



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

# Preapplication Request Form

File #: 21-007PA

Meeting Date: 11 / 04 / 2021 Time: 10-11AM Location: 6101 SE Johnson Creek Blvd Today's Date: 10 / 21 / 21

**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: 2505 SE Stubb St. Map & Tax Lot(s): 7800 & 7900 Zone: MUTSA

**PROPOSAL** (brief description):

15,600 sf addition to existing warehouse, single story

**APPLICANT:**

Project Contact Name: <u>Ellen Krusi</u>	Company: <u>Waterleaf Architecture</u>
Mailing Address: <u>419 SW 11th Ave, suite 200</u>	Zip: <u>97205</u>
Phone(s): <u>503-228-7571</u>	Email: <u>ellenk@waterleaf.com</u>
# of Expected Attendees: <u>3</u>	<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Architect <input 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.
- Proposed elevations
- Site/Plot Plan (8½ x 11 or 11 x 17) 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)
  - 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 family, ADUs, partitions): 2 weeks required for review  
 Major Developments (e.g. commercial, industrial, multi-family, subdivisions): 3 weeks required for review

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

### **Project Narrative – 2505 SE Stubb St.**

Proposal to expand the existing 20,040 square foot warehouse with an additional 15,050 square feet of storage area. Consideration to build addition as 2 stories up to 45' height limit.

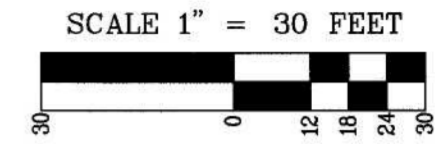
### **Questions for Pre-Application Conference**

1. Type III Review to eliminate the 15% landscaping requirement; discuss alternatives to landscaping on-site.
2. LU Review to reduce the off-street parking requirements based on the actual number of employees anticipated to be on-site during peak hours, and include available on-street parking spaces.

# RECORD OF SURVEY

LOCATED IN THE NW 1/4 OF SECTION 25,  
TOWNSHIP 1 SOUTH, RANGE 1 EAST, W.M.,  
CITY OF MILWAUKIE,  
CLACKAMAS COUNTY, OREGON  
DATED: APRIL 1, 2020

CLACKAMAS COUNTY SURVEYOR  
RECEIVED: 3-16-20  
ACCEPTED FOR FILING: 4-9-20  
SURVEY NUMBER: SN2020-057



PREPARED FOR  
ZACH FRANCIS  
101 SW MAIN STREET, SUITE 1200  
PORTLAND, OR 97204

## FOUND MONUMENT DESCRIPTIONS

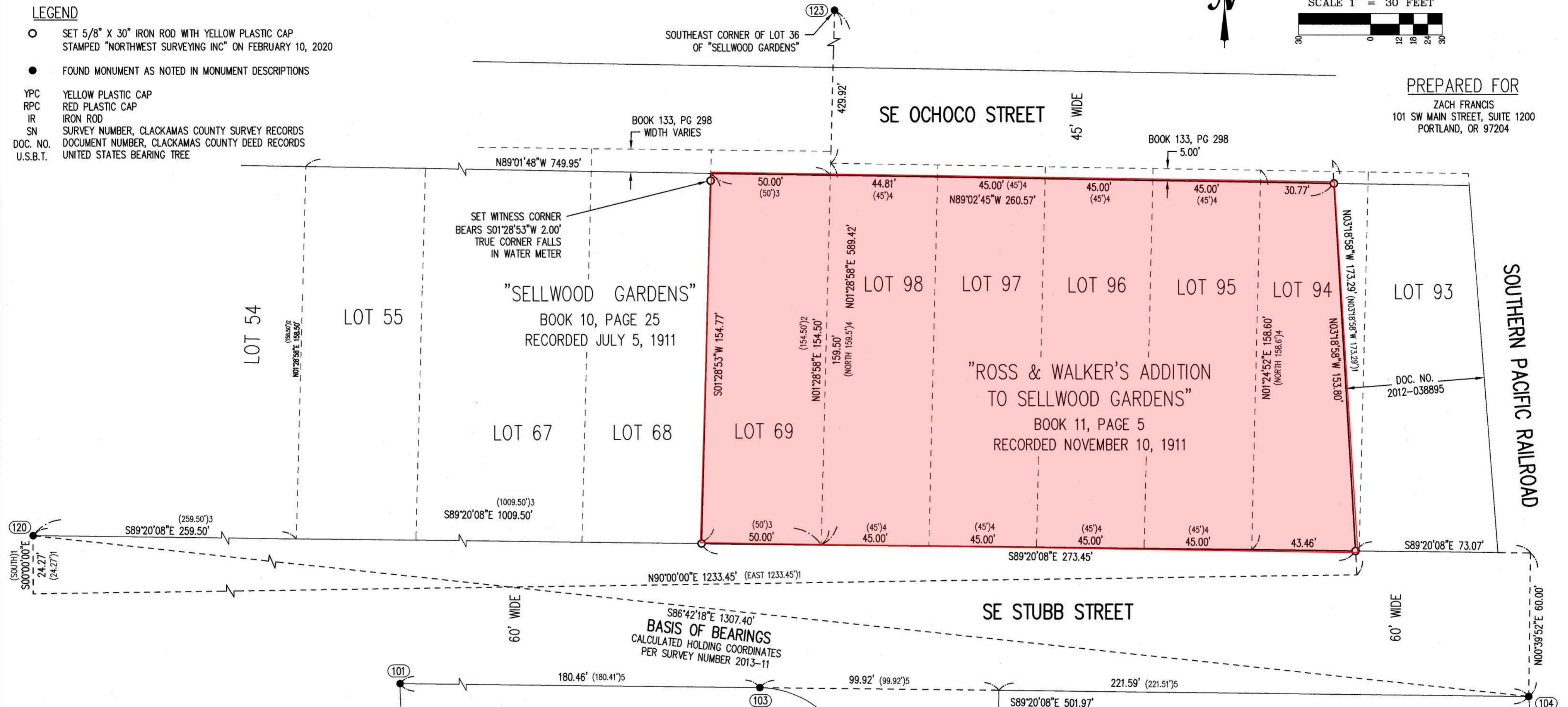
- (101) 5/8" IR WITH RPC STAMPED "CENTERLINE CONCEPTS"; PER SN 27015; BEARS S89°20'08"E 0.16'
- (103) 5/8" IR WITH NO CAP; PER "MILWAUKIE INDUSTRIAL PARK"; HELD
- (104) 5/8" IR WITH 2" ALUMINUM CAP STAMPED "ALCANTAR & ASSOC."; PER SN 2016-69; HELD AS THE NORTHEAST CORNER OF LOT 1 OF "MILWAUKIE INDUSTRIAL PARK"
- (120) 3" BRASS DISK STAMPED "GEORGE WILLS DLC NO. 58"; PER U.S.B.T. ENTRY 2002-074; HELD
- (123) 5/8" IR WITH ILLEGIBLE YPC; UNKNOWN ORIGIN, SHOWN ON SN 2016-069; HELD AS THE SOUTHEAST CORNER OF LOT 36 OF "SELLWOOD GARDENS"

## REFERENCES

- ( )1 RECORD INFORMATION PER DOCUMENT NUMBER 2012-038895
- ( )2 RECORD INFORMATION PER BOOK 133, PAGE 298
- ( )3 RECORD INFORMATION PER "SELWOOD GARDENS"
- ( )4 RECORD INFORMATION PER "ROSS & WALKER'S ADDITION"
- ( )5 RECORD INFORMATION PER SN 27015

## LEGEND

- SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "NORTHWEST SURVEYING INC" ON FEBRUARY 10, 2020
- FOUND MONUMENT AS NOTED IN MONUMENT DESCRIPTIONS
- YPC YELLOW PLASTIC CAP
- RPC RED PLASTIC CAP
- IR IRON ROD
- SN SURVEY NUMBER, CLACKAMAS COUNTY SURVEY RECORDS
- DOC. NO. DOCUMENT NUMBER, CLACKAMAS COUNTY DEED RECORDS
- U.S.B.T. UNITED STATES BEARING TREE



## NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO MONUMENT THE BOUNDARY OF LOTS 95-98 AND A PORTION OF LOT 94 OF "ROSS & WALKER'S ADDITION TO SELWOOD GARDENS" AND LOT 69 OF "SELLWOOD GARDENS" EXCEPTING THEREFROM THE PROPERTY DESCRIBED BY DOCUMENT NUMBER 2012-038895 AND DEED BOOK 133, PAGE 298, CLACKAMAS COUNTY DEED RECORDS.

THE BASIS OF BEARINGS FOR THIS SURVEY WAS CALCULATED FROM SURVEY NUMBER 2013-11, CLACKAMAS COUNTY SURVEY RECORDS, BETWEEN MONUMENT (120) AT THE SOUTHWEST CORNER OF THE GEORGE WILLS DLC NO. 58 AND MONUMENT (104) AT THE NORTHEAST CORNER OF LOT 1 OF "MILWAUKIE INDUSTRIAL PARK", AS SHOWN. THIS WAS USED BECAUSE THAT SURVEY IS ON THE OREGON COORDINATE SYSTEM 1983, NORTH ZONE, WHICH WAS USED BY THE DEDICATION DEED RECORDED AS DOCUMENT NO. 2012-038895.

THE SOUTH LINES OF SELLWOOD GARDENS AND ROSS & WALKER'S ADDITION TO SELLWOOD GARDENS ARE THE MOST WESTERLY SOUTH LINE OF THE GEORGE WILLS DLC 58. THAT LINE WAS ESTABLISHED BY HOLDING MONUMENT (120) AT THE SOUTHWEST DLC CORNER AND A 60.00 FOOT PERPENDICULAR OFFSET FROM MONUMENT (104) AT THE NORTHEAST CORNER OF SAID LOT 1. RECORD PLAT DISTANCES WERE HELD FROM THE DLC CORNER TO ESTABLISH THE SOUTH CORNERS OF ALL OF THE LOTS. THE EAST LINE OF "SELLWOOD GARDENS", ALSO BEING THE EAST LINE OF LOT 68, WAS ESTABLISHED BY HOLDING THE SOUTHEAST CORNER THEREOF WITH MONUMENT (123) AT THE SOUTHEAST CORNER OF LOT 36. THE SIDE LOT LINES FOR ALL OF THE LOTS WERE HELD AS BEING PARALLEL WITH THIS LINE. PER THE DEDICATION DEED RECORDED IN BOOK 133, PAGE 298, I HELD THE RECORD DISTANCE OF 154.50 FEET ALONG THE EAST LINE OF LOT 69 AND 158.50 FEET ALONG THE WEST LINE OF LOT 55 TO ESTABLISH THE SOUTH RIGHT-OF-WAY LINE OF SE OCHOCO STREET ADJACENT TO LOT 68. I HELD THE PLAT DISTANCES ALONG THE WEST LINE OF LOT 98 AND THE WEST LINE OF LOT 94 TO ESTABLISH THE LOCATION OF THE NORTH LINE OF LOTS 93-98. THAT LINE WAS OFFSET 5.00 FEET TO THE SOUTH TO ESTABLISH THE SOUTH RIGHT-OF-WAY LINE OF SE OCHOCO STREET ALONG THOSE LOTS. THE EAST PROPERTY LINE WAS ESTABLISHED BY HOLDING THE RECORD BEARINGS AND DISTANCES FROM THE DLC CORNER PER SAID DOCUMENT NUMBER 2012-038895.

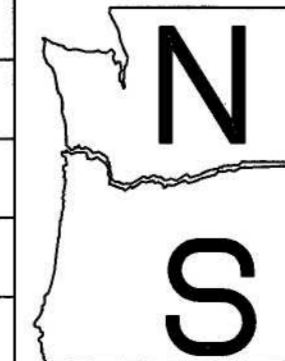
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Clinton H. Stubbs Jr.*

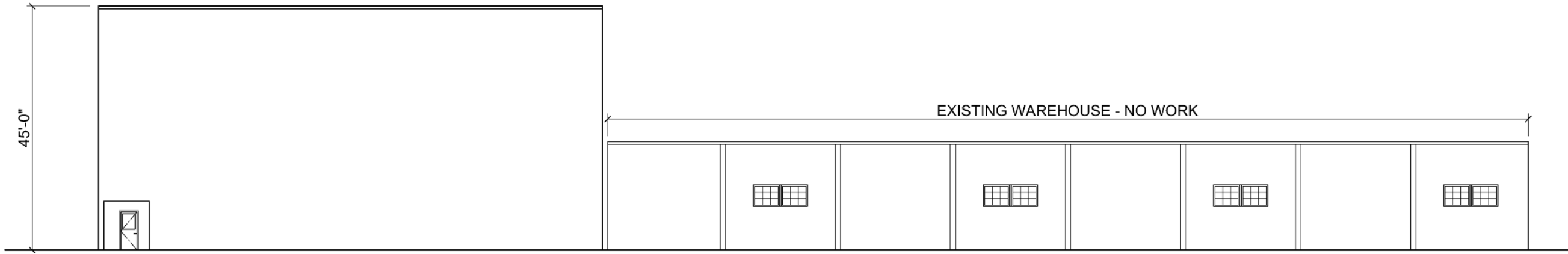
OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

RENEWS: 06/30/20

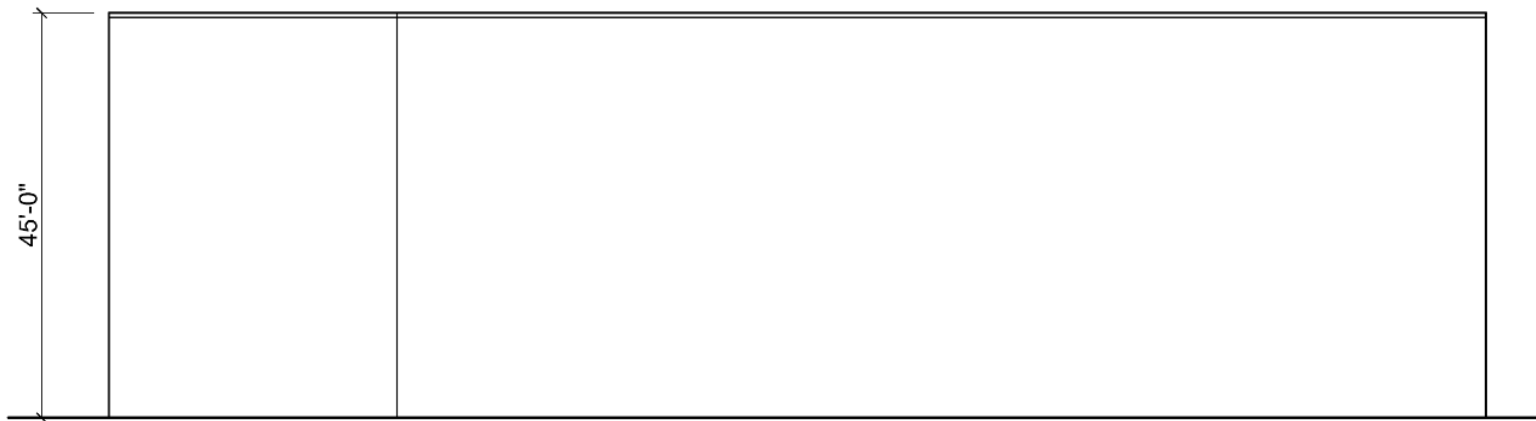
JOB NAME:	FRANCIS SURVEY
JOB NUMBER:	2039
DRAWN BY:	CDW
CHECKED BY:	CHS
DRAWING NO:	2039 ROS



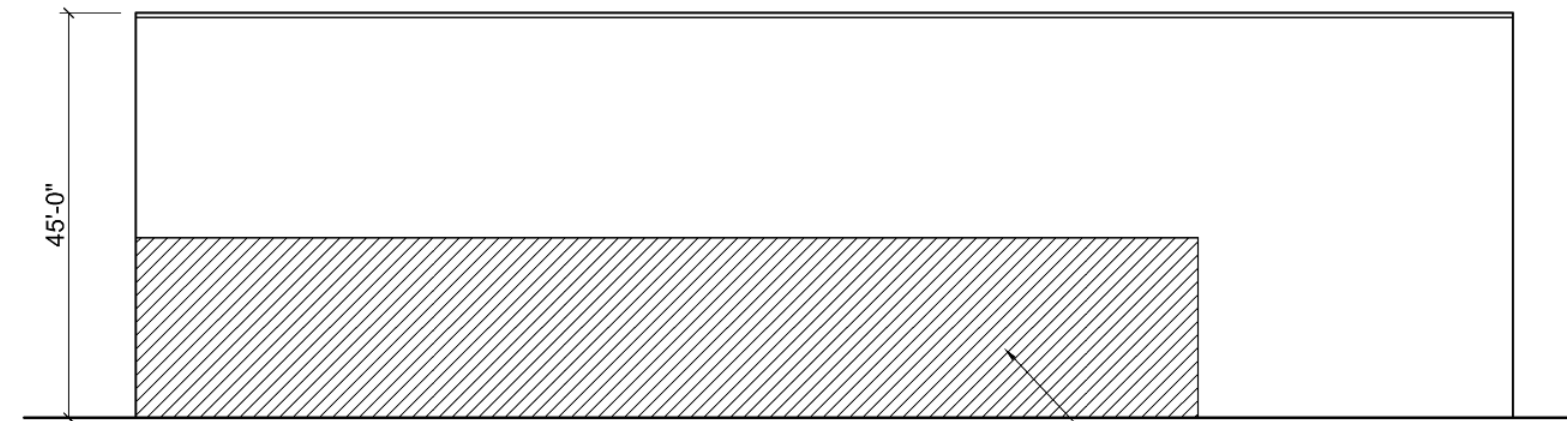
BOUNDARY TOPOGRAPHIC CONSTRUCTION CADASTRAL  
**NORTHWEST**  
1815 NW 169th PLACE, SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127 FAX: 503-848-2179  
www.nwsrvy.com  
**SURVEYING, Inc.**



NORTH ELEVATION - SE OCHOCO ST.



EAST ELEVATION



WEST ELEVATION

EXISTING BUILDING IN FOREGROUND



SOUTH ELEVATION - SE STUBB ST.

1,300 SF GROUND FLOOR WALL AREA SUBJECT TO 30% REQUIRED OPENINGS

**DARK HORSE WAREHOUSE**

elevations

2109.00



10.21.2021

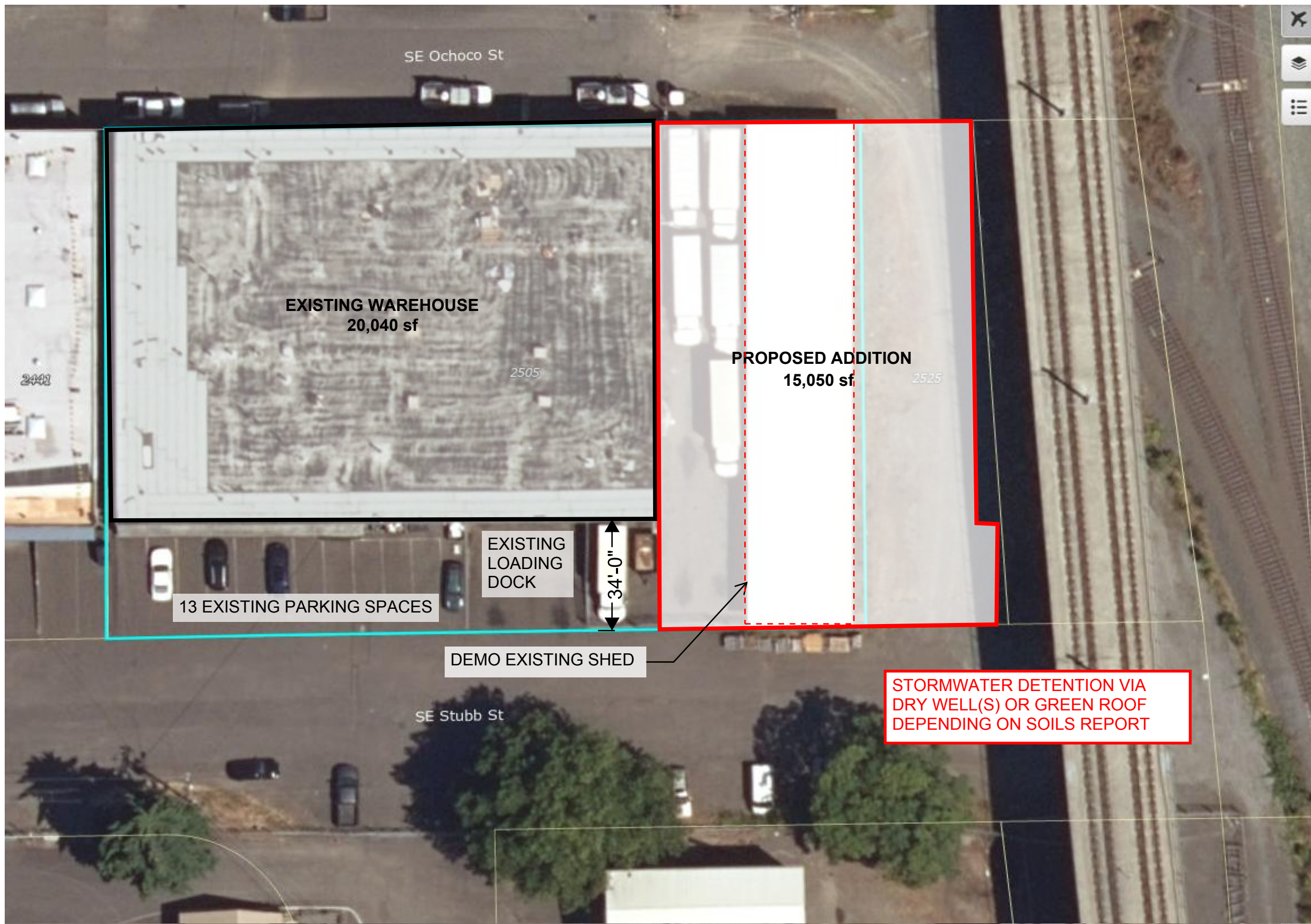
scale: 3/16"=1'-0" at 11x17

**waterleaf**

419 SW 11th Ave Suite 200  
Portland, Oregon 97205  
Phone: 503/228-7571  
Fax: 503/273-8891



architecture, interiors & planning



Existing Warehouse: +/- 20,040 sf  
 Proposed Addition: +/- 15,050 sf  
 x 2 floors  
 Total sf: +/- 50,140 sf

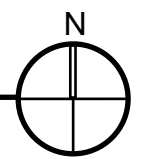
Parking Req'd (0.5 spaces / 1000sf) = 25  
 Reduce by 10% for nearby transit = 22  
 Parking provided: 13  
 \*Will request reduction in number of required spaces based on peak staffing

Bike Parking 10% of vehicle parking = 2  
 Bike parking will be provided

11E25BB07800	
Tax Lot ID	11E25BB07800
Address	2505 SE STUBB ST
Building Value	1,351,150
Land Value	513,126
Total Value	1,864,276
Yearbuilt	0
Building Sqft	0
GIS Acres	0.82
Assessor Acres	0.00
Taxmap	<a href="#">More info</a>
In Milwaukie?	Yes
Last Update	5/21/2021, 5:17 AM
Neighborhood	NORTH MILWAUKIE INDUSTRIAL AREA
<a href="#">Zoom to</a> ...	

11E25BB07900	
Tax Lot ID	11E25BB07900
Address	2525 SE STUBB ST
Building Value	0
Land Value	90,874
Total Value	90,874
Yearbuilt	0
Building Sqft	0
GIS Acres	0.14
Assessor Acres	0.14
Taxmap	<a href="#">More info</a>
In Milwaukie?	Yes
Last Update	5/21/2021, 5:17 AM
Neighborhood	NORTH MILWAUKIE INDUSTRIAL AREA
<a href="#">Zoom to</a> ...	

# 2505 SE STUBB WAREHOUSE ADDITION



JOB NO. 22-21  
 DATE: 10/21/21 NOT TO SCALE

## waterleaf

419 SW 11th Ave Suite 200  
 Portland, Oregon 97205  
 Phone: 503/228-7571  
 waterleaf.com



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