



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

Preapplication Request Form

File #: 24-010PA

Meeting Date: 11 / 21 / 24 **Time:** 10 AM **Location:** 10501 SE Main St. **Today's Date:** 10 / 8 / 24

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: 4920 SE Lake Road Map & Tax Lot(s): 22E06BA800 Zone: Future R-MD

PROPOSAL (brief description):

Subdivide parcel into 5 lots with the intent of building single family detached homes.

APPLICANT:

Project Contact Name: <u>Jeff Vanderdasson</u>	Company: <u>Vando Development LLC</u>
Mailing Address: <u>915 SW Rimrock Way, Ste 201-230, Redmond, Oregon</u>	Zip: <u>97756</u>
Phone(s): <u>503-407-2228</u>	Email: <u>Vandodevelopment@gmail.com</u>
# of Expected Attendees:	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Representative <input checked="" 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~~ \$400 - Major Project**
 - 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

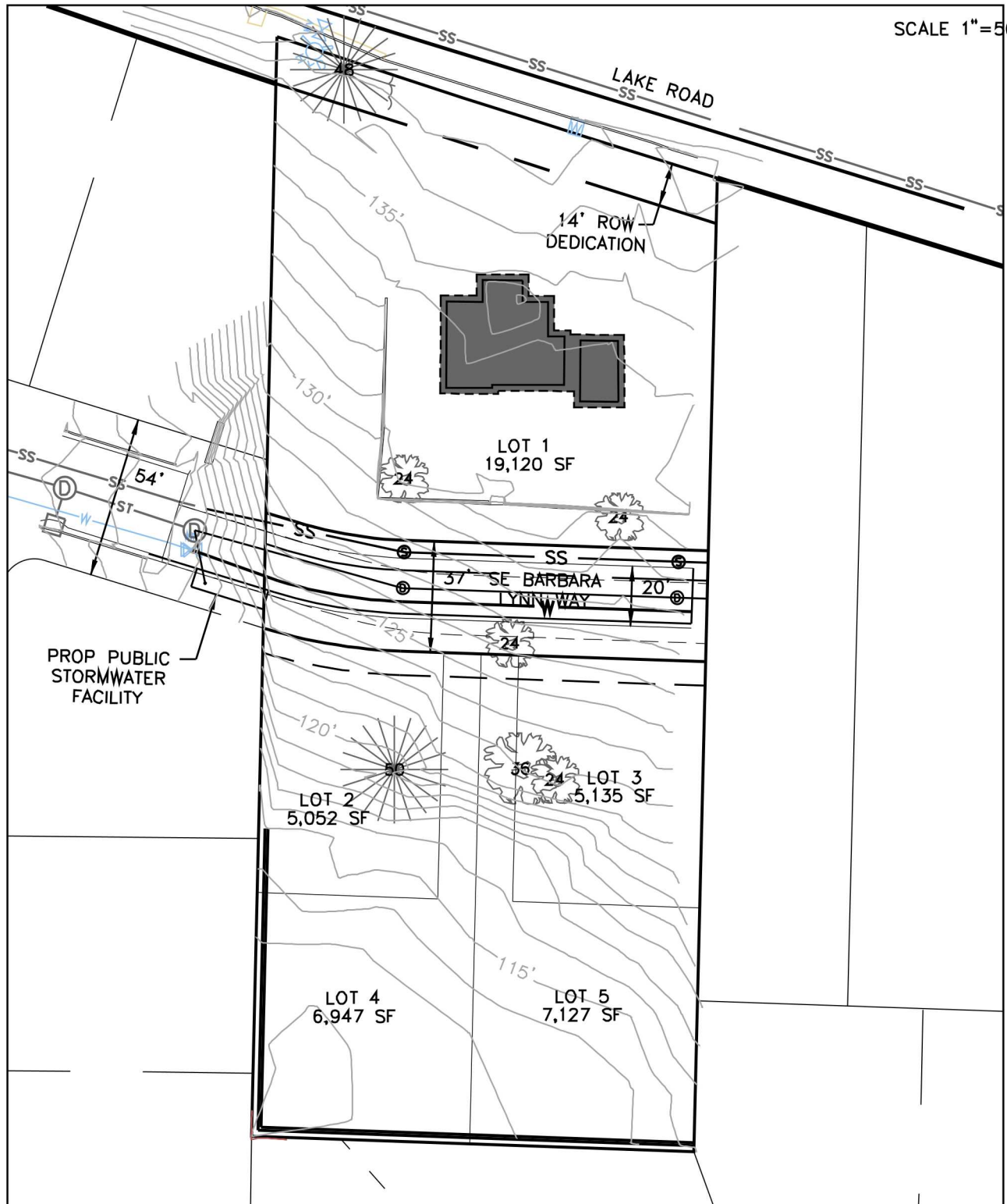
For Office Use Only:

- *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 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) |



SCALE 1"=50'



Vando Development LLC
915 SW Rimrock Way, Ste 201-230
Redmond, OR 97756

PRELIM PLAT

DATE

FIGURE

Job No.: TBD
Date: 10/4/24
To: City of Milwaukie, OR
From: Jeff Vanderdasson, PE
Subject: Monaco Property – 5 lot Subdivision
Preapplication Questions



Proposal

The applicant proposes to subdivide the first phase of the existing parcel into 5 single family residential lots. The existing home will remain on the lot created north of the public road extension. The existing home will be demolished during the second phase and the large lot partitioned into 3 single family residential lots. We have provided some detailed questions in the engineering portion below as they will have a significant impact on financing construction during the phases. Please review and provide clarification on the following questions:

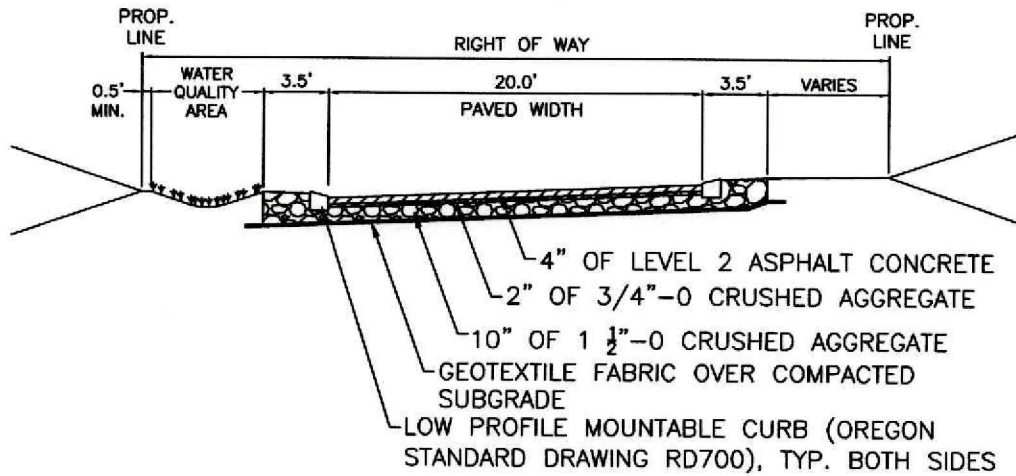
Planning related

- Confirm if there are any restrictions on timing as to when Phase 1, Lot 1, can be partitioned again.

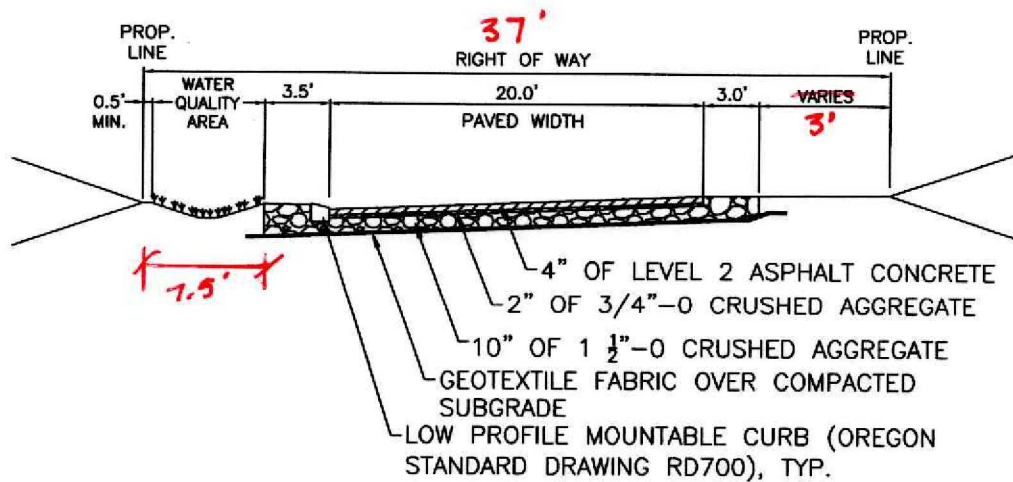
Engineering related

- There have been discussions about the proposed section of the public street extension that will be required. The attached exhibit reflects the minimum required section that also meets the requirements of the “Low Volume Street Cross Section”. That detail is not specific in terms of minimum right of way required. We would like to discuss our proposed Phase 1 section and how it would be applied to the section within the ultimate Phase 2 right of way dedication. We have provided a mark up of both sections to discuss during the conference. Things of note:
 - Phase 1 southern curb line will be placed 11’ north of the southern right of way line. This is the ultimate location based on the local street section. We would propose curb and gutter, not mountable curb as shown in the low volume street section.
 - The Low Volume Street Section reflects a shed section where in our case storm runoff would be directed to the south curb line we would construct. Our intent would be to build a curb tight stormwater planter that would be sized to handle all of the ultimate 32’ paved street runoff. The Phase 2 paved section would sheet flow to the south, with no crown installed. This would eliminate the need for a stormwater planter on the north side of the road during Phase 2 construction.
 - Sidewalk along the south side of the street extension would be deferred to Phase 2.

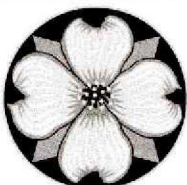
Phase 1



LOW VOLUME STREET – TWO CURB



LOW VOLUME STREET – SINGLE CURB



CITY OF MILWAUKIE, OREGON – PUBLIC WORKS DEPT.

Low Volume Street Cross Sections

DRAWING NO.

505

APPROVED *Janice D. Stroh* 03/2024
CITY ENGINEER DATE

NO.	REVISIONS	DATE	BY
3	ASPHALT AND BASE REVISED	06/19	TAP
4	GEOTEXTILE NOTE ADDED	01/21	TAP
5	NOTE CHANGE	10/23	HGB

Phase 2

