



**MILWAUKIE PLANNING**  
 6101 SE Johnson Creek Blvd  
 Milwaukie OR 97206  
 503.786.7600  
 planning@milwaukieoregon.gov

# Preapplication Request Form

File #: \_\_\_\_\_

Meeting Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Location: 6101 SE Johnson Creek Blvd Today's Date: 5/19/20

**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: 5803 SE Johnson Creek Map & Tax Lot(s): 12E30AA07990 Zone: industrial

**PROPOSAL** (brief description):

Convert storage space into small office with two (2) Bathrooms

**APPLICANT:**

Project Contact Name: <u>Patricia Shaw</u>	Company: <u>Ruffin Construction</u>
Mailing Address: <u>8935 SE Stanley Place</u>	<u>Portland, OR</u> Zip: <u>97206</u>
Phone(s): <u>503-774-8090</u> <sup>office</sup> <u>503-310-1728</u> <sup>cell</sup>	Email: <u>Ruffinconst@aol.com</u>
# of Expected Attendees: _____	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Architect <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Representative <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____

**REQUESTED MEETING TYPE:**

- Preapplication Meeting—1<sup>st</sup> meeting free; 2<sup>nd</sup> 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—\$200**
  - 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 3 hard 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 8 hard copies and 1 electronic copy 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. *NONE*
- Proposed elevations *N/A*
- Site/Plot Plan (8½ x 11 or 11 x 17) that includes (if applicable)
  - Parcel and building setback dimensions *N/A*
  - 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) *N/A*
  - Width of adjacent right-of-way *APPROX 60'*
  - 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) *N/A*
  - Significant tree locations (all trees with a caliper over 6 inches) *N/A*
  - Proposed stormwater detention system with topographic contours *N/A*
  - Location of onsite and adjacent natural resources *Johnson Creek*
  - Circulation system for vehicles, pedestrians, and bicycles

**For Office Use Only:**

- \*Project Type:  Minor Developments (e.g. single family, ADUs, partitions): 2 weeks required for review  
 Major Developments (e.g. commercial, industrial, multi-family, subdivisions): 3 weeks required for review
- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| Routing: <input type="checkbox"/> File       | <input type="checkbox"/> Planning (2) | <input type="checkbox"/> Engineering (2) | <input type="checkbox"/> Building                  |
| <input type="checkbox"/> Development Manager | <input type="checkbox"/> Public Works | <input type="checkbox"/> Fire            | <input type="checkbox"/> CD Director (development) |

# RUFFIN CONSTRUCTION

8935 S.E. Stanley Place  
Portland, Oregon 97206  
(503) 774-8090  
FAX (503) 774-8095

WBE / #1215

General Contractor  
License # 103355  
Commercial / Industrial  
Residential

Milwaukie Planning  
6101 SE Johnson Creek Blvd  
Milwaukie, OR 97206  
503-786-7600

Property owner wants to convert existing storage spaces into a single use office space with storage room, break room and 2 bathrooms. One bathroom being ADA compliant and for public use and one for private use.

Proposed work to be done within existing footprint.



Patrick Shaw  
Vice President  
503-310-1728





















