

LEWELLING

NEIGHBORHOOD DISTRICT ASSOCIATION (NDA)



Wednesday, December 11th, 2023 (6:30 - 8 PM)

City Meeting Calendar: <https://www.milwaukieoregon.gov/meetings>

IN-PERSON MEETING: Kairos-Milwaukie UCC 4790 SE Logus Road Milwaukie, Oregon 97222 (Circle Room)

Join Zoom Meeting <https://us02web.zoom.us/j/86316038476?pwd=VUd3RXpaLzVrciRERiJvWIBDNnZxQT09>

Meeting ID: 863 1603 8476 Passcode: 220958

AGENDA

- 6:30 – 6:35** **Welcome and Introductions**
- 6:35 – 6:35** **Review of Agenda, Review/Approval of Previous Month's Minutes**
- Minutes from November 2024
- 6:35 – 6:45** **Milwaukie Police Department, Public Safety Report**
- 6:45 – 6:55** **New Grant Requests**
Milwaukie High School Grad Party
- 6:55 – 7:05** **Chat with Mayor Lisa Batey**
- 7:05 – 7:20** **Committee/Officer Updates**
- Public Safety Advisory Committee (Stephan)
 - Treasurers Update (Howie)
 - Transportation Committee Report (Nick & Philip)
 - Land Use Report (Maitri)
 - Parks Report (Lisa)
- 7:20 – 7:25** **Grant Request Votes**
- **Milwaukie Museum (x2)**
 - **Bing in the New Year**
- 7:25 – 7:30** **SPOT program applications**
- 7:30 – 7:55** **Winter Solstice Discussion**
- 8:00** **Announcements**
Adjourn

Lewelling NDA
www.milwaukieoregon.gov/citymanager/lewelling-nd
City Calendar (Meetings, events, and other opportunities!) www.milwaukieoregon.gov/calendar

Chair – Camden McKone
LewellingNDACHair@gmail.com
425-591-6954
Facebook Page:
<https://www.facebook.com/LewellingNDA>

Current and past Lewelling NDA meeting agendas and minutes can be found online at www.milwaukieoregon.gov/meetings Just search by neighborhood and click "APPLY"



MILWAUKIE PLANNING
 10501 SE Main St.
 Milwaukie OR 97222
 503.786.7630
 planning@milwaukieoregon.gov

Preapplication Request Form

File #: 24-011PA

Meeting Date: 11 / 7 / 24 **Time:** 10 **Location:** 10501 SE Main St. **Today's Date:** 10 / 14 / 24

Applicants and representatives are expected to present a detailed explanation of their proposal at the conference.

The purpose of the preapplication conference is to acquaint the applicant or applicant's representative with the requirements of the municipal code in preparation for submission of a land use application, including relevant approval criteria, development standards, and procedures. The preapplication conference is not an exhaustive review of all potential issues or requirements. Furthermore, the information provided by the City is not binding, and it does not preclude the City from raising new issues or identifying additional requirements during the land use review process. (MMC 19.1002 Preapplication Conference)

Although the primary purpose is as stated above, preapplication conferences may also be used as part of a due diligence process to obtain a higher degree of certainty about a property development. An applicant is not required to be the property owner to request a preapplication conference.

SITE INFORMATION:

Site Address: 4435 SE Johnson Creek Blvd. Map & Tax Lot(s): 12E30BB & 12E30BB01000 Zone: R-MD

PROPOSAL (brief description):

Developing middle housing on my property. Planning to build a detached tri-plex and seek an expedited land division when complete.
 With an existing home, the property will be a detached quadplex.

APPLICANT:

Project Contact Name: Marcus Lacy Company: Marcus Lacy
 Mailing Address: 4435 SE Johnson Creek Blvd. Milwaukie, OR jamesboyle0@msn.com Zip: 97222
 Phone(s): 541-953-6925 Email: lacy.marcus1989@gmail.com dvsda2@comcast.net
 # of Expected Attendees: 3 Owner Architect Contractor
 Representative Engineer Other: _____

REQUESTED MEETING TYPE:

- Preapplication Meeting—1st meeting free; 2nd meeting \$50; Subsequent meetings \$100/mtg.**
 - Optional meeting with 2 City staff. No meeting notes are provided by staff.
 - Staff will coordinate meeting date and time once Submittal Information (listed on reverse) is received.
- Preapplication Conference (Staff will determine type per Fee Schedule)**
 - \$200 (Minor)** **\$400 (Major)**
 - Optional or required meeting with 3 or more staff. Meeting notes are provided by staff 2 weeks after the conference.
 - City staff from the Planning, Building, Engineering, and Public Works departments usually attend. Other public agencies (such as the Fire District) may attend as necessary.
 - Appointment times are Thursdays from 10:00 a.m.–11:00 a.m.
 - Appointments are scheduled on a first-come, first-served basis. Preapplication Requests must be submitted during counter hours, and by 12:30 p.m. every Thursday for the first appointment available.
 - Appointments must be made no less than **three weeks** before the desired meeting date for **Major projects** (e.g. commercial, industrial, multi-family, subdivisions) and no less than **two weeks** in advance of the desired meeting date for **Minor projects*** (e.g. single family, ADUs, partitions).
- Transportation Impact Study Review—\$100**
 - Mandatory second meeting if the project requires a Transportation Impact Study (TIS).
 - To be scheduled after completion of a TIS by the applicant's engineer.

IMPORTANT INFORMATION ON REVERSE SIDE

PREAPPLICATION REQUEST CHECKLIST:

Once submitted, application materials and applicant information become public record as well as constitute permission for staff to access the site in preparation for the meeting/conference.

Preapplication Meeting: Please submit electronic copies of the required information.

Minimum Requirements:

- Completed Request Form and accompanying fee (if any)
- Preliminary site plan and building plans, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
- A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
- A list of all questions or issues the applicant would like the City to address.

Preapplication Conference: Please submit electronic copies of the required information. Please refer to the [Development Project Checklist](#) for a list of items that may be applicable to your project.

Minimum Requirements

- Completed Request Form and accompanying fee.
- Narrative: A detailed description of your proposal and any specific questions you have. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
- A list of all questions or issues the applicant would like the City to address.
- Proposed elevations
- Site/Plot Plan that includes (if applicable)
 - Parcel and building setback dimensions
 - Existing and proposed structures
 - Location and dimension of existing and proposed easements, access, and driveways
 - Location of existing and proposed utilities: storm, sanitary sewers, and water (including size of service and street location)
 - Width of adjacent right-of-way
 - Existing streets abutting the property
 - Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building)
 - Slope map (if slope is 25% or more)
 - Significant tree locations (all trees with a caliper over 6 inches) (Note new tree code: www.milwaukieoregon.gov/trees)
 - Proposed stormwater detention system with topographic contours
 - Location of onsite and adjacent natural resources
 - Circulation system for vehicles, pedestrians, and bicycles

For Office Use Only:

- *Project Type:**
- Minor Developments (e.g. single-unit detached dwellings, ADUs, middle housing, partitions): 2 weeks required for review
 - Major Developments (e.g. commercial, industrial, multi-unit, subdivisions, and middle housing developments with more than 4 units): 3 weeks required for review

- Routing: File Planning (2) Engineering (2) Building
- Development Manager Public Works Fire CD Director (development)

Questions for the City of Milwaukie

Developer Questions:

1. What site improvements will be required to develop the property (city specified conditions of approval)?
2. What is the timeframe for the approval process with a Middle Housing Development (and lot recognition process)? Are we able to do city specified site improvements while we're waiting for approval?
3. What Storm Water Management System is required (does the City of Milwaukie have independent/minimum standards or does it follow Portland Metro standards)?
4. What is the inspection process and what are the time stipulations (are inspections done only on certain days of the week and times of the day, how often are inspections done, is the Oregon e permitting system used)?
5. Are there separate permits for site development and buildings (or together)?
6. Are there Water and Sewer Connection maps for active and inactive lines?
7. How should Tree Mitigation, Tree Removal, and Tree Protection Activities/Approvals be handled (should we work with a city arborist or will this be outsourced, who are all the players and what activities will be required)?
8. What is the background and history/tenure of the Inspectors we'll be working with and does the city outsource for this?

Architect Questions:

Regarding Table 1 Design Standards:

1. Building articulation: do the 5'x5' Covered Entry's satisfy this requirement?
2. Eyes on the street: Plan A garage side elevation, Plan B left side elevation, and Plan C front elevation: do these window areas meet this standard?
3. Main Entrance: do these proposed plan layouts (where the Entry Porches are located satisfy this requirement?
4. Pedestrian Circulation: Will what I've shown satisfy this requirement? With the limitations of the site dimensions, getting a 'pedestrian connection' from each residence to the ROW without crossing a driveway (and in light of what [I'm assuming..] the Fire Marshall will want) is not possible...will this work?
5. Privacy/Screening: we would like to screen the garbage enclosures and patios with 5 or 6' tall fences?
6. Sustainability: does our building positioning/orientation conforms to this standard?
7. Does this layout meet the requirements that the Fire Marshall has for access to the properties?

Regarding Utilities:

1. How is the Sanitary Sewer connection done for the 3 additional residences: is there just one 'tap' at the ROW for a new lateral that is sized correctly to take all three sewer connections? Or do we need 3 separate main line connections?
2. Water line: same question as above
3. Storm water treatment: Is the location shown ok, with respect to getting the treated water to the Storm line in the ROW?

Regarding Required Tree Canopy/Additions:

1. Is the proposed front yard area, and the rear yard behind Plan C location, adequate to meet the city's standard for this? We are proposing to keep the 30" Atlas Cedar by the project entry drive; is there anything (city standards...) that would preclude us from keeping this?

Regarding Table 2: Detailed Design Requirements:

1. We have included the below (A-K) features to meet the required 5 needed. Do these meet the requirements?

A: covered porch

C: offset building face at front elevation

E: roof eaves more than 12"

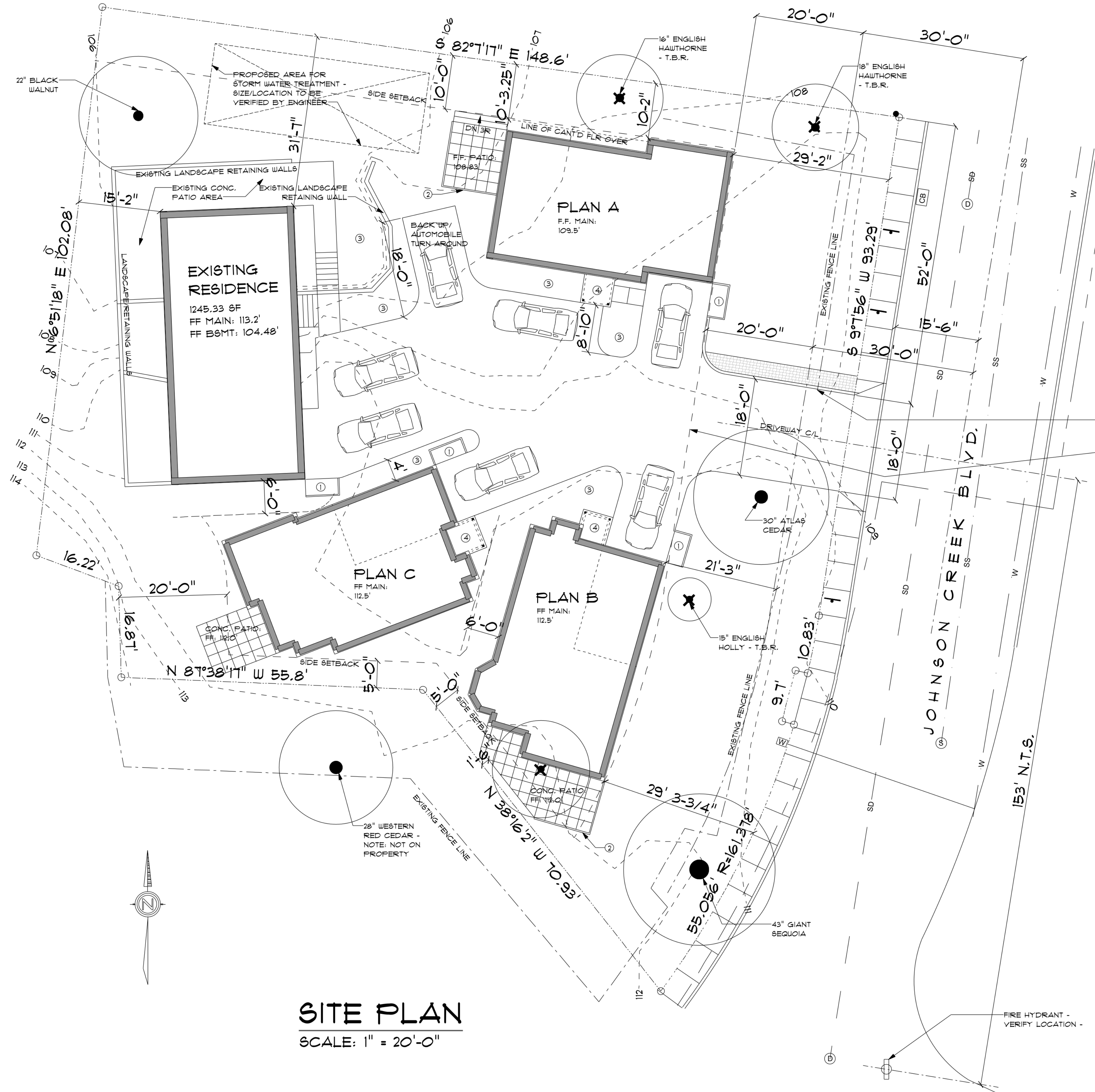
F: roof lines offset by more than 2'

H: 5" exposure Hardie lap siding

K: window trim included, material size: 5/4"x4" (mfgr: Forest Trim)

Investor Questions:

1. What are the estimated building permit costs for this project?
2. What are the estimated SDC costs for this project?



SITE PLAN
SCALE: 1" = 20'-0"

3' WIDE PERMEABLE PAVEMENT SIDEWALK BEHIND 6" TALL CURB AS SHOWN.
FRONT SETBACK PER 'EXCEPTION' LISTED IN TABLE 19-501.2.A

SITE NOTES

- ① INDICATES 3'x6' NET SIZE GARBAGE/RECYCLE BIN ENCLOSURE - WITH 6' TALL WOOD FENCE ENCLOSURE.
- ② INDICATES LOCATION OF 6' TALL WOOD PRIVACY FENCE AROUND CONCRETE SLAB PATIO AS SHOWN.
- ③ INDICATES PLANTING BEDS/ LANDSCAPING AREAS AS SHOWN.
- ④ INDICATES 5'x5' COVERED FRONT PORCH.

LOT INFORMATION

ADDRESS: 4435 S.E. JOHNSON CREEK BLVD.
ZONING: R-MD
LOT AREA: .43 ACRES/18,130 SF
LOT COVERAGE:

EXISTING RESIDENCE:	1245.3 SF
PLAN A INC. CANTILEVER, PORCH:	1103.6 SF
PLAN B INC. PORCH:	1108.3 SF
PLAN C INC. PORCH:	1059.4 SF
TOTAL BLDG COVERAGE:	4516.6 SF
LOT COVERAGE PERCENTAGE:	24.11%

HARD SURFACE CALCULATIONS:
COMMON ACCESS DRIVE, DRIVEWAYS: 1330.9 SF
EXISTING HOUSE PATIO, WALKS AREAS: 618.0 SF
PLAN A REAR PATIO, WALKS: 158.0 SF
PLAN B REAR PATIO, WALKS: 204.4 SF
PLAN C REAR PATIO, WALKS: 120.0 SF
4 3'x6' GARBAGE ENCLOSURES: 12.0 SF
TOTAL HARD SURFACES AREA: 2503.3 SF

TOTAL FRONT YARD SETBACK AREA: 4561.7 SF
AREA OF DRIVE, WALKS IN FRONT YARD SETBACK: 623.5 SF
FRONT YARD VEGETATION AREA PERCENTAGE: 87%

DATE:
7/1/24 prelim site plan issued, prelim flr plan.
8/9/24 rev'd prelim site plan issued for review
8/19/24 site plan rev'd per client consult
8/20/24 plan A rev'd layout
8/28/24 bldg locations adjusted for 6' clearance
9/2/24 revised plan for new front setback, two new plans on south side
9/4/24 revised for rev'd plan C outline
10/7/24 add/verify city reqmts per Table 1 Reg'd Design Standards

DVS DESIGN ASSOCIATES, LLC
10545 SW WOODS ST., PORTLAND, OREGON, 97225 503.292.9583

LACY MIDDLE HOUSING PROJECT
ADDING 3 ADDITIONAL UNITS
4435 SE Johnson Creek Blvd.
Milwaukie, Oregon, 97222

PROJECT NO. 23017
PAGE NO. **SITE**

DATE:
9/12/24 issue initial
elevations

DVS DESIGN
ASSOCIATES LLC
10545 SW WOODS ST., PORTLAND, OREGON, 97225 503.292.9583

LACY MIDDLE HOUSING PROJECT
ADDING 3 ADDITIONAL UNITS
4435 SE Johnson Creek Blvd.
Milwaukee, Oregon, 97222

PROJECT NO.
23017A

PAGE NO.
1

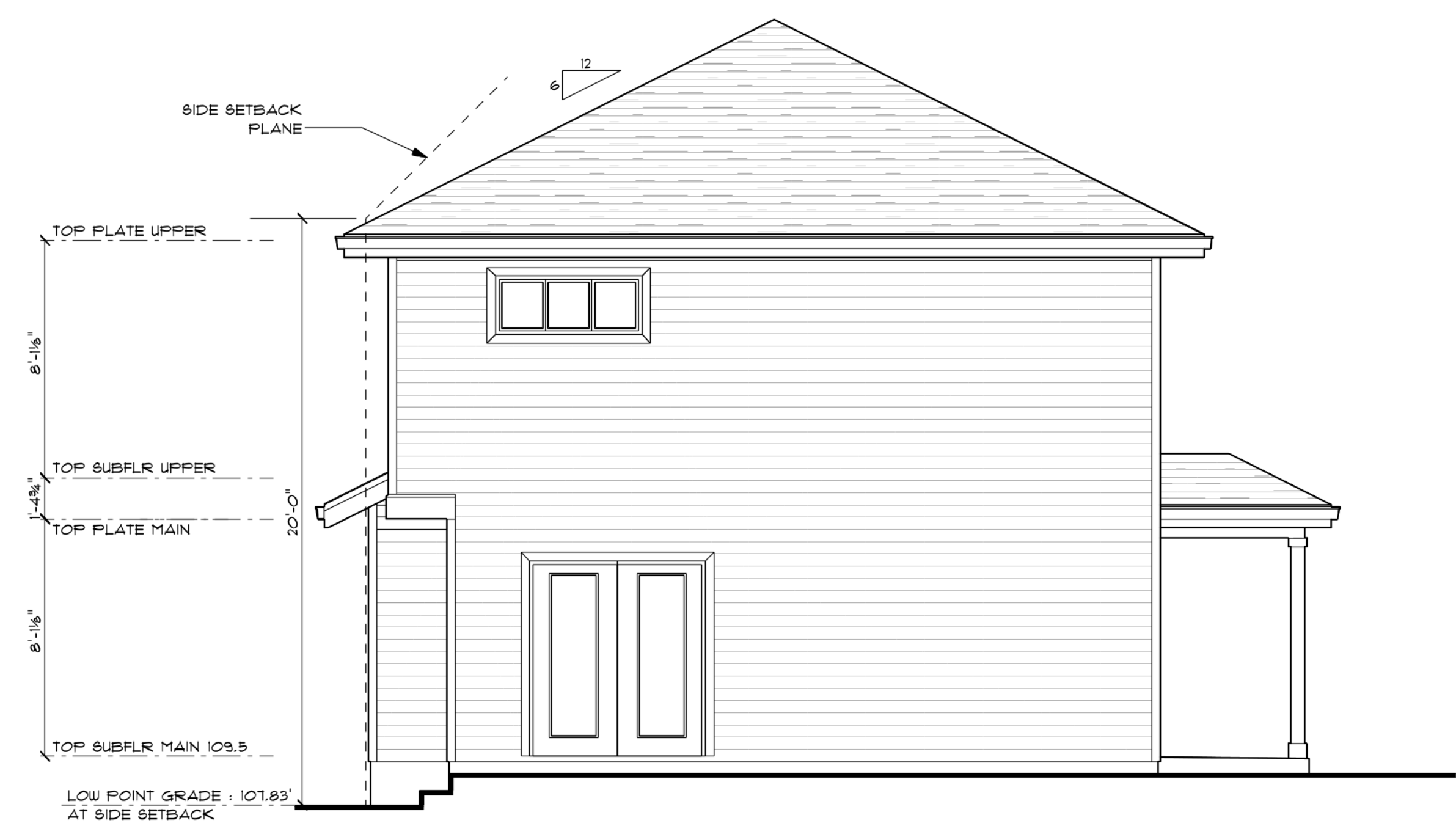


REAR ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

TOTAL WALL AREA FACING STREET: 340 SF
340 SF X 15% = 51 SF REQUIRED WINDOW AREA.
TOTAL WINDOWS FACING STREET:
4 WINDOWS AT 3'X3' = 9 SF X 4 = 36 SF
1 WINDOW AT 2'X5' = 10 SF
1 WINDOW AT 2'X3' = 6 SF
TOTAL WINDOW AREA: 52 SF

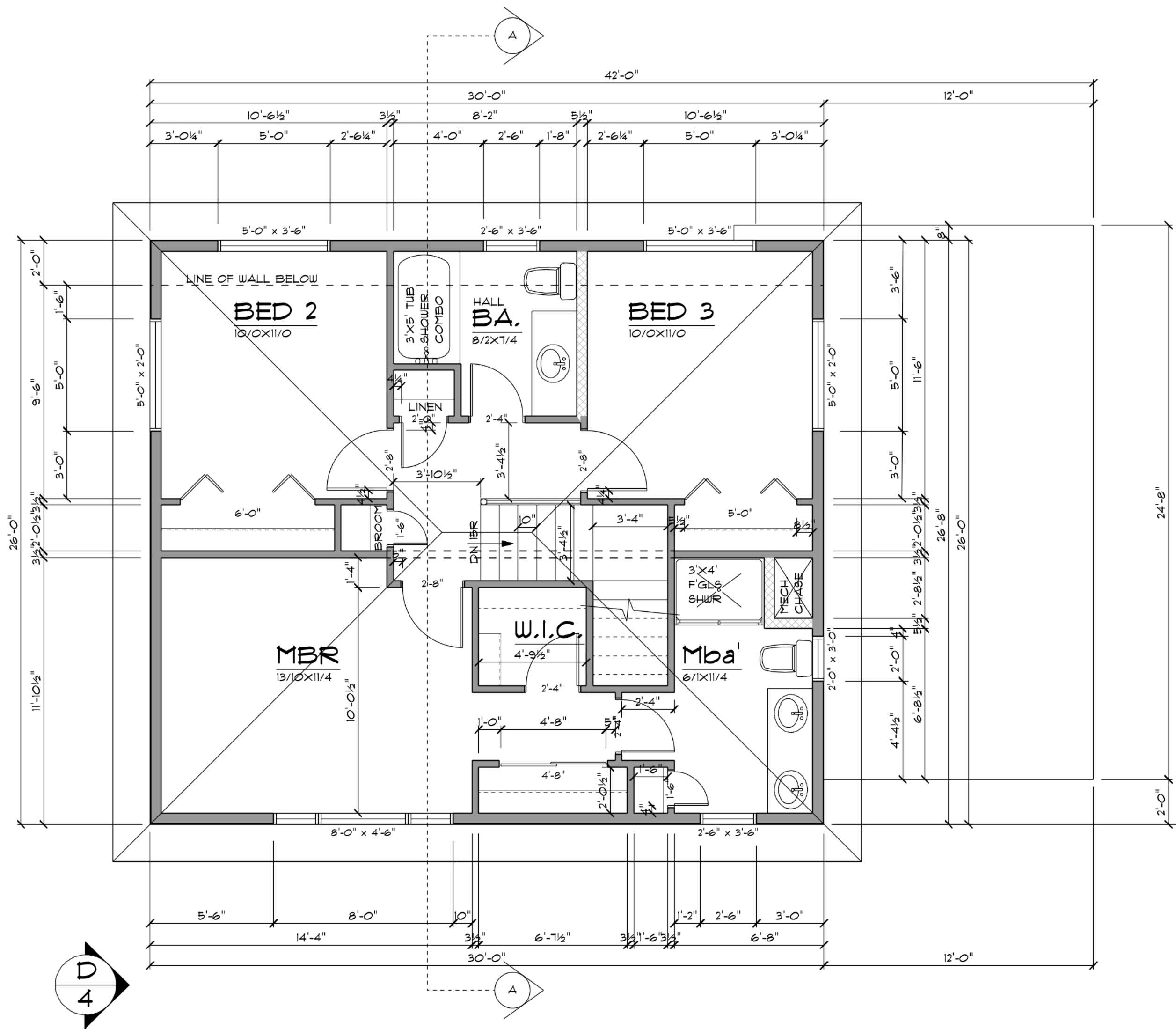


LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

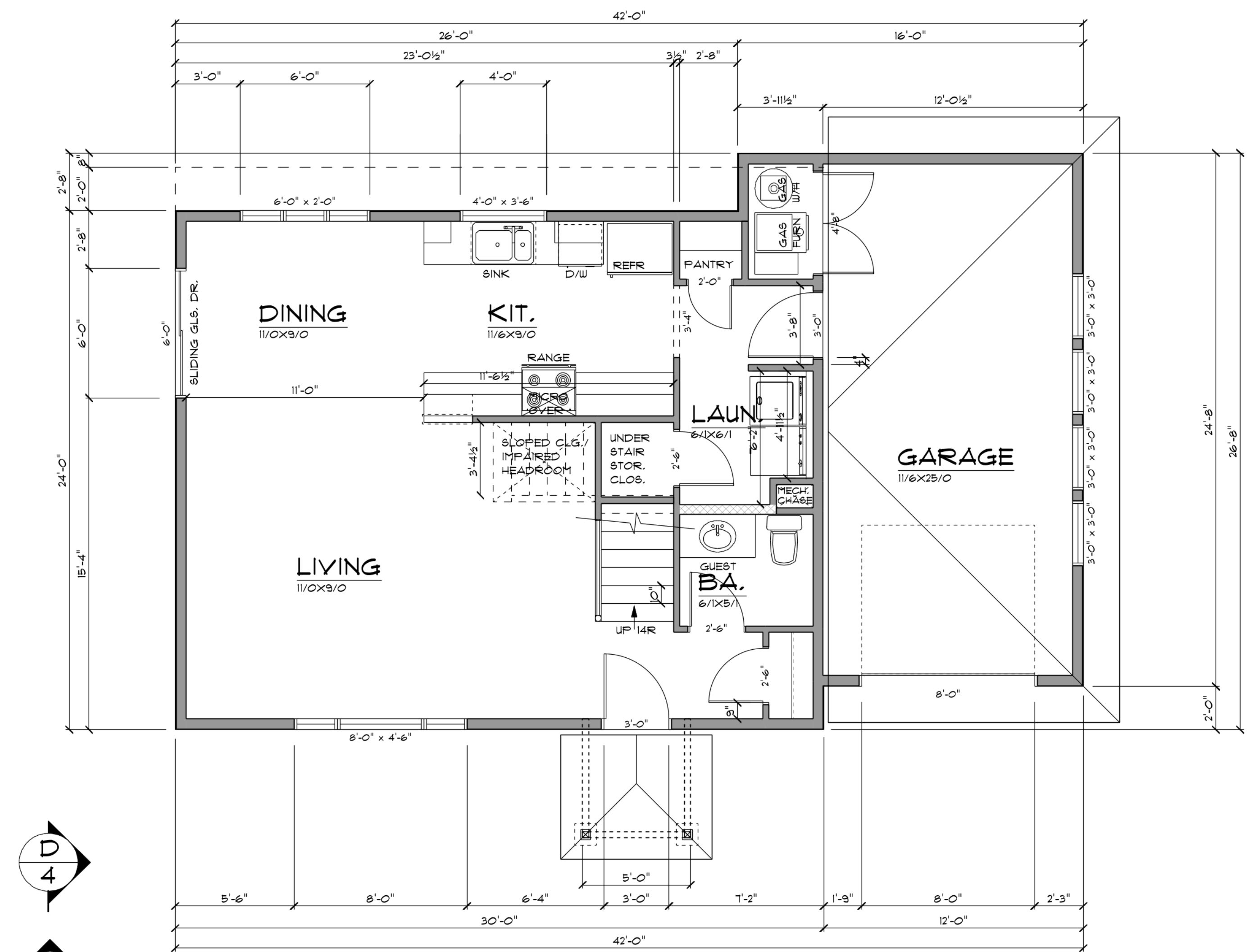


FRONT ELEVATION
SCALE: 1/4" = 1'-0"

PLAN A



136.3 SF
UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

BUILDING AREAS

MAIN FLOOR/MECH.	729.6 SF
GARAGE AREA	231 SF
TOTAL	1026.6 SF
UPPER FLOOR	136 SF
TOTAL HABITABLE	1465.6 SF

PLAN A



REAR ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

WALL AREA FACING STREET: 130 SF
130 SF X 15% = 109.5
PROPOSED WINDOWS THIS WALL:
4 WINDOWS @ 3'X5' = 60 SF
1 WINDOW @ 3'X6'6" = 19.5 SF
4 WINDOWS @ 3'X2.5' = 30 SF
TOTAL WINDOW AREA: 109.5 SF



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

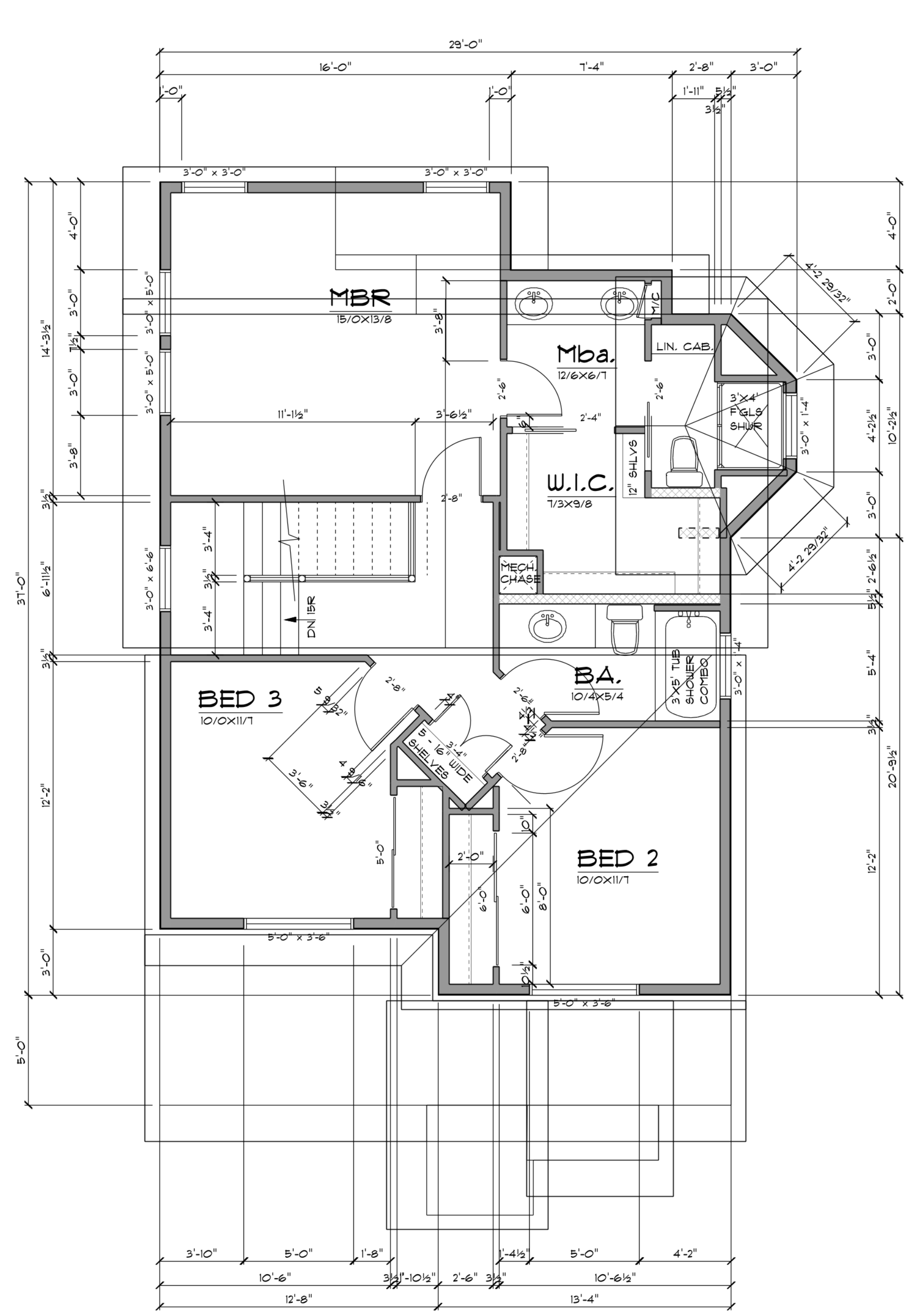
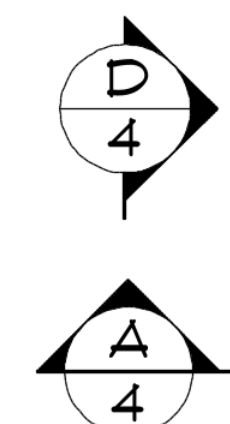
PLAN B

DVS DESIGN ASSOCIATES LLC
10545 SW WOODS ST., PORTLAND, OREGON, 97225 503.292.9583

LACY PLAN B
MIDDLE HOUSING PROJECT
4435 SE Johnson Creek Blvd.
Milwaukee, Oregon, 97222

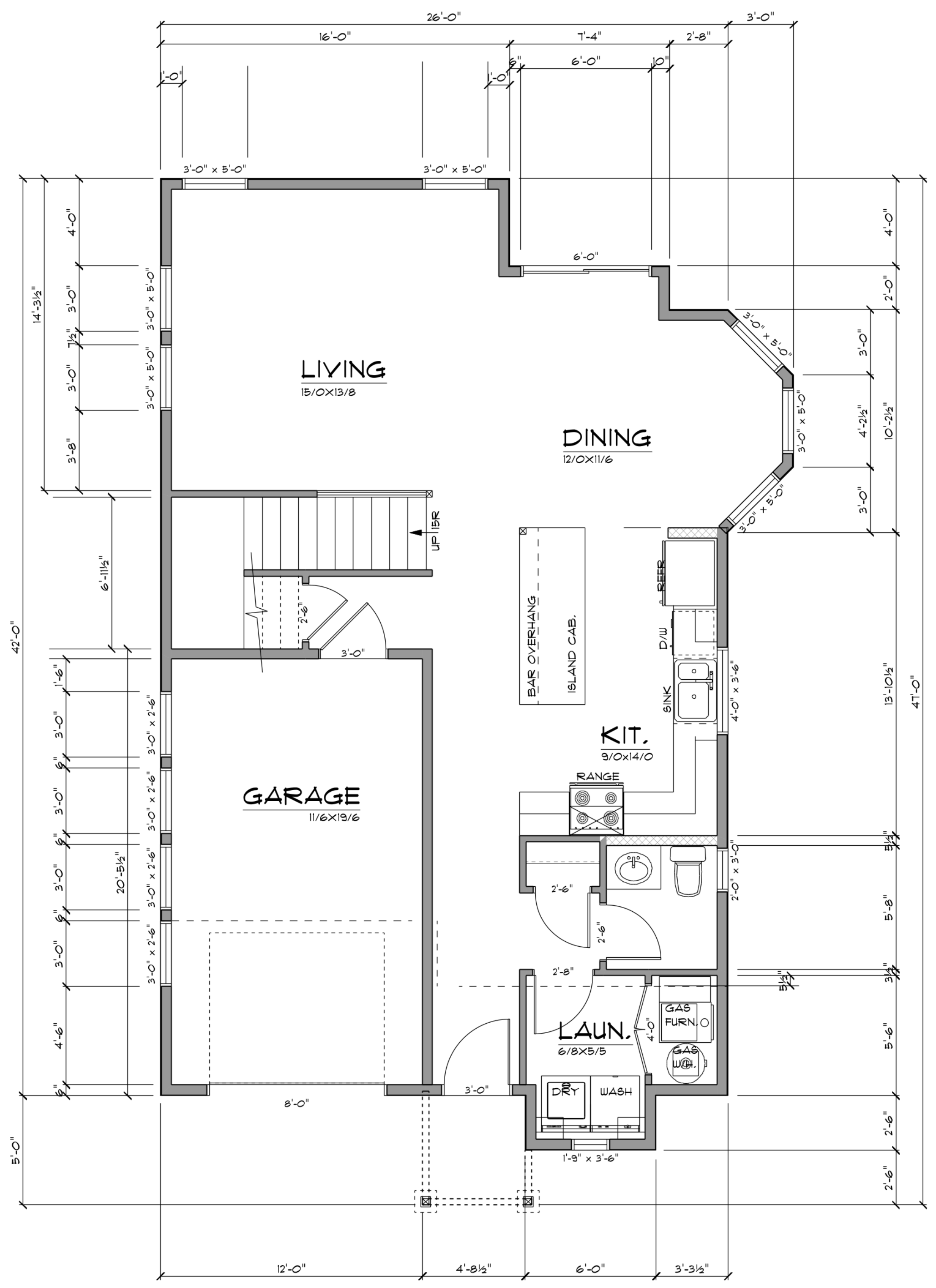
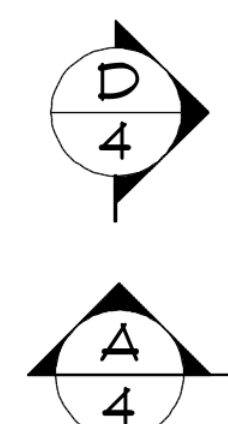
PROJECT NO.
23017B

PAGE NO.
1



UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"

BUILDING AREAS	
MAIN FLOOR/MECH.	843.3 SF
GARAGE AREA	240 SF
TOTAL	1083.3 SF
UPPER FLOOR	
TOTAL HABITABLE	839.4 SF
	1682.7 SF



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

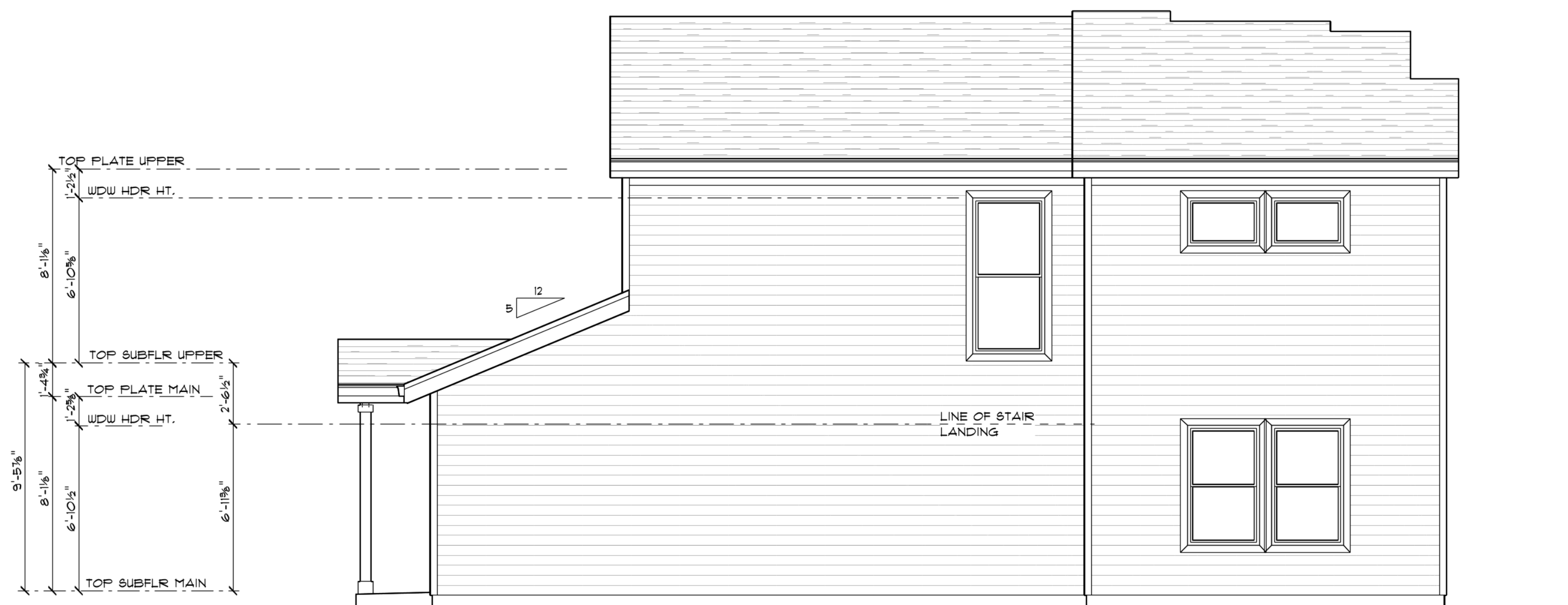
BUILDING AREAS	
MAIN FLOOR/MECH.	843.3 SF
GARAGE AREA	240 SF
TOTAL	1083.3 SF
UPPER FLOOR	
TOTAL HABITABLE	839.4 SF
	1682.7 SF

PLAN B

DATE:
9/24/24 issue prelim
exterior elevations



REAR ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

WALL AREA FACING STREET: 432 SF
430 SF X 15% = 64.8 SF
PROPOSED WINDOWS THIS WALL:
2 WINDOW @ 5'X3'6" = 35 SF
1 WINDOW @ 1'5"X3'6" = 6.12 SF
ENTRY DR: 3'X6'15" = 20.25 SF
4 GARAGE WINDOWS @ 2'1"X1.33' = 11.22 SF
TOTAL WINDOW AREA: 12.58 SF

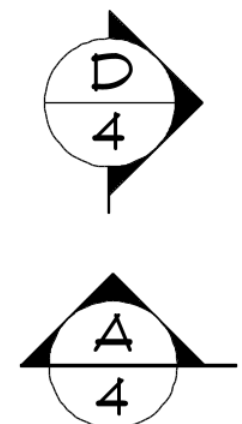
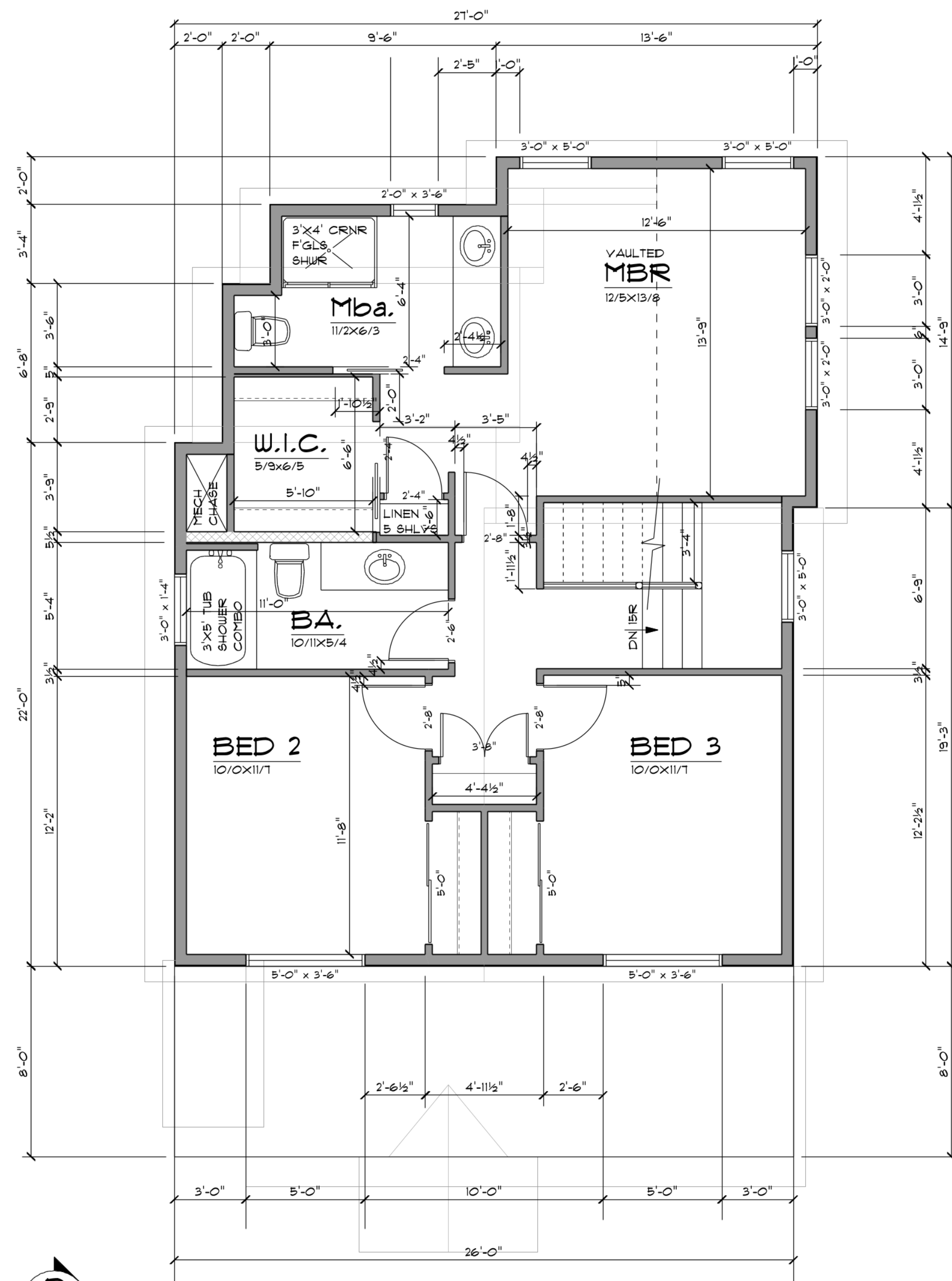
PLAN C

DVS DESIGN ASSOCIATES LLC
10545 SW WOODS ST., PORTLAND, OREGON, 97225 503.292.9583

LACY MIDDLE HOUSING PROJECT
ADDING 3 ADDITIONAL UNITS - PLAN C
4435 SE Johnson Creek Blvd.
Milwaukee, Oregon, 97222

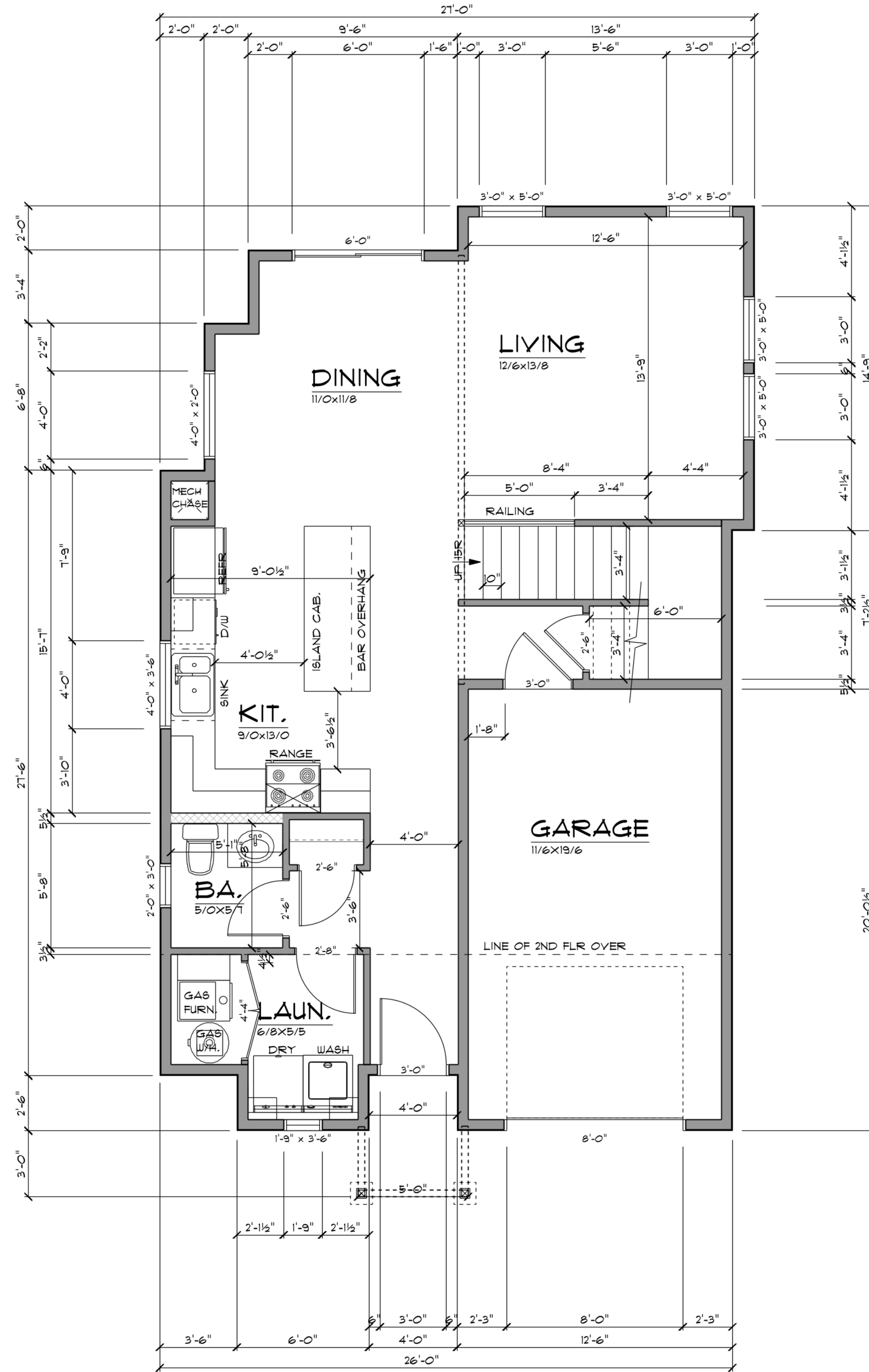
PROJECT NO.
23017C

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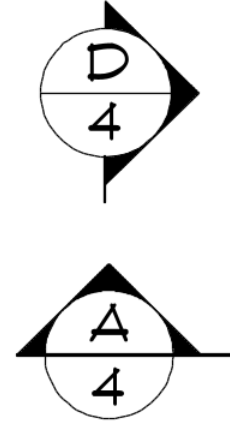
UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"

BUILDING AREAS	
MAIN FLOOR/MECH.	792.6 SF
GARAGE AREA	241.8 SF
TOTAL	1034.4 SF
UPPER FLOOR	
TOTAL HABITABLE	822.9 SF
TOTAL HABITABLE	1615.5 SF



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

BUILDING AREAS	
MAIN FLOOR/MECH.	792.6 SF
GARAGE AREA	241.8 SF
TOTAL	1034.4 SF
UPPER FLOOR	
TOTAL HABITABLE	822.9 SF
TOTAL HABITABLE	1615.5 SF



PLAN C

DATE:
9/24/24 issue prelim
exterior elevations

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LACY MIDDLE HOUSING PROJECT
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4435 SE Johnson Creek Blvd.
Milwaukee, Oregon, 97222

PROJECT NO.
23017C

PAGE NO.
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CITY OF MILWAUKIE

November 21, 2024

Marcus Lacy
4435 SE Johnson Creek Blvd.
Milwaukie, OR 97222

Re: Preapplication Report

Dear Marcus:

Enclosed is the Preapplication Report Summary from your meeting with the City on 11/07/2024, concerning your proposal for action on property located at 4435 SE Johnson Creek Blvd.

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Manager may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Manager may require a new preapplication conference.

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

Sincerely,

Petra Johnson
Administrative Specialist II



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

Preapplication Conference Report

Project ID: 24-011PA

This report is provided as a follow-up to the meeting that was held on 11/7/2024 at 10:00 AM

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

APPLICANT AND PROJECT INFORMATION

Applicant:	Marcus Lacy	Applicant Role: Owner
Applicant Address:	4435 SE Johnson Creek Blvd	
Company:		
Project Name:	Johnson Creek Blvd Quadplex	
Project Address:	4435 SE Johnson Creek Blvd	Zone: R-MD
Project Description:	Detached quadplex	
Current Use:	SFR	
Applicants Present:	Marcus Lacy, James Boyle, Daniel Smith	
Staff Present:	Vera Kalias (Senior Planner), Jeff Tolentino (Assistant City Engineer), Courtney Wilson (Urban Forester), Patrick McLeod (Building Official), Ben Green (Engineering Tech II)	

PLANNING COMMENTS

Zoning Compliance (MMC Title 19)

<input checked="" type="checkbox"/>	Use Standards (e.g., residential, commercial, accessory)	The property is zoned Moderate Density Residential (R-MD), which allows a variety of residential housing types, including single-unit detached dwellings, duplexes, triplexes, quadplexes, townhouses, and cottage cluster development. https://ecode360.com/43866076
<input checked="" type="checkbox"/>	Dimensional Standards	Dimensional standards for the R-MD zone vary based on the lot size and are provided in Milwaukie Municipal Code (MMC) Table 19.301.4. Setback requirements for lots 7,000 sq ft and larger are as follows: Front yard = 20 ft Side yard = 5 ft & 10 ft Rear yard = 20 ft Side yard height plane = At minimum setback, at the 20-ft height mark the structure must start moving away from the side property line at no steeper an angle of 45°. https://ecode360.com/43866076

	<p>MMC Subsection 19.501.2.B allows eaves and overhangs to extend up to 3 ft into a front or rear yard and up to 2 ft into a side yard.</p> <p>For middle housing land divisions, the dimensional standards of MMC Table 19.301.4 are not applicable to the new sublots, as the overall property (the parent lot) must show compliance prior to the middle house land division being allowed.</p> <p>All development standards, including lot coverage and landscaping, apply to the parent lot, not to the individual sublots.</p>
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Land Use Review Process

<input checked="" type="checkbox"/>	Applications Needed, Fees, and Review Type	<p>No land use application is required for the development of middle housing unless a variance is requested. Applicable standards for development will be reviewed and confirmed as part of the building permit review.</p> <p>Fees for middle housing land division process:</p> <ul style="list-style-type: none"> • Middle housing land division, preliminary plat (Type II) = \$2,000 • Final Plat for middle housing land division (Type I) = \$200
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<input checked="" type="checkbox"/>	Application Process	<p>Middle housing land division (MHL): A middle housing land division is a land division that establishes unique lots for middle housing units that have been developed or approved for development; this is different from a land division to create standard lots that may be developed later with middle housing. Middle housing land divisions are processed with an expedited Type II review and are recorded with a final plat to complete the process.</p> <p>Before a middle housing land division can be initiated, the corresponding middle housing development permits must have been submitted. However, the approval of the preliminary plat for the MHL will not be issued before the development permits have been approved and issued. The applicant must submit a complete electronic copy of all application materials for the City's initial review. For the middle housing land division, a determination of the application's completeness will be issued within 21 days. If the application is deemed incomplete, City staff will provide a list of items to be addressed upon resubmittal.</p> <p>For middle housing land divisions, the state requires decisions to be issued within 63 days of being deemed complete. Staff will work within the Type II process, sending the required public notice (to property owners and current residents within 300 ft of the subject property) within seven (7) days of the application being deemed complete. A sign with notice of the application must also be posted on the site. The application will be referred to other relevant departments and agencies for review and comment. Parties will have at least 14 days to provide comments before a decision is issued by the Planning Manager.</p> <p>The final plat for the middle housing units can be signed as soon after the preliminary plat approval as any associated conditions of approval have been met, and not necessarily in conjunction with any particular stage of construction on the site itself.</p> <p>https://ecode360.com/44902857</p> <p>Land use application: https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/42771/landuse_application_rev.pdf</p> <p>Submittal requirements form: https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/39251/submittal_rqmts_form_revised.pdf</p>
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Overlay Zones (MMC 19.400)

<input type="checkbox"/>	Willamette Greenway	The site is not in the Willamette Greenway
<input type="checkbox"/>	Natural Resources	There are no designated natural resources on the subject property.

<input type="checkbox"/>	Historic Preservation	
<input type="checkbox"/>	Flex Space Overlay	

Site Improvements/Site Context

<input checked="" type="checkbox"/>	Landscaping Requirements	<p>The R-MD zone requires a minimum of 30% of the site to be vegetated (for lots 7,000 sq ft and above). A maximum of 30% of the lot area can be covered with structures (taller than 18 inches or more above grade), not including eaves and overhangs. This would apply to the parent lot, not the individual sublots.</p> <p>https://ecode360.com/43866076</p>
<input type="checkbox"/>	Onsite Pedestrian/Bike Improvements	
<input type="checkbox"/>	Connectivity to surrounding properties	
<input type="checkbox"/>	Circulation	
<input checked="" type="checkbox"/>	Building Design Standards (MMC 19.505)	<p>Design standards for new single detached and middle housing dwellings are provided in MMC Subsection 19.505.1.</p> <p>The building design standards apply when the closest wall of the street-facing façade is within 50 ft of a front or street-side lot line and include requirements for articulation, eyes on the street, main entrance, and detailed design. The existing dwelling presumably meets all applicable design standards but is not required to come into compliance if nonconforming—it simply cannot be pushed out of (or farther out of) compliance because of the proposed development.</p> <p>Note that the design standards, except for main entrance, apply to both the front of the dwelling and to the side of the homes within 50 ft of the street.</p> <p>Site design standards include a requirement that detached units be at least 6 ft apart, with other standards for pedestrian circulation, privacy and screening, sustainability, and recycling areas.</p> <p>Fences along the lot perimeter are allowed up to 6 ft in height along side and rear boundaries but only up to 42 in (3.5 ft) where in front of the front face of the primary structure. Fences on the interior of the overall lot (i.e., along new middle housing lot lines) are limited to a height of 3 ft.</p> <p>https://ecode360.com/43862921</p> <p>R-MD zoning worksheet: https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/43721/r-md_zonews_form.pdf</p> <p>Design standards worksheet (required for each dwelling unit): https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/12375/3/one_to_four_units_design_standards_form_revised_aug2024.pdf</p>
<input type="checkbox"/>	Downtown Design Review (MMC 19.907) and Downtown Design Standards (MMC 19.508)	

Parking Standards (MMC 19.600)

<input checked="" type="checkbox"/>	Residential Off-Street Parking Requirements	For middle housing (plex) development, there is no minimum number of required off-street parking spaces but there is a maximum allowance of 1 space per dwelling unit.
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		<p>MMC Subsection 19.607.1 establishes standards for residential driveways and vehicle parking areas. Note that in MMC Subsection 19.607.1.D there are several limitations on off-street parking, including that no more than 50% of a front yard area or 30% of a street-side yard area can be for parking or maneuvering. No more than three (3) parking spaces (9 ft by 18 ft in dimension) can be in the required front yard (based on the minimum setback).</p> <p>Driveways must be no wider than their corresponding approaches within a certain distance of the right-of-way boundary—see Figures 19.607.1.E.1 and E.2 for illustrations of widening options.</p>
<input type="checkbox"/>	Commercial Parking Requirements (MMC 19.600)	
Approval Criteria (MMC 19.900)		
<input type="checkbox"/>	Community Service Use (CSU) (MMC 19.904)	
<input type="checkbox"/>	Conditional Use (MMC 19.905)	
<input type="checkbox"/>	Variance (MMC 19.911)	
Land Division (MMC Title 17)		
<input checked="" type="checkbox"/>	Design Standards	<p>Once middle housing is developed (or approved for development), the property can be divided to place each middle housing unit on its own lot. This kind of land division does not require that each new middle housing lot comply with the same development and design standards as the “parent” lot, but the resulting new middle housing lots cannot be further divided. The middle housing land division process is an expedited one and is handled with Type II review; the final decision (including an appeal, if necessary) must be issued within 63 days of the application being deemed complete.</p>
<input checked="" type="checkbox"/>	Preliminary Plat Requirements	<p>Middle housing land divisions are processed in two steps, with a preliminary plat and then a final plat.</p> <p>MMC Subsection 17.26.010.D establishes specific approval criteria for preliminary plats for middle housing land divisions. The application must include a narrative description demonstrating that the proposal meets all applicable code requirements and design standards, and it must meet the following criteria:</p> <ol style="list-style-type: none"> 1) The proposed plat complies with Title 19 and other applicable regulations and standards. 2) The proposed land division allows for reasonable development and does not create the need for a variance. 3) The proposed subdivision plat name is not duplicative and satisfies all applicable standards of ORS 92.090(1). 4) The streets and roads are laid out so as to conform to the plats of subdivisions already approved for adjoining property as to width, general direction, and in all other respects unless the City determines it is in the public interest to modify the street pattern. 5) Specific approval criteria for middle housing land divisions: <ol style="list-style-type: none"> a. The middle housing development complies with the Oregon Residential Specialty code and the applicable middle housing regulations in this code. To demonstrate compliance with this criterion, the applicant must submit approved building permits or concurrent building permits demonstrating that existing or proposed structures comply with the Oregon Residential Specialty Code and middle housing regulations in Titles 12 and 19. b. The middle housing development is in compliance with the land use regulations applicable to the parent lot allowed under ORS 197.758(5).

		<ul style="list-style-type: none"> c. Separate utility service connections for public water, sewer, and stormwater will be provided for each dwelling unit. d. Easements will be provided as necessary for each dwelling unit on the site for: <ul style="list-style-type: none"> i. Locating, accessing, replacing, and servicing all utilities; ii. Pedestrian access from each dwelling unit to a private or public road; iii. Any common use areas or shared building elements; iv. Any dedicated driveways or parking; and v. Any dedicated common area. e. Exactly one dwelling unit will be located on each subplot except for lots or tracts used as common areas, on which no dwelling units will be permitted. f. Buildings or structures on a subplot will comply with applicable building codes provisions relating to new property lines. g. Structures or buildings located on the sublots will comply with the Oregon Residential Specialty Code. h. Where a resulting lot abuts a street that does not meet City standards, street frontage improvements will be constructed and, if necessary, additional right-of-way will be dedicated, pursuant to Chapter 19.700. i. The proposed middle housing land division will not cause any existing improvements on the sublots to be inconsistent with applicable standards in this land use code. <p>The City will attach conditions of approval of a preliminary plat for a middle housing land division to require that a notation appear on the final plat indicating:</p> <ul style="list-style-type: none"> 1) The sublots shown on the tentative plan were created pursuant to a middle housing land division and may not be further divided. 2) The middle housing developed on the sublots shown on the preliminary plat must remain middle housing and will not be considered to be any other housing type as a result of the middle housing land division. 3) Accessory dwelling units are not permitted on sublots resulting from a middle housing land division. 4) Ensure that improvements associated with review criteria in this section are provided. <p>The preliminary plat approval of a middle housing land division is void if and only if a final middle housing land division plat is not approved within three years of the tentative approval.</p> <p>https://ecode360.com/44902857</p> <p>Preliminary plat checklist: https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/38211/preliminaryplatchecklist_form_revised.pdf</p>
<input checked="" type="checkbox"/>	Final Plat Requirements (See Engineering Section of this Report)	<p>MMC Section 17.16.060 provides application requirements and procedures for final plats, with a reference to the City's final plat checklist. The checklist outlines the specific pieces of information that must be shown on the plat, based on the provisions for final plat established in MMC Chapter 17.22.</p> <p>MMC Section 17.18.030 establishes the following approval criteria for final plats:</p> <ul style="list-style-type: none"> 1) Compliance with the preliminary plat approved by the approval authority, with all conditions of approval satisfied. 2) The preliminary plat approval has not lapsed. 3) The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities. 4) The plat contains a donation to the public of all common improvements, including streets, roads, parks, sewage disposal, and water supply systems.

		<p>5) All common improvements required as conditions of approval have been described and referenced on the plat, and where appropriate, instruments to be recorded have been submitted.</p> <p>6) The plat complies with the Zoning Ordinance and other applicable ordinances and regulations.</p> <p>7) Submission of signed deeds when access control strips are shown on the plat.</p> <p>8) The plat contains an affidavit by the land surveyor who surveyed that the land represented on the plat was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92.060. The plat must indicate the initial point of the survey and give the dimensions and kind of such monument and its reference to some corner established by the U.S. Survey or giving two or more objects for identifying its location.</p> <p>9) The final plat includes the following:</p> <ul style="list-style-type: none"> a. A note prohibiting further division of the sublots; b. Labels and descriptions of all tracts; c. A reference to any deed restrictions imposed on the lot or sublots as a condition of approval of the original lot creation, subplot plan, or development approval; and d. The middle housing developed on the sublots shown on the final plat must remain middle housing and will not be considered to be any other housing type as a result of the middle housing land division. <p>10) The City's Engineering Department has provided written confirmation that a sewage disposal system will be available to the subplot line of each subplot depicted in the final subplot plat.</p> <p>11) All public improvements have been installed and inspected and have been approved.</p> <p>12) A copy of the recorded document establishing a homeowner's association or similar entity to manage all commonly held areas located in tracts has been provided to the City. At a minimum this document must include the following:</p> <ul style="list-style-type: none"> a. A description of the common elements located in tracts. b. An allocation to each unit included in the subplot plat of an undivided and equal interest in the common elements and the method used to establish the allocation. c. An establishment of use rights for common elements, including responsibility for enforcement, and d. A maintenance agreement for common elements, including an allocation or method of determining liability for a failure to maintain. <p>Note that construction of any required public improvements must be completed, inspected, and accepted by the City prior to the City's sign-off on the final plat, unless an arrangement for bonding or other interim measure is made and agreed upon by the City. In the case of the proposed development, public improvements may include a new accessway and a 10-ft Public Utility Easement.</p> <p>https://ecode360.com/44902896</p> <p>Final Plat checklist: https://www.milwaukieoregon.gov/sites/default/files/fileattachments/planning/page/38211/finalplatchecklist_form_revised.pdf</p>
<input type="checkbox"/>	Other Requirements	
Sign Code Compliance (MMC Title 14)		
<input type="checkbox"/>	Sign Requirements	
Noise (MMC Title 16)		
<input type="checkbox"/>	Noise Mitigation (MMC 16.24)	

Neighborhood District Associations		
<input checked="" type="checkbox"/>	Lewelling	<p>Prior to submitting the application, the applicant is encouraged (but not required) to present the project at a regular meeting of the relevant Neighborhood District Association (NDA), in this case the Lewelling NDA.</p> <p><u>Lewelling NDA contact:</u> Camden McKone, Chair lewellingndachair@gmail.com / 425-591-6954</p> <p>Regular meeting schedule is the second Wednesday of most months. Please check the City calendar to confirm whether the meeting will be in person, online, or both. https://www.milwaukieoregon.gov/citymanager/lewelling-nda</p>
	Choose an item.	
	Choose an item.	
Other Permits/Registration		
<input type="checkbox"/>	Business Registration	
<input type="checkbox"/>	Home Occupation Compliance (MMC 19.507)	
Additional Planning Notes		
<p>Note that, following middle housing land division, the sublots are still collectively considered a single lot or parcel for all but platting and property transfer purposes. For example, an accessory dwelling unit (ADU) cannot be developed on any of the sublots. Future improvements on any of the sublots (such as accessory structures) will have to be mindful of the overall property's limitations with respect to maximum lot coverage and minimum vegetation requirements.</p>		
ENGINEERING & PUBLIC WORKS COMMENTS		
Public Facility Improvements (MMC 19.700)		
<input checked="" type="checkbox"/>	Applicability (MMC 19.702)	<p>MMC 19.702 establishes the applicability of MMC 19.700, including to partitions, subdivisions, replats, new construction, and modification and/or expansion of an existing structure or a change or intensification in use that results in a new dwelling unit, any new increase in gross floor area, and/or in any projected increase in vehicle trips.</p> <p>The proposal is to construct three new detached dwellings. MMC 19.700 applies.</p>
<input type="checkbox"/>	Transportation Facilities Review (MMC 19.703)	Per MMC 19.703.2, because the proposed development does not trigger a Transportation Impact Study (TIS), a Transportation Facilities Review (TFR) application is not required.
<input type="checkbox"/>	Transportation Impact Study (MMC 19.704)	
<input checked="" type="checkbox"/>	Agency Notification (MMC 19.707)	<p>The City must provide notification to Metro and Clackamas County whenever a proposed development is within 200 ft of a designated arterial or collector roadway. Notice must be provided to TriMet whenever a proposed development is within 200 ft of an existing or proposed transit route on the current TriMet service map and/or Figure 7-3 of the Transportation System Plan (TSP).</p> <p>The subject property has frontage on Johnson Creek Blvd, which is a collector roadway, so Metro and Clackamas County will be notified. Johnson Creek Blvd has an existing bus route, so TriMet will be notified.</p>

<input checked="" type="checkbox"/>	Transportation Requirements (MMC 19.708)	<p>Access Management: All development subject to MMC 19.700 must comply with access management standards contained in MMC 12.16.</p> <p>Clear Vision: All developments subject to MMC 19.700 must comply with clear vision standards contained in MMC 12.24.</p> <p>A 10' ROW dedication for Johnson Creek Blvd will be required to construct all required improvements as described in this section.</p> <p>All new streets shall be dedicated, designed, and improved in accordance with MMC 19.700 and the city's Public Works Standards.</p> <p>Street improvement design is subject to plan review and approval. Improvements for the right-of-way include (but are not limited to): 8-ft wide curb tight sidewalk, ADA ramp, and relocating signs. Sidewalks may be reduced to 48" within the dripline of the 43" Giant Sequoia and the 30" Atlas Cedar located along the site frontage. All sidewalks must maintain a minimum 48" clear width at all times.</p> <p>The existing accessways on Johnson Creek Blvd will be replaced and must comply with Street and Sidewalk Excavations, Construction, and Repair standards contained in MMC 12.08, all applicable Americans with Disabilities Act standards and requirements, and City of Milwaukie's Public Works Standards.</p> <p>The applicant must provide engineered plans for review and approval prior to permit issuance and construction. A Right-of-Way permit is required to construct all right-of-way improvements.</p>
<input checked="" type="checkbox"/>	Utility Requirements (MMC 19.709)	<p>Water and sewer laterals shall be located in a combined trench, with a single continuous trench patch, across Johnson Creek Blvd. Clear space separation between all laterals must be a minimum of 18-inches.</p> <p>Abandonment of existing city mainlines within the property is allowable subject to plan review and permit approval. The applicant must provide engineering plans for review prior to permit issuance and construction. A Right-of-Way permit is required to construct these improvements.</p>
Flood Hazard Area (MMC 18)		
<input type="checkbox"/>	Development Permit (MMC 18.16.030)	The subject property is not in a flood hazard zone.
<input type="checkbox"/>	General Standards (MMC 18.04.150)	
<input type="checkbox"/>	Compensatory Storage (MMC 18.20.020)	
<input type="checkbox"/>	Floodways (MMC 18.20.010.B)	
Environmental Protection (MMC 16)		
<input type="checkbox"/>	Weak Foundation Soils (MMC 16.16)	
<input checked="" type="checkbox"/>	Erosion Control (MMC 16.28)	<p>Prevent sediment generated from construction from entering the roadway and Johnson Creek. Sweep any sediment off the roadway immediately.</p> <p>Maintenance of perimeter protections (removing accumulated sediment) on the north and east property lines will be required for compliance.</p> <p>Erosion control and prevention is required as outlined in MMC 16.28 Standard Erosion Prevention and Sediment Control notes</p>

		<p>Projects that disturb more than 500 sq ft within the City of Milwaukie limits require an Erosion Control Permit from the City's Building Department. Even projects that are less than 500 sq ft may require a permit based on site conditions and proximity to natural resources such as wetlands and waterways. The applicant must submit an erosion control plan for their project that accurately depicts how sediment will be controlled during the duration of the project.</p> <p>Please review the City's Erosion Prevention and Sediment Control requirements. The applicant is encouraged to use the City's adopted Erosion Prevention and Sediment Control Planning & Design Manual (2020) for assistance in designing an erosion control plan.</p> <p>For more information, please visit https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control or contact erosioncontrol@milwaukieoregon.gov.</p>
<input checked="" type="checkbox"/>	<p>Tree Code (MMC 16.32)</p>	<p>All public trees over 2" in diameter at breast height (DBH) are regulated by the public tree code. Public trees are to be protected through development and included on the inventory and protection plan required by the private development tree code (MMC 16.32.042). Public tree removals require an approved permit for removal, which includes a notice period lasting 14 days but can extend to 28 days if public comment is received.</p> <p>Public trees require a permit for planting (free) – visit milwaukieoregon.gov/trees to learn more.</p> <p>Frontage improvements include tree replanting requirements in the public right-of-way (ROW) following the public works standards. Public trees may count for partial credit in the development tree code as described in MMC 16.32.042.</p> <p>The tax lot included in the development site will be subject to the development tree code (MMC 16.32.042 A-H.)</p> <p>The development tree code requires compliance and/or mitigation associated with the following standards:</p> <ul style="list-style-type: none"> - Preservation standard - Planting standard - Protection standard - Soil volume standard <p>For more information on these standards, view the documents attached at the bottom of the residential development tree permits webpage here. Mitigation fees are outlined in the city's fee schedule. The applicant may seek a variance for one or more of these standards through a Type III variance process (MMC 16.32.042.E).</p> <p>Note that there is no preservation mitigation fee assessed for trees removed above the 30% canopy cover threshold. The lot must provide a minimum of 40% canopy, either by planting or by paying a mitigation fee of \$5 per sq ft of needed canopy. Large-diameter trees receive bonus canopy multipliers depending on their size.</p> <p>Bonds are required for tree protection and post development warranties as outlined in the fee schedule.</p> <p>Submittal requirements are outlined in MMC 16.32.042.H. An ISA Certified Arborist is required to submit the final documents to the city as defined in MMC 16.32.042. Additional supportive documentation, including canopy lists and tree protection and planting guidance are available at www.milwaukieoregon.gov/trees.</p> <p>The development tree code application is due at time of building permit application unless a variance is being requested through the land use application process. Building permits will not be approved without completion and approval of the development tree code application.</p> <p>For more information, please contact urbanforest@milwaukieoregon.gov or call 503-786-7655.</p>
<p>Public Services (MMC 13)</p>		

<input checked="" type="checkbox"/>	Water System (MMC 13.04)	<p>New or upsized connection to City utilities is subject to plan and application review. Applications for city utility billing connections shall be made on approved forms: https://www.milwaukieoregon.gov/building/water-connection-application</p> <p>A system development charge (SDC) and a water service connection fee must be paid prior to any new or upsized connections to city water.</p> <p>Multiple water meters may be allowed subject to plan review. Water meters must be placed in the right-of-way and cannot be placed on private property. A ROW Permit is required to complete this work.</p>
<input checked="" type="checkbox"/>	Sewer System (MMC 13.12)	<p>New or upsized connections to City utilities are subject to plan and application review.</p> <p>An SDC must be paid prior to new connections or impacts due to intensification of use to city sanitary sewer.</p> <p>A ROW Permit is required to complete this work.</p>
<input checked="" type="checkbox"/>	Stormwater Management (MMC 13.14)	<p>Stormwater mitigation must meet the city's NPDES permit through design of facilities according to the 2016 City of Portland Stormwater Management Manual.</p> <p>Stormwater facilities are subject to plan review and approval prior to permit issuance and construction. An Operations & Maintenance form is required prior to occupancy.</p> <p>An SDC must be paid prior to building permit issuance.</p>
<input checked="" type="checkbox"/>	System Development Charge (MMC 13.28.040)	<p>All new development or intensification of use shall be subject to SDCs.</p> <p>Latest charges are determined by the Master Fee Schedule available here: https://www.milwaukieoregon.gov/finance/fees-charges</p> <p>An estimate has been provided. Actual charges are subject to final plans and review.</p>
<input type="checkbox"/>	Fee in Lieu of Construction (MMC 13.32)	

Streets, Sidewalks, and Public Places (MMC 12)

<input checked="" type="checkbox"/>	Right of Way Permit (MMC 12.08.020)	<p>A ROW Permit will be required for utility work within the ROW, accessway construction or abandonment, and any frontage improvements constructed.</p> <p>An Engineer's Estimate for all public improvements is required prior to permit issuance. An initial ROW permit fee of 1.5% of the initial estimate is due prior to permit review.</p> <p>A performance bond for 130% of the final Engineer's Estimate and a ROW permit fee of 5.5% (less the original permit review fee) is required prior to permit issuance. A maintenance bond for 10% of the Engineer's Estimate is required at the end of construction pending final as-built approval.</p>
<input checked="" type="checkbox"/>	Access Requirements (MMC 12.16.040)	<p>Per MMC 12.16.040, private property must be provided with street access via accessways (driveways). These driveways must be constructed under a ROW permit in accordance with the current Milwaukie Public Works Standards.</p> <p>The number of accessways on collectors and near state highways must be minimized whenever possible.</p>
<input checked="" type="checkbox"/>	Clear Vision (MMC 12.24)	<p>A clear vision area shall be maintained at all driveways and accessways.</p>

Additional Engineering & Public Works Notes

Final ROW requirements and System Development Charges are subject to final design and plan review.

An updated SDC estimate is included with these notes. Assumptions about building and water meter sizes are provided with the estimate. Final SDC charges may vary depending on further information on unit sizes, total impervious surface area, and water service sizes.

A Performance Bond equal to 130% of the Engineer's Cost Estimate is required prior to issuance of a Right-of-Way Permit.

A Maintenance Bond equal to 10% of the Engineer's Cost Estimate is required to release the Performance Bond.

BUILDING COMMENTS

All drawings must be submitted electronically through www.buildingpermits.oregon.gov

New buildings or remodels shall meet all the provisions of the current applicable Oregon Building Codes. All State adopted building codes can be found online at: <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>.

All building permit applications are electronic and can be applied for online with a valid CCB license number or engineer/architect license at www.buildingpermits.oregon.gov. Each permit type and sub-permit type are separate permits and are subject to the same time review times and will need to be applied for individually. Plans need to be uploaded to their specific permits in PDF format as a total plan set (not individual pages) if size allows.

Note: Plumbing and electrical plan reviews (when required) are done off site and are subject to that jurisdiction's timelines. The City does not have any control over those timelines, so please plan accordingly.

Site utilities require a separate plumbing permit and will require plumbing plan review.

If you have any building related questions, please email us at building@milwaukieoregon.gov.

Fee estimator: <https://www.milwaukieoregon.gov/building/new-single-family-residence-fee-calculation-estimator>

Single family dwelling units, duplexes, and townhomes will follow the Oregon Residential Specialty Code (ORSC). All other construction will fall under the current commercial codes:

Oregon Structural Specialty Code (OSSC), Oregon Plumbing Specialty Code (OPSC), Oregon Electrical Specialty Code (OESC), Oregon Mechanical Specialty Code (OMSC), etc.

OTHER FEES

<input checked="" type="checkbox"/>	Construction Excise Tax Affordable Housing CET – Applies to any project with a construction value of over 100,000.	Calculation: Valuation *12% (.12)
<input checked="" type="checkbox"/>	Metro Excise Tax Metro – Applies to any project with a construction value of over \$100,000.	Calculation: Valuation *.12% (.0012)
<input checked="" type="checkbox"/>	School Excise Tax School CET – Applies to any new square footage.	Calculation: Commercial = \$0.78 a square foot, Residential = \$1.56 a square foot (not including garages)

FIRE DISTRICT COMMENTS

Please see the attached memorandum for fire district comments.

COORDINATION WITH OTHER AGENCIES

Applicant must communicate directly with outside agencies. These may include the following:

- Metro
- TriMet
- North Clackamas School District
- North Clackamas Parks and Recreation District (NCPRD)
- Oregon Parks and Recreation
- ODOT/ODOT Rail
- Department of State Lands
- Oregon Marine Board
- Oregon Department of Fish and Wildlife (ODOT)
- State Historic Preservation Office
- Clackamas County Transportation and Development

MISCELLANEOUS

State or County Approvals Needed

<input type="checkbox"/>	Boiler Approval (State)	
<input type="checkbox"/>	Elevator Approval (State)	
<input type="checkbox"/>	Health Department Approval (County)	

Arts Tax

<input type="checkbox"/>	Neighborhood Office Permit	
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Other Right-of-Way Permits

<input type="checkbox"/>	Major:	
<input type="checkbox"/>	Minor:	
<input type="checkbox"/>	Painted Intersection Program Permits:	
<input type="checkbox"/>	artMOB Application	
<input type="checkbox"/>	Traffic Control Plan (Engineering)	
<input type="checkbox"/>	Parklet:	
<input type="checkbox"/>	Parklet Application/ Planning Approval	
<input type="checkbox"/>	Engineering Approval	
<input type="checkbox"/>	Building Approval	
<input type="checkbox"/>	Sidewalk Café:	
<input type="checkbox"/>	Tree Removal Permit:	See tree code section above.

Infrastructure/Utilities

Applicant must communicate directly with utility providers. These may include the following:

- PGE
- NW Natural
- Clackamas River Water (CRW)
- Telecomm (Comcast, Century Link)
- Water Environmental Services (WES)
- Garbage Collection (Waste Management, Hoodview Disposal and Recycling)

Economic Development/Incentives

<input type="checkbox"/>	Enterprise Zone:	
<input type="checkbox"/>	Vertical Housing Tax Credit:	
<input type="checkbox"/>	New Market Tax Credits:	
<input type="checkbox"/>	Housing Resources:	

PLEASE SEE NOTE AND CONTACT INFORMATION ON THE FOLLOWING PAGE

This is only preliminary preapplication conference information based on the applicant's proposal and does not cover all possible development scenarios. Other requirements may be added after an applicant submits land use applications or building permits. City policies and code requirements are subject to change. If a note in this report contradicts the Milwaukie Municipal Code, the MMC supersedes the note. If you have any questions, please contact the City staff that attended the conference (listed on Page 1). Contact numbers for these staff are City staff listed at the end of the report.

Sincerely,

City of Milwaukie Development Review Team

BUILDING DEPARTMENT

Patrick McLeod	Building Official	503-786-7611
Harmony Drake	Permit Coordinator	503-786-7623
Stephanie Marcinkiewicz	Inspector/Plans Examiner	503-786-7636
Emilie Bushlen	Permit Technician	503-786-7669

ENGINEERING DEPARTMENT

Jennifer Garbely	City Engineer	503-786-7534
Jeff Tolentino	Assistant City Engineer	503-786-7605
Ben Green	Engineering Technician II	503-786-7547

PLANNING DEPARTMENT

Laura Weigel	Planning Manager	503-786-7654
Vera Koliias	Senior Planner	503-786-7653
Brett Kolver	Senior Planner	503-786-7657
Adam Heroux	Associate Planner	503-786-7658
Ryan Dyar	Associate Planner	503-786-7661

COMMUNITY DEVELOPMENT DEPARTMENT

Joseph Briglio	Community Development Director	503-786-7616
Mandy Byrd	Development Programs Manager	503-786-7692
(vacant)	Housing & Econ. Dev. Prog. Mgr.	503-786-7627
Petra Johnson	Administrative Specialist II	503-786-7600

SUSTAINABILTY DEPARTMENT

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

CLACKAMAS FIRE DISTRICT

Shawn Olson	Fire Marshal
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shawn.olson@ClackamasFire.com

Pre-Application Comments

To: City of Milwaukie

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

Date: 11/14/2024

Re: 24-011PA-4435 SE Johnson Creek Blvd.

This review is based upon the current version of the Oregon Fire Code (OFC), as adopted by the Oregon State Fire Marshal's Office. The scope of review is typically limited to fire apparatus access and water supply, although the applicant must comply with all applicable OFC requirements. When buildings are completely protected with an approved automatic fire sprinkler system, the requirements for fire apparatus access and water supply may be modified as approved by the fire code official. The following items should be addressed by the applicant:

Fire Apparatus Access:

1. Fire department access to be established within 150' of all portions of a structure.
2. A 20' minimum clear, unobstructed width is required. 12' driving surface minimum
3. Fire department access roads greater than 150', require a fire department turnaround. Please include this dimension on the submitted access and water supply site plan.
 - a. Residential fire sprinklers (NFPA 13D) can be installed in lieu of this requirement.
4. All fire department access roads to have minimum turning inside turning radius of 28' and outside radius of 48'.
5. No parking fire lanes to be painted red. Curbs to be painted on one side for roads 26-32' feet wide or 26' wide or less, no parking on both sides.
6. Access roads shall be constructed to withstand 75,000 lbs.
7. Provide address numbering that is clearly visible from the street for all buildings.
8. Developers of private streets less than 32 feet in width must establish a street maintenance agreement that provides for enforcement of parking restrictions.

Water Supply:

- 1) All new buildings shall have a firefighting water supply that meets the fire flow requirements of the Fire Code. Maximum spacing between hydrants on street frontage shall not exceed 500 feet.
- 2) Fire Hydrants, One and Two-Family Dwellings & Accessory Structures: Where a portion of a structure is more than 600 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the structure(s), additional fire hydrants and mains shall be provided.

- 3) For one- and two-family dwellings located in areas with reliable municipal fire fighting water supply the following shall apply:
 - <3,600 square feet (including attached garage)
1,000 gpm @ 20 psi with hydrant within 600 feet of furthest portion of new residential construction, (OFC Section B105.2)
 - >3,600 square feet (including attached garage shall meet fire flow requirements specified in Appendix B of the current Oregon Fire Code, (OFC, Table B105.1) Shall meet hydrant coverage as specified in Appendix C of the current Oregon Fire Code, (OFC, Table C105.1)

Note: In lieu of the above fire flow requirements, residential fire sprinklers may be considered as an alternate when approved by the Fire Marshal.
- 4) Prior to the start of combustible construction required fire hydrants shall be operational and accessible.
- 5) Comments may not be all inclusive based on information provided.

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

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



Permit Record: N/A

SDCs

Street Address: 4435 SE Johnson Creek Blvd

Prepared By: ENG

Date: FY 2025

SDC	Reimbursement	Improvement	Administration	Total
Parks	\$ 11,955.00	\$ -	\$ -	\$ 11,955.00
Transportation	\$ 373.95	\$ 7,456.95	\$ -	\$ 7,830.90
Storm Drainage	\$ -	\$ 3,441.75	\$ -	\$ 3,441.75
Water	\$ 1,417.50	\$ 12,641.40	\$ 1,069.20	\$ 15,128.10
Sewer	\$ 2,711.96	\$ 399.76	\$ 65.61	\$ 3,177.33
Water Meter Set Fee	\$ 900.00	\$ -	\$ -	\$ 900.00
Review Fee	\$ -	\$ -	\$ 165.00	\$ 165.00
Wastewater Treatment	\$ 24,570.00	\$ -	\$ -	\$ 24,570.00
Fees subject to change until final plans and permit issuance Assumptions: 3 x 3/4" water meter, 3 x 800 - 1,799 sqft building areas			Total	\$ 67,168.08

Bing in the New Year

DATE: 12.31.2024 • 6-9:30 PM
LOCATION: MILWAUKIE, OR
ANTICIPATED ATTENDANCE: 3,000

Bing in the New Year is a free, family-friendly event to celebrate the New Year on Dec. 31, 2024 with the lowering of a 7-foot lighted Bing cherry in downtown Milwaukie. But, it's not just a party—it's a celebration of arts, history and culture.

The event will include lion dancers, vendors, kids' activities, live music and performances, culminating with the lowering by crane of the giant Bing cherry at a family-friendly "drop" time of 9 p.m. About 2,000 community members attended the inaugural event last year, and it received substantial media coverage online, in print and on television.



CONNECT TO THE MILWAUKIE COMMUNITY



Bing in the New Year is a great way for organizations to connect with the community in a meaningful way. The event brings together neighbors, friends and families for a one-of-a-kind holiday event in the heart of downtown Milwaukie. There is no other large-scale, free, family-centric New Year's Eve celebration in the Portland metropolitan area. It celebrates a cherished, fun-filled winter holiday, as well as a unique piece of history. The Bing cherry is the most popular cherry in the United States. It was cultivated in Milwaukie in 1875 by Ah Bing, a Chinese immigrant, who worked as an orchard foreman. Bing in the New Year celebrates this accomplishment and honors the legacy Bing holds in Milwaukie's story.

EFFECTIVE COMMUNITY OUTREACH

The Milwaukie Arts Committee and City of Milwaukie have the ability to reach many community members through their online and printed communication channels. Here are some key numbers:

- **The Milwaukie Pilot** (city newsletter) mailed to approximately 18,000 addresses within city limits
- **Facebook:** Milwaukie Arts Committee - 2,030 followers, City of Milwaukie - 6,100 followers (as of 04.16.2024)
- **Twitter (X):** City of Milwaukie - 2,115 followers (as of 04.16.2024)
- **Instagram:** Milwaukie Arts Committee - 1,444 followers, City of Milwaukie - 2,304 followers (as of 04.16.2024)

The Milwaukie Arts Committee has seen success through a number of its outreach efforts, and plans to include several types of collateral to encourage attendance for Bing in the New Year:

- 11 x 17 in. posters distributed to area businesses
- Email notifications to all official Milwaukie neighborhoods
- Email notifications to Milwaukie businesses
- Print and online advertising in multiple outlets leading up to the event

SPONSORSHIP LEVELS

PRESENTING SPONSOR

\$5,000

- Exclusive "Presented By" name in the event title
- Exclusive sponsor within the industry type
- Logo on all promotional advertising and collateral
- Logo on 2024 T-shirts
- Logo on all event signage
- Premier activity area location for maximum visibility
- Organization name and logo featured in all collateral materials
- Organizational banners displayed onsite throughout event
- Newsletter article features
- Features in social media marketing

MAJOR SPONSORS

\$2,000-4,500

- Logo on all promotional advertising and collateral
- Logo on 2024 T-shirts
- Logo on on-route signage
- Premier activity area locations for maximum visibility
- Newsletter article features
- Features in social media marketing
- No category exclusivity

SUPPORTING SPONSORS

\$500-1,500

- Logo in all promotional advertising and collateral
- Logo on 2024 T-shirts
- Logo on extensive on-route signage
- 10 ft. x 10 ft. space at an activity area
- Mentions in social media marketing
- No category exclusivity

'FRIENDS OF BING'

\$250

- Listing (no logo) in all promotional advertising and collateral
- Listing (no logo) on website
- Mentions in social media marketing
- No category exclusivity

For more information about Bing in the New Year, please visit www.binginthenewyear.com.



CONTACT

Jordan Imlah
503.786.7503
imlahj@milwaukieoregon.gov





**Milwaukie Neighborhood Enhancement Program (MNEP)
Community Connection Grant Application**

ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

A NOTE ABOUT APPROVED GRANT REQUESTS - Please keep in mind that NDAs cannot provide payment of funds to individuals either by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization.

When there isn't a non-profit or organization involved, the applicant must identify a vendor that the NDA can provide direct payment to. For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service. If you are not able to receive the funding in this manner, then you may not be eligible to request MNEP funds. Questions about payment of approved grants should also be directed to the email and telephone number listed above. When in doubt, please reach out!

I. Applicant Information

Project Name: Milwaukie High School/Milwaukie Academy of the Arts Grad Party 2025

Organization/s (If any): MHS/MAA

Project Contact Person: Karyl Cranor

Phone: (503) 730-4896 Email: gradpartymhsmaa@gmail.com

Website Address (if any): instagram.com/milwaukiehigh

Mailing Address: 2301 SE Willard Street

City/State/Zip Code: Milwaukie, OR 97222

Amount Being Requested (**Cannot exceed \$500**): \$ 500 Date: 10/16/24



II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: All

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

Enjoy an evening filled with fun activities, games, music, and delicious food as we honor our graduates in a safe and supportive environment. Lets help them create lasting memories together as we celebrate this important milestone!

Project Narrative: Please describe the project in detail.

The 2025 Substance-Free Graduation Party aims to provide a safe and enjoyable celebration for graduating students. Scheduled for 6/11/2025, this all-night event will be held at Firstenberg Community Center or other like kind venue, fostering a supportive environment where graduates can celebrate their achievements without the influence of substances. This Graduation Party will be a night to remember, celebrating the hard work and accomplishments of our graduates while prioritizing their safety and well-being. Through engaging activities and a supportive environment, we aim to create lasting memories for our students as they embark on the next chapter of their lives.

Objectives:

Safety and Support: Create a secure, supervised atmosphere for students to enjoy their graduation night.

Community Building: Foster connections among graduates, families, and staff, promoting a sense of belonging and celebration.

Engaging Activities: Offer a variety of fun, substance-free activities, including games, music, and themed entertainment, to keep participants engaged throughout the night.

Activities:

The event will feature a range of activities designed to appeal to diverse interests:

Live music and a DJ for dancing

Interactive games and contests

Photo booths to capture memories

Food stations with a variety of snacks and non-alcoholic beverages

Relaxation zones with comfortable seating and ambiance

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

The goal is to provide an all night, chaperoned, substance free grad party for the class of 2025 in a safe, controlled environment. We want seniors to celebrate with us instead of having their own party. We hope to encourage them to attend based on the activities offered and the prizes they could win.

Who is involved? Please list all community partners that are connected to the project.

We are a group of parents organizing this event. While this is a small group, we have more volunteers than last year and are seeking donations from local businesses as well as hosting fundraisers in person and online.



Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

Donations will be used to pay for the venue, outside vendors such as photo booth, bounce house, etc., provide food, and offer prizes for all attendees. To give you an idea, last year our total cost was roughly \$15,000. This covered all the mentioned fees but also allowed every student to leave with \$30 in prizes and the opportunity to win more. Prices have significantly gone up this year and after taking a poll, the students love this party and we are anticipating even more students in attendance this year and an overall cost of \$18,000.

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

We are a small group but we want the students to be involved with the community and to know that we appreciate your donations. If you have a need, we will try our best to help you get some student volunteers. We are also offering students who cannot afford a grad party ticket an opportunity to volunteer to earn their ticket. If you have any need for volunteers, please let us know.

Project Time Frame: Beginning Date 10/16/24 End Date 6/1/25

III. Proposal Criteria

Project meets at least one of the following applicability criteria. Check the appropriate boxes:

(1) Neighborhood Capacity Building Initiatives

Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA’s development and continued operation.

- **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager’s Office prior to making purchases or approving grants to other community groups.

(2) Neighborhood Cultural, Social and Recreational Initiatives

Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.



- **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.

(3) Neighborhood Physical Improvements

Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.

- **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.

(4) Neighborhood Sustainability, Resilience, and Safety

Activities, materials and services that support the neighborhood’s ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

To the best of my knowledge, the proposed project complies with the **Milwaukie Neighborhood Enhancement Program Administrative Policy**.

To the best of my knowledge, the proposed project complies with all city, county and state codes.

Signed by:

Karyl Cranor

Applicant's Signature: _____

D11443A8603945A

Title (if any): **2025 Grad Party Chair (parent volunteer)**

Date: 10/16/24

IV. Next Steps

1. Applicant submits this completed application to the NDA that the applicant is seeking funding from. Contact information for each NDA is available at www.milwaukieoregon.gov/citymanager/all-neighborhood-association-meetings-contact-information.
2. The NDA that funding is being requested from will schedule the applicant to attend an upcoming regular NDA meeting for the applicant to discuss their proposal.
3. The applicant will attend the agreed to NDA meeting and present the proposed idea at the meeting. Attending the meeting in person is preferred, but online options may be available if



the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The **NDA discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 - Should the grant request be approved, **please keep in mind that NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
6. Non-profits and community groups receiving funding are asked to help cross promote the NDA providing the funding and encourage participation in the NDA. This includes adding NDA logos to promotional material, statements where possible explaining that the NDA helped to fund the project, and other opportunities as they are identified.
7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **Reporting Form available at www.milwaukieoregon.gov/MNEP**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood including photos.
 - **NOTE: Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided the attached final report to the NDA.**



For NDA Use Only

NDA that has approved this proposal shall have the chair or their designee sign and date below.

Ardenwald-Johnson Creek _____ Date _____

Hector Campbell _____ Date _____

Historic Milwaukie _____ Date _____

Island Station _____ Date _____

Lake Road _____ Date _____

Lewelling _____ Date _____

Linwood _____ Date _____

As mentioned in Next Steps (#7), the applicant is required to complete the reporting form at the conclusion of the project and submit it to the NDA/s that provided the funding. Please use this form to record when the report was received with any additional notes for future applications that might be received from the applicant.

Date final report provided to the NDA _____.

Additional notes:

Milwaukie Neighborhood Enhancement Program (MNEP)
Community Connection Grant Application

ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

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I. Applicant Information

Project Name: _____

Organization/s (If any): _____

Project Contact Person: _____

Phone: _____ Email: _____

Website Address (if any): _____

Mailing Address: _____

City/State/Zip Code: _____

Amount Being Requested (**Cannot exceed \$500**): \$ 250-500 Date: _____

II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: _____

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

Project Narrative: Please describe the project in detail.

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

Who is involved? Please list all community partners that are connected to the project.

Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

Project Time Frame: Beginning Date _____ End Date _____

III. Proposal Criteria

Project meets at least one of the following applicability criteria. Check the appropriate boxes:

(1) Neighborhood Capacity Building Initiatives

Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA's development and continued operation.

- **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager's Office prior to making purchases or approving grants to other community groups.

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Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.

- **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.

(3) Neighborhood Physical Improvements

Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.

- **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.

(4) Neighborhood Sustainability, Resilience, and Safety

Activities, materials and services that support the neighborhood's ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

____ To the best of my knowledge, the proposed project complies with the **Milwaukie Neighborhood Enhancement Program Administrative Policy**.

____ To the best of my knowledge, the proposed project complies with all city, county and state codes.

Applicant's Signature: Samantha Swindler

Title (if any): _____

Date: _____

IV. Next Steps

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____ Historic Milwaukie _____ Date _____

____ Island Station _____ Date _____

____ Lake Road _____ Date _____

____ Lewelling _____ Date _____

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Project Contact Person: _____

Phone: _____ Email: _____

Website Address (if any): _____

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Amount Being Requested (**Cannot exceed \$500**): \$ _____ Date: _____

II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

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Applicant's Signature: _____

Title (if any): _____

Date: _____

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the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The **NDA discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 - Should the grant request be approved, **please keep in mind that NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
6. Non-profits and community groups receiving funding are asked to help cross promote the NDA providing the funding and encourage participation in the NDA. This includes adding NDA logos to promotional material, statements where possible explaining that the NDA helped to fund the project, and other opportunities as they are identified.
7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **Reporting Form available at www.milwaukieoregon.gov/MNEP**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood including photos.
 - **NOTE: Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided the attached final report to the NDA.**

For NDA Use Only

NDA that has approved this proposal shall have the chair or their designee sign and date below.

____ Ardenwald-Johnson Creek _____ Date _____

____ Hector Campbell _____ Date _____

____ Historic Milwaukie _____ Date _____

____ Island Station _____ Date _____

____ Lake Road _____ Date _____

____ Lewelling _____ Date _____

____ Linwood _____ Date _____

As mentioned in Next Steps (#7), the applicant is required to complete the reporting form at the conclusion of the project and submit it to the NDA/s that provided the funding. Please use this form to record when the report was received with any additional notes for future applications that might be received from the applicant.

Date final report provided to the NDA _____.

Additional notes:

**Milwaukie Neighborhood Enhancement Program (MNEP)
Community Connection Grant Application**

ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

A NOTE ABOUT APPROVED GRANT REQUESTS - Please keep in mind that NDAs cannot provide payment of funds to individuals either by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization.

When there isn't a non-profit or organization involved, the applicant must identify a vendor that the NDA can provide direct payment to. For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service. If you are not able to receive the funding in this manner, then you may not be eligible to request MNEP funds. Questions about payment of approved grants should also be directed to the email and telephone number listed above. When in doubt, please reach out!

I. Applicant Information

Project Name: _____

Organization/s (If any): _____

Project Contact Person: _____

Phone: _____ Email: _____

Website Address (if any): _____

Mailing Address: _____

City/State/Zip Code: _____

Amount Being Requested (**Cannot exceed \$500**): \$ _____ Date: _____

II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: _____

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

Project Narrative: Please describe the project in detail.

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

Who is involved? Please list all community partners that are connected to the project.

Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

Project Time Frame: Beginning Date _____ End Date _____

III. Proposal Criteria

Project meets at least one of the following applicability criteria. Check the appropriate boxes:

(1) Neighborhood Capacity Building Initiatives

Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA's development and continued operation.

- **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager's Office prior to making purchases or approving grants to other community groups.

(2) Neighborhood Cultural, Social and Recreational Initiatives

Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.

- **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.

(3) Neighborhood Physical Improvements

Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.

- **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.

(4) Neighborhood Sustainability, Resilience, and Safety

Activities, materials and services that support the neighborhood's ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

____ To the best of my knowledge, the proposed project complies with the **Milwaukie Neighborhood Enhancement Program Administrative Policy**.

____ To the best of my knowledge, the proposed project complies with all city, county and state codes.

Applicant's Signature: _____

Title (if any): _____

Date: _____

IV. Next Steps

1. Applicant submits this completed application to the NDA that the applicant is seeking funding from. Contact information for each NDA is available at www.milwaukieoregon.gov/citymanager/all-neighborhood-association-meetings-contact-information.
2. The NDA that funding is being requested from will schedule the applicant to attend an upcoming regular NDA meeting for the applicant to discuss their proposal.
3. The applicant will attend the agreed to NDA meeting and present the proposed idea at the meeting. Attending the meeting in person is preferred, but online options may be available if

the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The **NDA discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 - Should the grant request be approved, **please keep in mind that NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
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7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **Reporting Form available at www.milwaukieoregon.gov/MNEP**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood including photos.
 - **NOTE: Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided the attached final report to the NDA.**

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____ Ardenwald-Johnson Creek _____ Date _____

____ Hector Campbell _____ Date _____

____ Historic Milwaukie _____ Date _____

____ Island Station _____ Date _____

____ Lake Road _____ Date _____

____ Lewelling _____ Date _____

____ Linwood _____ Date _____

As mentioned in Next Steps (#7), the applicant is required to complete the reporting form at the conclusion of the project and submit it to the NDA/s that provided the funding. Please use this form to record when the report was received with any additional notes for future applications that might be received from the applicant.

Date final report provided to the NDA _____.

Additional notes:



PUBLIC SAFETY ADVISORY
COMMITTEE (PSAC)
10501 SE Main St
Milwaukie OR 97222

503-786-7606

engineering@milwaukieoregon.gov

Spot Program Proposal Initial Proposal

PROGRAM DESCRIPTION:

Small public safety project proposals (for example, Speed humps, pedestrian crosswalk signage, bump outs and re-painting crosswalks). The expected cost of any project submitted on the Spot program should be approximately \$25,000 or less.

INSTRUCTIONS:

If you have identified a problem and a corresponding improvement opportunity related to public safety, complete this form. Copies of this form are available on the city's website (at <https://www.milwaukieoregon.gov/engineering/safe/spot>), or through your local Neighborhood District Association (NDA) representative. The completed form can be submitted by:

- ✉ Emailing a copy to: engineering@milwaukieoregon.gov.
- ✉ Giving a hard copy to the NDA's representative on the Public Safety Advisory Committee (PSAC). ✉ Mailing a copy to:
Milwaukie Engineering Department
Spot Program
10501 SE Main St
Milwaukie, OR 97222

PSAC will evaluate all Spot program proposals submitted each month and provide a prioritized list to the city's Engineering staff. During their review, PSAC considers the proposal's merit, available funding, and equitable distribution of Spot programs across the city, among other considerations.

The Engineering staff evaluates each proposal and gets input from other departments (eg, Public Works and the Milwaukie Police Department) as warranted. If there are no concerns, the project will be scheduled for implementation. If there are concerns about the proposal, it will send it back to PSAC for further evaluation. The proposer of the project will be notified of the decision either by their NDA's PSAC representative or via email from a city Engineer.

Supplemental Information

The City of Milwaukie encourages project proposers to include as much information as practical in the initial proposal, but it may be necessary to develop additional information after submission. Proposals do not need complete information for initial consideration.

Given the inherent difficulty for community and PSAC members to anticipate the cost of a project, or the unintended consequences that a proposed project could have on such things as traffic patterns, emergency vehicle access or long term street maintenance, it is anticipated that many proposed projects may not gain approval through the Spot program. Other funding mechanisms (eg. SAFE routes to schools and capital improvement projects) exist that may be better suited for some projects. For that reason, PSAC will include more projects on the list submitted to Engineering for evaluation than can be funded; and PSAC will be expected to prioritize the projects after their costs are better understood.

PROPOSER:

First Name: Jennifer Last Name: Lindsay

Mailing address: 9509 SE Wichita Ave Milwaukie OR Zip: 97222 Phone(s): 503.206.2069

Email: nif.lindsay@Gmail.com

Neighborhood District Association: Lewelling NDA

LOCATION (NEAREST ADDRESS OR INTERSECTION):

SE Wichita Ave (between King Road and Johnson Creek Blvd)

BRIEF DESCRIPTION OF THE PROBLEM:

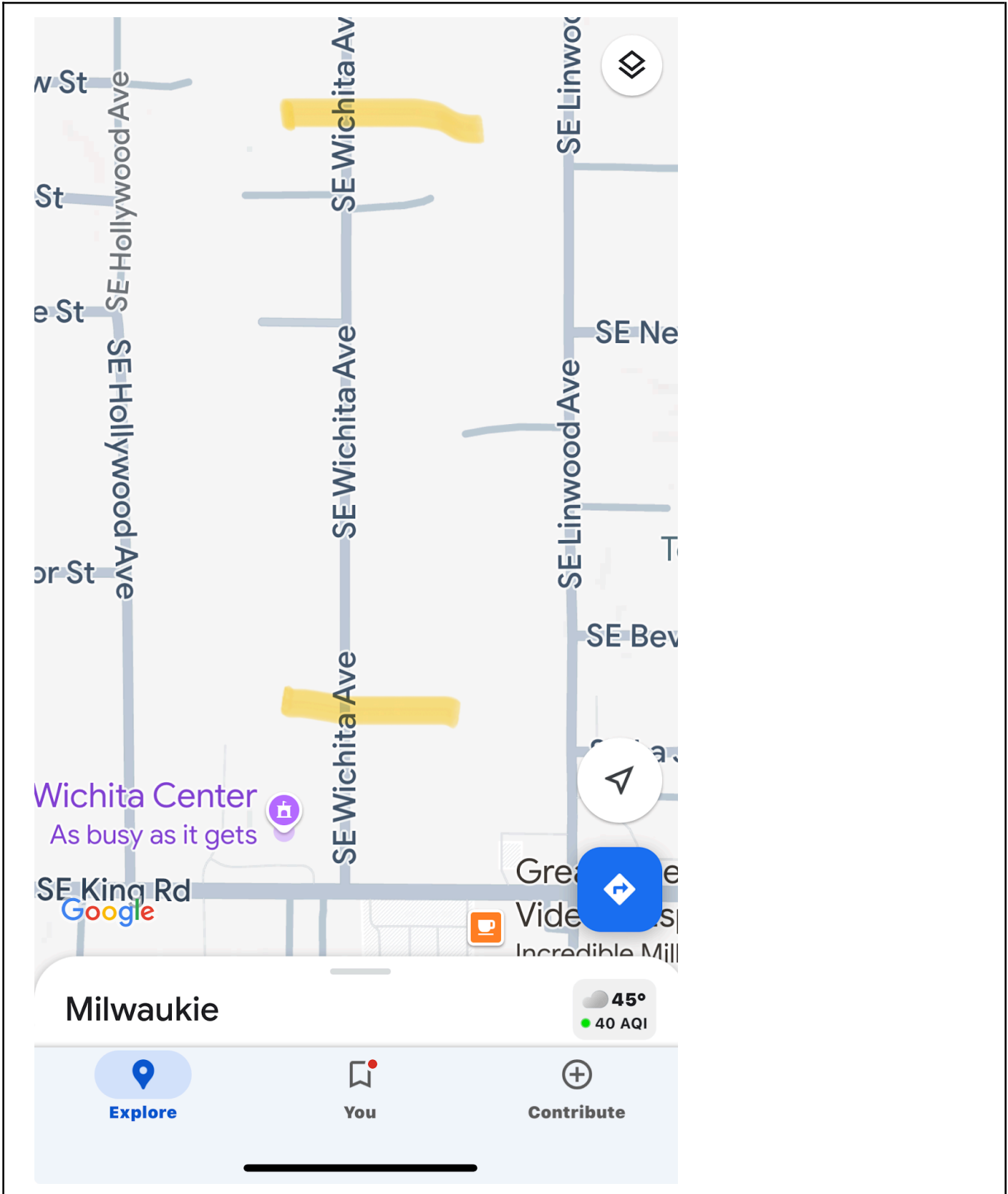
SE Wichita Ave is currently used as a short-cut to avoid traffic on Stanley and Linwood during rush hour. It's gotten worse since the renovations to Linwood in the past year. Since people using short-cuts are often in a rush, traffic speed has been clocked doing 45mph in a 25mph. There has already been a child fatality in 2020 (that's when the speeders were measured,). With a Head-Start program and athletic field at one end of the block at the Wichita Center, and a day care facility at the other end, and NO CONNECTING SIDEWALKS, protecting our neighborhood children means we need new measures to slow the increased traffic down.

We have the advantage of a one-lane bridge (maintained by Clackamas County?), at the Johnson Creek end of Wichita Ave. That means that installing traffic calming measures in the middle and at the King Road end would leverage the existing bridge-narrowing effect.

PROPOSED SOLUTION: The

Two speed cushions, one by the back of the Wichita Center and one just before the street drops down to the Hazel Road intersection, would slow down speeders and improve the safety of pedestrians, especially children and bikers. At a cost of \$8k each, this solution fits well within the parameters of the SPOT program, and will redirect some non-local traffic back onto the artery of Linwood Ave, as designated in the transit plan.

MAP/SKETCH:



PRELIMINARY COST (PROVIDE ANY ANTICIPATED COSTS):

\$16k

OFFICE PROCESSING:

Received by: Date:

Considered by PSAC on:

Response:

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Spot Program Proposal Initial Proposal Final v2—Rev. 10.24.24 - Page 4 of 4