



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

Preapplication Request Form

File #: 24-006PA

Meeting Date: <u>5/16/2024</u> Time: <u>10:00am</u> Location: 10501 SE Main St. Today's Date: <u>4/30/2024</u>
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: <u>11625 SE 27th Ave Milwaukie, OR 97222</u> Map & Tax Lot(s): <u>11E36CA02200</u> Zone: <u>RH-D</u>
--

PROPOSAL (brief description):

Build a detached duplex and divide the property through a middle housing land division so each unit will be on a separate tax lot.
--

APPLICANT:

Project Contact Name: <u>Dan Williams</u> Company: <u>Faster Permits</u>						
Mailing Address: <u>2000 SW 1st Ave, Suite 420 Portland, OR</u> Zip: <u>97201</u>						
Phone(s): <u>503-819-7754</u> Email: <u>dan@fasterpermits.com</u>						
# of Expected Attendees: <u>6</u> (owners, contractor, designer) <table style="float: right; margin-left: 20px;"> <tr> <td><input checked="" type="checkbox"/> Owner</td> <td><input type="checkbox"/> Architect</td> <td><input checked="" type="checkbox"/> Contractor</td> </tr> <tr> <td><input checked="" type="checkbox"/> Representative</td> <td><input type="checkbox"/> Engineer</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Architect	<input checked="" type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Representative	<input type="checkbox"/> Engineer	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Architect	<input checked="" type="checkbox"/> Contractor				
<input checked="" type="checkbox"/> Representative	<input type="checkbox"/> Engineer	<input type="checkbox"/> 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—\$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 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: <input checked="" type="checkbox"/> File	<input checked="" type="checkbox"/> Planning (2)	<input checked="" type="checkbox"/> Engineering (2)	<input checked="" type="checkbox"/> Building
<input type="checkbox"/> Development Manager	<input checked="" type="checkbox"/> Public Works	<input checked="" type="checkbox"/> Fire	<input checked="" type="checkbox"/> CD Director (development)

X Urban Forestry

PREAPPLICATION CONFERENCE

11625 SE 27TH AVE. MILWAUKIE, OR 97222

PREAPPLICATION CONFERENCE NARRATIVE

There is a related PLA that will soon be recorded with the Clackamas County Surveyors office under PLA-2024-001. This will provide additional land for the new construction of a detached duplex on the single lot. Concurrently we propose to divide the lot through the Middle Housing Land Division process so that each unit will ultimately be on separate tax lots.

BASIC QUESTIONS

Will a new address be assigned during permits or prior to permit submittal? The sooner we have an assigned address the better.

The partition line will run between houses understanding that 6 feet of fire separation is required. Can you help outline timing for submittal of the middle housing land division in the process? Does this happen concurrently?

What if any restrictions are there on the larger property once the Middle Housing land division is complete? I assume there will not be any restrictions for future resale of the new house, please confirm.

Can we take advantage of/coordinate with City planned roadwork this summer and do our sewer work at the same time?

Anything else that we should be aware of as it relates to the middle housing land division that could impact development and the end plan here?

DESIGN QUESTIONS

Does home design as it relates to other neighborhood homes matter as long as City design criteria are met?

How far into the setbacks can a roof line extend? On the downhill neighbors side they would like to extend (2) small roof lines. One would end up taking up all of the 5' setback (for a 5'x5' overhang) the other 3' out of 5' (for a 3'x3' overhang). You will see this noted future drawings if allowed.

Will we need to cantilever the pantry to avoid impacting the root system of the neighbor's Magnolia tree? Ditto for the tree at the front of the house.

If we add an electric fireplace to the wall between the 2 houses (6'2" wide total space) can an exterior vent protrude into that set back or would we need to do a ventless fireplace?

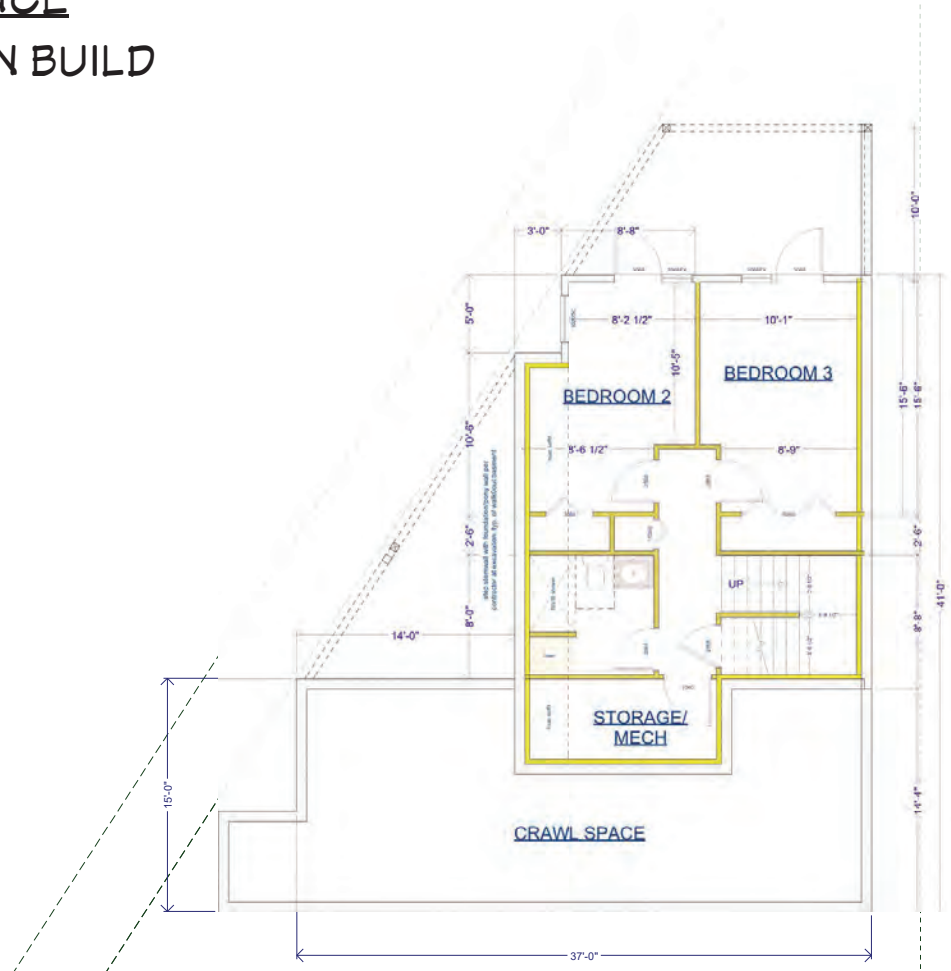
At what height off grade does an ADA ramp to the front door need railings? They would rather not have any. Or would the width of the sidewalk make any difference - if it was say 60' wide vs the 39" required?

What (height, setback) constraints are there on fencing along the southern property line?

Circular Driveway - can we have two apron cuts as it is an aging in place house and is safer to pull out forwards than back out (especially because the sharp angle due to the shape of the property) if the driveway is permeable what percentage of front yard coverage can it be vs non permeable, or will that make a difference? Is there an issue of doing a permeable driveway over the roots of the tree that is staying (needs a 12" deep gravel base)

Any additional input or things to be aware of based on the provided very rough plans?

**OLSON RESIDENCE
PROPOSED NEW BUILD
LOWER FLOOR**



Disclaimer:
Not for construction.
Design concept only.
Graphic representation
and dimensions are
untrue until field
verification and design
review approval by
Ziebart Construction LLC



15622 SW UPPER BOONES FERRY RD
LAKE OSWEGO, OR 97035
(503) 479-4365

PROJECT INFO:

LEGAL DESCRIPTION:
TAX ID #:
PROPERTY ID #:

OWNER:
OLSON

PROPERTY ADDRESS:

BUILDER:
ZIEBART CONSTRUCTION
15622 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
PHONE: (503) 479-4365

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
PAULA COLLIE

DESIGN ASSISTANT:

DATE:
PAULA COLLIE

BIM PROJECT DESIGNER:

NO	DESCRIPTION	DATE

OLSON

NEW BUILD

PROJECT NUMBER:
INITIAL DWG DATE: 1/26/23
DRAWN BY: PAULA COLLIE
CHECKED BY:

31

REVISED DATE: 4/26/2024

OLSON RESIDENCE
EASTERN BOUNDRY
FACING 27th AVENUE



Disclaim
 Not for cons
 Design conce
 Graphic repres
 and dimensions are
 untrue until field
 verification and design
 review approval by
 Ziebart Construction LLC



15822 SW UPPER BOONES FERRY RD.
 LAKE OSWEGO, OR 97035
 (503) 475-4359

PROJECT INFO:

LEGAL DESCRIPTION:
 TAX ID:
 PROPERTY ID #:

OWNER:
 OLSON

PROPERTY ADDRESS:

BUILDER:
 ZIEBART CONSTRUCTION
 15822 SW UPPER BOONES FERRY RD.
 LAKE OSWEGO, OR 97035
 PHONE: (503) 475-4359

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
 PAULA COLLIE

DESIGN ASSISTANT:

DRAFTER:
 PAULA COLLIE

BIM PROJECT DESIGNER:

NO.	DESCRIPTION	DATE

OLSON

NEW BUILD

PROJECT NUMBER:
 INITIAL DWG DATE: 1/26/23
 DRAWN BY: PAULA COLLIE
 CHECKED BY:

32

REVISED DATE: 4/26/2024

OLSON RESIDENCE
 FRONT YARD
 HARDSCAPE AND LANDSCAPE



15822 SW UPPER BOONES FERRY RD.
 LAKE OSWEGO, OR 97035
 (503) 479-4368

PROJECT INFO:

LEGAL DESCRIPTION:
 TAX ID#:
 PROPERTY ID #:

OWNER:
 CUSCO

PROPERTY ADDRESS:

BUILDER:
 ZIEBART CONSTRUCTION
 15822 SW UPPER BOONES FERRY RD.
 LAKE OSWEGO, OR 97035
 PHONE: (503) 479-4368

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
 PAULA COLLIE

DESIGN ASSISTANT:

DRAFTER:
 PAULA COLLIE

BIM PROJECT DESIGNER:

NO.	DESCRIPTION	DATE

OLSON

NEW BUILD

PROJECT NUMBER:

INITIAL DWG DATE: 1/26/23

DRAWN BY: PAULA COLLIE

CHECKED BY:

33

REVISED DATE: 4/26/2024



Disclaimer:
 Not for construction.
 Design concept only.
 Graphic representation
 and dimensions are
 untrue until field
 verification and design
 review approval by
 Ziebart Construction LLC

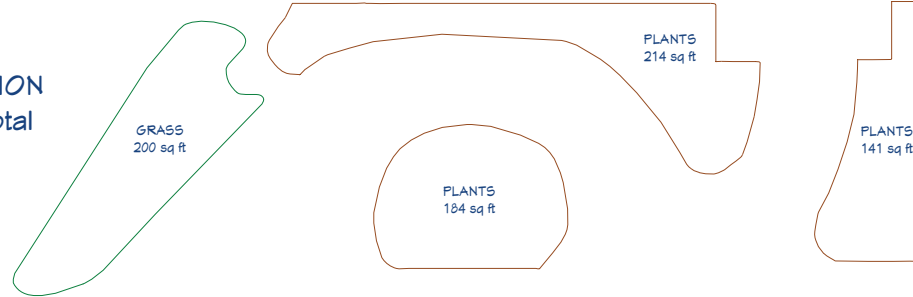
OLSON RESIDENCE

FRONT YARD

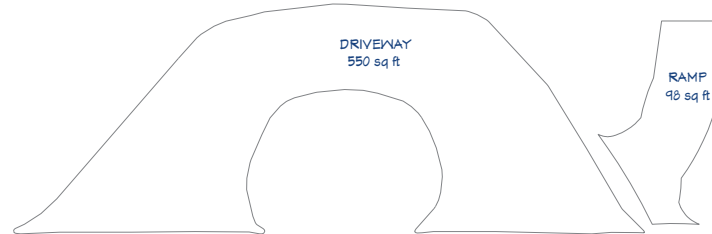
HARDSCAPE AND LANDSCAPE



VEGETATION
739 sq ft total



HARDSCAPE
648 sq ft total



FRONT YARD = 46% HARDSCAPE & 54% VEGETATION

Disclaimer:
Not for construction.
Design concept only.
Graphic representation
and dimensions are
untrue until field
verification and design
review approval by
Ziebart Construction LLC



15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
(503) 479-4368

PROJECT INFO:

LEGAL DESCRIPTION:
TAX ID#:
PROPERTY ID #:

OWNER:
OLSON

PROPERTY ADDRESS:

BUILDER:
ZIEBART CONSTRUCTION
15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
PHONE: (503) 479-4368

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
PAULA COLLIE

DESIGN ASSISTANT:

DRAFTER:
PAULA COLLIE

BIM PROJECT DESIGNER:

NO.	DESCRIPTION	DATE

OLSON

NEW BUILD

PROJECT NUMBER:
INITIAL DWG DATE: 1/26/23
DRAWN BY: PAULA COLLIE
CHECKED BY:

34

REVISED DATE: 4/26/2024

OLSON RESIDENCE SOUTHERN BOUNDRY ALONG NEW PROPERTY LINE



Disclaimer:
Not for construction.
Design concept only.
Graphic representation
and dimensions are
untrue until field
verification and design
review approval by
Ziebart Construction LLC



15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
(503) 479-4368

PROJECT INFO:

LEGAL DESCRIPTION:
TAX ID#:
PROPERTY ID #:

OWNER:
OLSON

PROPERTY ADDRESS:

BUILDER:
ZIEBART CONSTRUCTION
15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
PHONE: (503) 479-4368

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
PAULA COLLIE

DESIGN ASSISTANT:

DRAFTER:
PAULA COLLIE

BIM PROJECT DESIGNER:

NO.	DESCRIPTION	DATE

OLSON

NEW BUILD

PROJECT NUMBER:
INITIAL DWG DATE: 1/26/23
DRAWN BY: PAULA COLLIE
CHECKED BY:

35

REVISED DATE: 4/26/2024

OLSON RESIDENCE

NORTHERN BOUNDRY ALONG NEW PROPERTY LINE WITH EXISTING HOUSE



Disclaimer:
Not for construction.
Design concept only.
Graphic representation
and dimensions are
untrue until field
verification and design
review approval by
Ziebart Construction LLC



15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
(503) 479-4368

PROJECT INFO:

LEGAL DESCRIPTION:
TAX ID#:
PROPERTY ID#:

OWNER:
CLASS#:

PROPERTY ADDRESS:

BUILDER:
ZIEBART CONSTRUCTION
15822 SW UPPER BOONES FERRY RD.
LAKE OSWEGO, OR 97035
PHONE: (503) 479-4368

PROJECT MANAGER:

STRUCTURAL ENGINEER:

DESIGNER:
PAULA COLLIE

DESIGN ASSISTANT:

DRAFTER:
PAULA COLLIE

BIM PROJECT DESIGNER:

NO.	DESCRIPTION	DATE

OLSON NEW BUILD

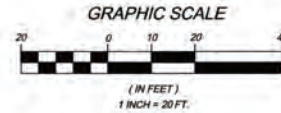
PROJECT NUMBER:
INITIAL DWG DATE: 1/26/23
DRAWN BY: PAULA COLLIE
CHECKED BY:

36

REVISED DATE: 4/26/2024

PRELIM PLAN MAP

TAX LOT 2200-2300, MAP 1S, 1E, 36CA
 LOCATED IN THE S.W. 1/4 SECTION 36, T.1S., R.1E., W.M.
 CITY OF MILWAUKIE, CLACKAMAS COUNTY, OREGON
 JANUARY 12, 2024 SCALE 1"=20'



LEGEND:

Some Symbols shown may not be used on map

- | | | | | |
|-------|--|---------|---------------------|---------------------|
| 12" ○ | DECIDUOUS TREE | STP ○ | TRAFFIC SIGNAL POLE | |
| 24" ○ | EVERGREEN TREE | U ○ | UTILITY POLE | |
| ⊙ | DEAD TREE | ⊙ | LIGHT POLE | |
| ⊙ | STORM SEWER MANHOLE | — | GUY WIRE | |
| ⊙ | CATCH BASIN | ⊙ | ELECTRIC BOX | |
| ⊙ | CURB INLET | ⊙ | ELECTRIC METER | |
| ⊙ | AREA DRAIN | ⊙ | TRANSFORMER | |
| ⊙ | DITCH INLET | ⊙ | ELECTRIC RISER | |
| ⊙ | SANITARY SEWER CLEANDOUT | ⊙ | HEAT PUMP | |
| ⊙ | SANITARY SEWER MANHOLE | ⊙ | GATE POST | |
| ⊙ | FIRE HYDRANT | ⊙ | CABLE TV BOX | |
| ⊙ | WATER MANHOLE | ⊙ | CABLE TV RISER | |
| ⊙ | WATER METER | — | CH — | HEAD LINE |
| ⊙ | WATER VALVE | — | G — | GAS LINE |
| ⊙ | HOSE BIB | — | E — | ELECTRICAL LINE |
| ⊙ | IRRIGATION CONTROL VALVE | — | FO — | COMMUNICATIONS LINE |
| ⊙ | GAS VALVE | — | SS — | SANITARY SEWER LINE |
| ⊙ | GAS METER | — | SD — | STORM DRAIN LINE |
| ⊙ | MAILBOX | — | W — | WATER LINE |
| ⊙ | UTILITY RISER | — | x — x | FENCE LINE |
| ⊙ | UTILITY BOX | — | o — | HANDRAIL |
| ⊙ | TELEPHONE MANHOLE | ○ ○ ○ ○ | | ARBORVITAE ROW |
| ⊙ | TELEPHONE RISER | FD | | FOUND |
| ⊙ | STORM OUTFALL | IP | | IRON PIPE |
| ⊙ | SIGN | IR | | IRON ROD |
| ⊙ | BOLLARD | YPC | | YELLOW PLASTIC CAP |
| ⊙ | FOUND MONUMENT | ALC | | ALUMINUM CAP |
| ⊙ | DOWN SPOUT TO STORM SYSTEM | RPC | | RED PLASTIC CAP |
| ⊙ | DOWN SPOUT TO SPLASH GUARD OR GROUND W/ PIPE DIRECTION | | | |
| ⊙ | COLUMN | | | |

SIGNED ON:

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
 JULY 13, 2004
 TOBY G. BOLDEN
 60377LS

RENEWS: DECEMBER 31, 2025
 PLOTTED: M:\PROJECTS\OLSON-27TH AVE-SE-11625\DWG\PRELIM_PLA-C3D.dwg



CENTERLINE CONCEPTS

LAND SURVEYING, INC.

19376 MOLALLA AVE., SUITE 120
 OREGON CITY, OREGON 97045

PHONE 503.650.0188 FAX 503.650.0189

