



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

# Preapplication Request Form

File #: 24-007PA

**Meeting Date:** 5 / 23 / 24 **Time:** 10 AM **Location:** 10501 SE Main St. **Today's Date:** 5 / 2 / 2024

**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: 5700 Se Johnson Creek Blvd Map & Tax Lot(s): 12E30AC00400 Zone: M

**PROPOSAL** (brief description):

Proposal to develop a multi-tenant building intended to serve as a base of operations and indoor storage facility for tradesmen.

**APPLICANT:**

Project Contact Name: Daniel Marsh / Chuck Dougherty Company: PM Design Group

Mailing Address: 19120 SE 34th Street, Suite 115 Vancouver, WA Zip: 98683

Phone(s): DM 602.457.5038 / CD 360.573.8082 Email: permits@pmdginc.com

# of Expected Attendees:  Owner  Architect  Contractor  
 Representative  Engineer  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 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](http://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 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) |

May 1, 2024

# PRE-APP NARRATIVE

## **Introduction**

This narrative outlines the preliminary planning and considerations for the development of a multi-tenant building by H & F Investments, LLC. The proposed site is ideally located on a parcel adjacent to key local businesses, intended to serve as a base of operations and indoor storage facility for tradesmen. The current use of the property is a storage yard, with plans to transform it into a functional and strategically located multi-tenant structure.

## **Site Information**

The property features one existing access point off SE Stanley Ave for Meng-Hannan Construction, with a secondary access point off SE Johnson Creek Blvd, which is proposed to become the primary access for the new development.

## **Section 1: Site Access and Zoning Verification**

The development aims to enhance accessibility while complying with local zoning and land use requirements.

- **Questions:**
  - Can we maintain the current access off Johnson Creek Blvd, and what are the required width and path of travel specifications?
  - What is the process for crossing the nearby bike path, both on the surface and for any underground utilities?
  - Are variances required for any aspect for our proposed design?
  - Are the Development standards on the conceptual site plan accurate? Particularly regarding zero setbacks or matching adjacent properties?

## **Section 2: Building Design and Placement**

The proposed structure seeks to utilize the space effectively, adhering to local regulations concerning building placement and design.

- **Questions:**
  - Once we develop this portion of the property, will there be a distinct address from Meng-Hannan Construction? If so, will that require a tentative parcel map to divide the properties?
  - Are there specific frontage requirements that impact where structures can be placed on the parcel?
  - What are the parking requirements for a building of this type?
  - What are the requirements for building glazing, frontage, and access?

### **Section 3: Building Specifications and Environmental Compliance**

This section addresses building specifications including height, floors, and compliance with environmental regulations.

- **Questions:**
  - Is there an Architectural Design Review process for this type of development?
  - What are the specifications for sprinkler systems and fire flow tests? Where should they connect?
  - What fire truck access is needed, and what are the specifications for AutoTurn?

### **Section 4: Infrastructure and Public Safety**

The development plans to incorporate essential infrastructure that meets safety and environmental standards.

- **Questions:**
  - What specifications are required for trash enclosures in terms of screening, roofs, storm drains, access, and height?
  - How should stormwater management be handled, and where should connections be made?
  - Are there any wetlands or other environmental concerns that need to be addressed?

### **Section 5: Additional Infrastructure Requirements**

The project includes modern infrastructure elements such as EV charging stations and adequate site lighting.

- **Questions:**
  - What are the current requirements for electric vehicle charging stations?
  - What are the photometric standards or limitations for site lighting?

### **Section 6: Traffic and Public Improvements**

Assessing the impact on local traffic and required public improvements is crucial for project integration into the community.

- **Questions:**
  - Is a traffic study/statement required for this development?
  - Are additional rights-of-way work and sidewalks required within the public right-of-way?

### **Section 7: Long-term Planning and Utilities**

The project considers long-term improvements and utility requirements essential for operational success.

- **Questions:**
  - Does the city have long-range improvement plans for this transit corridor?
  - What are the signage regulations, particularly concerning pylon or monument signs and other signage for tenants?
  - What are the anticipated planning fees, building permit fees, including system development charges and impact fees?
  - What is the expected timeline for planning and building permitting, and can these processes be conducted concurrently?

- Are there any anticipated issues with utilities such as power, water, gas, and telecommunications?

#### **Section 8: City Contacts and Communication**

- **Questions:**

- Who is the lead staff contact information at the city planning department?

#### **Conclusion**

The proposed multi-tenant building development aims to provide a strategic and functional space for tradesmen, enhancing the local business landscape and meeting the growing needs of the area. This narrative serves as the foundation for our ongoing discussions with city planners to refine the project and ensure compliance with all regulatory requirements.

Respectfully,

Daniel Marsh, Municipal Researcher & Permit Expeditor

P: 602.457.5038

E: [dmarsh@pmdginc.com](mailto:dmarsh@pmdginc.com) or [permits@pmdginc.com](mailto:permits@pmdginc.com)

CC:

Chuck Dougherty, Project Manager

