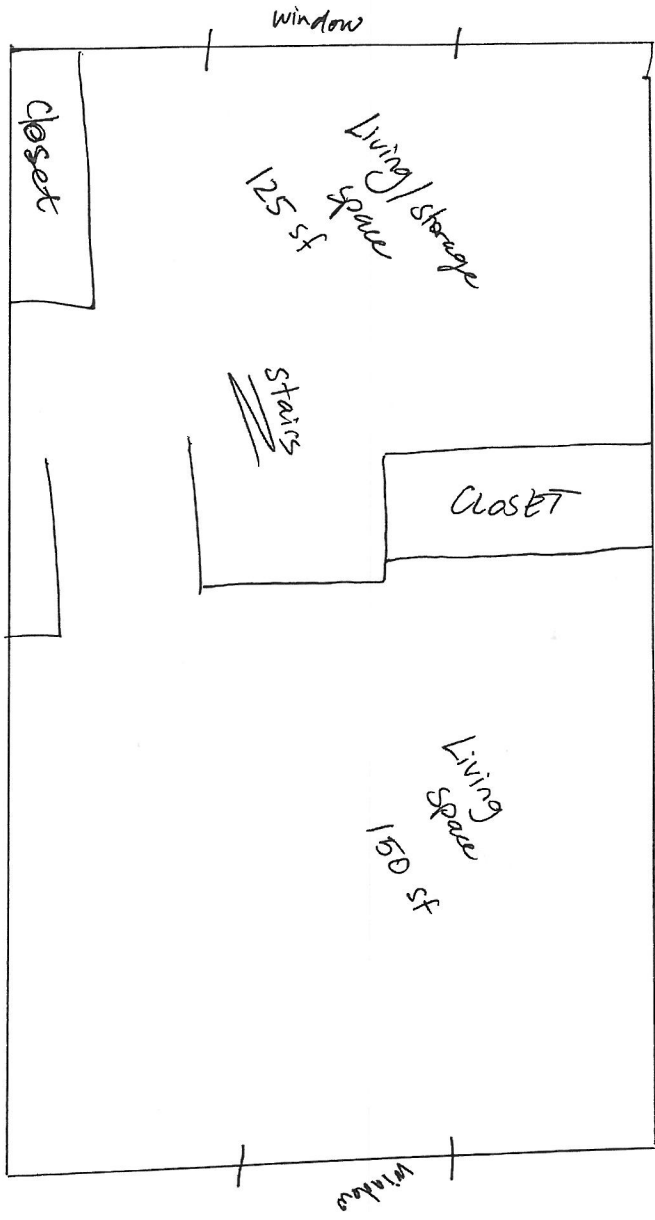


A  
1/2"





Upstairs  
can be used for living space



5.B



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# Development Review Application Worksheet

This worksheet is intended to assist you in determining if a development review application is needed. If a Type I development review is required, this form can be used to complete the application. Not all information requested on this form may be needed for your project. Please discuss your project with Planning Department staff prior to completing this form.

## Step 1: Review Type

Exempt from Development Review	Type I Development Review Excludes single-family structures/ accessory structures	Type II Development Review
<input type="checkbox"/> Single-family detached or attached structures (new or addition). <input type="checkbox"/> Single-family residential accessory structures. <input type="checkbox"/> Modifications to interior of existing buildings with no change of use.	<input type="checkbox"/> New development. <input type="checkbox"/> Expansions or modifications to structures. <input checked="" type="checkbox"/> Change in primary use (with or without development or expansion). <input type="checkbox"/> Parking area expansion/ modification of 5 or more spaces.	<input type="checkbox"/> New construction in BI Zone >1,000 sq ft. <input type="checkbox"/> New construction in M Zone >1,000 sq ft AND within 120 ft of residential zone. <input type="checkbox"/> New development reviewed against discretionary criteria/standards. <input type="checkbox"/> Large-scale projects/approval criteria not appropriate for Type I review.
<i>Development review not required. Project can proceed to obtaining building permit.</i>	<i>Development review application required. Application can be made by completing a land use application form, along with this form, and submitting development permits for review.</i>	<i>Preapplication conference is required prior to submitting a development review permit. Please discuss the preapplication conference with Planning Department staff.</i>

## Step 2: Information for Type I Development Review Application

If your project has already received land use approval, please indicate the file number: \_\_\_\_\_

Description of overall project

Site Address: 2171 SE Moores St.

Use building as zoned for retail/commercial or Live/Work. Looking for guidance on building codes, etc.

**Description of use(s):** List characteristics of uses that are or will be present on-site. Relevant information will vary depending on zoning. Commonly required information includes good/services provided, items manufactured or stored, and number of employees. *M Zone uses: refer to Milwaukie Municipal Code (MMC). 19.309.1. BI Zone uses: refer to MMC 19.310.2-4.*

Hair & nail salon, to include wax, facials. Property has been used as mixed use/Live-work. See attached rough floor plan. Looking for advice on building codes. No SF changes.

**Floor areas:** Floor areas are needed for evaluating parking ratios and the M Zone use standards in MMC 19.309.1.

Use	Existing Sq Ft	Proposed Sq Ft	Total Sq Ft
Entry area - HAIR & NAILS	325	325	325
Room off Laundry - WAX & FACIAL	90	90	90
"Dining" rm off kitchen - SHAMPOO	90	90	90
Main bed & upstairs - LIVING SPACE	275	275	275

**Other information:** Use this space to provide other information that Planning Staff needs for review of the project. Examples: uses that base parking on something other than sq ft, zoning overlays, other existing uses on multitenant sites.

As the authorized applicant I, Kirsten Canfield, 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 19.1003.3 and Oregon Revised Statutes 227.178. I understand that review of the application may be delayed if it is deemed incomplete.

Applicant Signature: 

Date: 1-19-17

**Official Use Only** Date Received (date stamp below):

Received by: \_\_\_\_\_

**RESET**