



**CITY OF MILWAUKIE**  
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# Preapplication Conference Report

Project ID: 2020-002PA

This report is provided as a follow-up to the meeting that was held on 4/30/2020 at 10:00 AM

The Milwaukie Municipal Code is available here: [www.qcode.us/codes/milwaukie/](http://www.qcode.us/codes/milwaukie/)

APPLICANT AND PROJECT INFORMATION		
<b>Applicant:</b>	Sina Meier	<b>Applicant Role:</b> Representative, Architect
<b>Applicant Address:</b>	920 NW 17 <sup>th</sup> Ave, Portland, OR 97209	
<b>Company:</b>	Opsis Architecture	
<b>Project Name:</b>	El Puente Elementary School Parking Lot Expansion	
<b>Project Address:</b>	11250 SE 27 <sup>th</sup> Ave	<b>Zone:</b> R-7
<b>Project Description:</b>	The proposal seeks to expand the existing parking lot at Milwaukie's El Puente Elementary School, providing 20 additional parking spaces to bring the total to 61 stalls.	
<b>Current Use:</b>	Elementary School	
<b>Applicants Present:</b>	Emil Hameed, Cornerstone, Project manager; Robert Leger, DCI Civil, Civil engineer; Kyle England, DCI Civil, Civil engineer; Matt Burgard, P&C Construction, General contractor; Zach Hunt, P&C Construction, General contractor; Sina Meier, Opsis Architecture, Project architect	
<b>Staff Present:</b>	Vera Kolas, Associate Planner; Dalton Vodden, Associate Engineer	
PLANNING COMMENTS		
Zoning Compliance (MMC Title 19)		
<input checked="" type="checkbox"/>	<b>Use Standards (e.g., residential, commercial, accessory)</b>	Community Service Use - Schools
<input type="checkbox"/>	<b>Dimensional Standards</b>	
Land Use Review Process		
<input checked="" type="checkbox"/>	<b>Applications Needed</b>	Major Modification to a Community Service Use Parking Modification <a href="https://www.milwaukieoregon.gov/planning/land-use-application">https://www.milwaukieoregon.gov/planning/land-use-application</a>
<input checked="" type="checkbox"/>	<b>Fees</b>	Type III = \$2,000 Type II = \$1,000

		25% discount on the lower fee for multiple applications
<input checked="" type="checkbox"/>	<b>Review Type: Type III</b> <b>Review Type: Type II</b>	19.1006 Type III review 19.1005 Type II review Both will be handled at the Planning Commission as part of the Type III review process.
<b>Overlay Zones (MMC 19.400)</b>		
<input type="checkbox"/>	<b>Willamette Greenway</b>	
<input type="checkbox"/>	<b>Natural Resources</b>	
<input type="checkbox"/>	<b>Historic Preservation</b>	
<input type="checkbox"/>	<b>Flex Space Overlay</b>	
<b>Site Improvements/Site Context</b>		
<input checked="" type="checkbox"/>	<b>Landscaping Requirements</b>	See notes regarding landscaping in parking areas – 19.600.
<input checked="" type="checkbox"/>	<b>Onsite Pedestrian/Bike Improvements (MMC 19.504, 19.606, and 19.609)</b>	Please review MMC 19.504.9 - On-site Walkways and Circulation to confirm that the site plan complies with this section. Specifically, staff notes the requirement for pervious pavement for walkways.
<input type="checkbox"/>	<b>Connectivity to surrounding properties</b>	
<input type="checkbox"/>	<b>Circulation</b>	
<input type="checkbox"/>	<b>Building Design Standards (MMC 19.505)</b>	
<input type="checkbox"/>	<b>Downtown Design Standards (MMC 19.508)</b>	
<b>Parking Standards (MMC 19.600)</b>		
<input type="checkbox"/>	<b>Residential Off-Street Parking Requirements</b>	
<input checked="" type="checkbox"/>	<b>Multi-Family/Commercial Parking Requirements</b>	<p>MMC 19.605.2 - Quantity Modifications. Please note the application requirements in subsection B, particularly the description for needed data and the description of the proposed uses (who is using the parking lot that it requires more spaces; why users cannot use the shared spaces at the ballfields; parking ratios at similar developments elsewhere; code requirements in other jurisdictions, etc.). Are there TDM measures that the district can institute to reduce the need for additional parking?</p> <p>MMC 19.606.2 - Parking Area Design and Landscaping. Please note the standards related to perimeter and interior landscaping requirements, and the landscaping required when a parking area is adjacent to residential uses. No landscaping is shown on the submitted plans.</p> <p>MMC 19.606.3.D - Pedestrian Access and Circulation. Please review these requirements to ensure compliance. Compliance with this section is not evident on the submitted plans.</p> <p>MMC 19.609 - Bicycle parking. Please review the requirements to confirm that the site is in compliance with the minimum number and location of bicycle racks.</p>

<b>Approval Criteria (MMC 19.900)</b>	
<input checked="" type="checkbox"/>	<b>Community Service Use (CSU) (MMC 19.904)</b> MMC 19.904 - Approval Criteria for a Community Service Use. In addition to the general approval criteria, please note the specific criteria identified in 19.904.7. Please be prepared to discuss the net loss of play space on the site, if applicable.
<input type="checkbox"/>	<b>Conditional Use (MMC 19.905)</b>
<input checked="" type="checkbox"/>	<b>Development Review (MMC 19.906)</b> Type I Development Review will be required prior to permit approval to confirm compliance with the land use decision.
<input type="checkbox"/>	<b>Variance (MMC 19.911)</b>
<b>Land Division (MMC Title 17)</b>	
<input type="checkbox"/>	<b>Design Standards</b>
<input type="checkbox"/>	<b>Preliminary Plat Requirements</b>
<input type="checkbox"/>	<b>Final Plat Requirements (See Engineering Section of this Report)</b>
<b>Sign Code Compliance (MMC Title 14)</b>	
<input type="checkbox"/>	<b>Sign Requirements</b>
<b>Noise (MMC Title 16)</b>	
<input type="checkbox"/>	<b>Noise Mitigation (MMC 16.24)</b>
<b>Neighborhood District Associations</b>	
<input checked="" type="checkbox"/>	<b>Historic Milwaukie</b>
	Choose an item.
	Choose an item.
<b>Other Permits/Registration</b>	
<input type="checkbox"/>	<b>Business Registration</b>
<input type="checkbox"/>	<b>Home Occupation Compliance (MMC 19.507)</b>
<b>Additional Planning Notes</b>	
<p>The applicant included the following questions:</p> <ol style="list-style-type: none"> <li>1. <i>What are the setback requirements along the east edge of the site? It appears that existing asphalt extends all the way to the property line. See response above related to required minimum perimeter and transition landscaping. This establishes a de facto setback.</i></li> <li>2. <i>Is a landscape buffer required along the east edge of the parking lot expansion? See response above.</i></li> </ol>	

## ENGINEERING & PUBLIC WORKS COMMENTS

### Public Facility Improvements (MMC 19.700)

<input type="checkbox"/>	<b>Applicability (MMC 19.702)</b>	
<input type="checkbox"/>	<b>Transportation Facilities Review (MMC 19.703)</b>	
<input type="checkbox"/>	<b>Transportation Impact Study (MMC 19.704)</b>	
<input type="checkbox"/>	<b>Agency Notification (MMC 19.707)</b>	
<input type="checkbox"/>	<b>Transportation Requirements (MMC 19.708)</b>	
<input type="checkbox"/>	<b>Utility Requirements (MMC 19.709)</b>	

### Flood Hazard Area (MMC 18)

<input type="checkbox"/>	<b>Development Permit (MMC 18.04.100)</b>	
<input type="checkbox"/>	<b>General Standards (MMC 18.04.150)</b>	
<input type="checkbox"/>	<b>Specific Standards (MMC 18.04.160)</b>	
<input type="checkbox"/>	<b>Floodways (MMC 18.04.170)</b>	

### Environmental Protection (MMC 16)

<input type="checkbox"/>	<b>Weak Foundation Soils (MMC 16.16)</b>	
<input checked="" type="checkbox"/>	<b>Erosion Control (MMC 16.28)</b>	The applicant must submit an erosion control plan and application to the building department for their project that accurately depicts how sediment will be controlled during the duration of the project.
<input type="checkbox"/>	<b>Tree Cutting (MMC 16.32)</b>	

### Public Services (MMC 13)

<input type="checkbox"/>	<b>Water System (MMC 13.04)</b>	
<input type="checkbox"/>	<b>Sewer System (MMC 13.12)</b>	
<input checked="" type="checkbox"/>	<b>Stormwater Management (MMC 13.14)</b>	The applicant must manage stormwater utilizing the City of Portland Stormwater Management Manual for facility design.
<input checked="" type="checkbox"/>	<b>System Development Charge (MMC 13.28.040)</b>	The applicant is responsible to pay a stormwater SDC of \$0.347/ft of new impervious surface.

<input type="checkbox"/>	<b>Fee in Lieu of Construction (MMC 13.32)</b>	
<b>Public Places (MMC 12)</b>		
<input type="checkbox"/>	<b>Right of Way Permit (MMC 12.08.020)</b>	
<input type="checkbox"/>	<b>Access Requirements (MMC 12.16.040)</b>	
<input type="checkbox"/>	<b>Clear Vision (MMC 12.24)</b>	
<b>Additional Engineering &amp; Public Works Notes</b>		
<b>BUILDING COMMENTS</b>		
<p>All drawings must be submitted electronically through <a href="http://www.buildingpermits.oregon.gov">www.buildingpermits.oregon.gov</a></p> <p>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: <a href="https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx">https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx</a>.</p> <p>All building permit applications are electronic and can be applied for online with a valid CCB license number or engineer/architect license at <a href="http://www.buildingpermits.oregon.gov">www.buildingpermits.oregon.gov</a> . Each permit type and subpermit type are separate permits 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.</p> <p>Note: Plumbing and electrical plan reviews (when required) are done off site so two (2) paper copies will be required for those reviews only. Paper copies should be delivered to our office for processing.</p> <p>Site utilities require a separate plumbing permit. This permit will require plumbing plan review so two (2) paper copies will be required for this review. Paper copies should be delivered to the Building Division office for processing. The grading plan submitted to the Engineering Department does not cover this review.</p> <p>If you have any building related questions, please email us at <a href="mailto:building@milwaukieoregon.gov">building@milwaukieoregon.gov</a>.</p>		
<b>Additional Building Notes</b>		
N/A		
<b>OTHER FEES</b>		
<input type="checkbox"/>	<b>Construction Excise Tax</b> Affordable Housing CET – Applies to any project with a construction value of over 100,000.	<b>Calculation:</b> Valuation *12% (.12)
<input type="checkbox"/>	<b>Metro Excise Tax</b> Metro – Applies to any project with a construction value of over \$100,000.	<b>Calculation:</b> Valuation *.12% (.0012)
<input type="checkbox"/>	<b>School Excise Tax</b> School CET – Applies to any new square footage.	<b>Calculation:</b> Commercial = \$0.67 a square foot, Residential = \$1.35 a square foot (not including garages)

## FIRE DISTRICT COMMENTS

Clackamas Fire District #1 did not submit comments for this preapplication report.

## 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"/>	<b>Sidewalk Café:</b>	
<input type="checkbox"/>	<b>Tree Removal Permit:</b>	

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

**PLEASE SEE NOTE AND CONTACT INFORMATION ON THE FOLLOWING PAGE**

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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

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#### **BUILDING DEPARTMENT**

<b>Samantha Vandagriff</b>	<b>Building Official</b>	<b>503-786-7611</b>
<b>Harmony Drake</b>	<b>Permit Specialist</b>	<b>503-786-7623</b>
<b>Stephanie Marcinkiewicz</b>	<b>Inspector/Plans Examiner</b>	<b>503-786-7636</b>

#### **ENGINEERING DEPARTMENT**

<b>Steve Adams</b>	<b>City Engineer</b>	<b>503-786-7605</b>
<b>Dalton Vodden</b>	<b>Associate Engineer</b>	<b>503-786-7617</b>

#### **PLANNING DEPARTMENT**

<b>Dennis Egnor</b>	<b>Planning Director</b>	<b>503-786-7654</b>
<b>David Levitan</b>	<b>Senior Planner</b>	<b>503-786-7627</b>
<b>Brett Kolver</b>	<b>Associate Planner</b>	<b>503-786-7657</b>
<b>Vera Kolas</b>	<b>Associate Planner</b>	<b>503-786-7653</b>
<b>Mary Heberling</b>	<b>Assistant Planner</b>	<b>503-786-7658</b>

#### **COMMUNITY DEVELOPMENT DEPARTMENT**

<b>Leila Aman</b>	<b>Community Development Director</b>	<b>503-786-7616</b>
<b>Alison Wicks</b>	<b>Development Programs Manager</b>	<b>503-786-7661</b>
<b>Alicia Martin</b>	<b>Administrative Specialist II</b>	<b>503-786-7600</b>
<b>Tempest Blanchard</b>	<b>Administrative Specialist II</b>	<b>503-786-7600</b>
<b>Dan Harris</b>	<b>Administrative Specialist II</b>	<b>503-786-7600</b>

#### **CLACKAMAS FIRE DISTRICT**

<b>Mike Boumann</b>	<b>Lieutenant Deputy Fire Marshal</b>	<b>503-742-2673</b>
<b>Matt Amos</b>	<b>Fire Inspector</b>	<b>503-742-2660</b>