



# CITY OF MILWAUKIE

January 30, 2025

Andrew Mason  
3406 SE Johnson Creek Blvd.  
Portland, OR 97222

**Re: Preapplication Report**

Dear Andrew:

Enclosed is the Preapplication Report Summary from your meeting with the City on 01/16/2025, concerning your proposal for action on property located at 8835 SE 42<sup>nd</sup> Ave.

A preapplication conference is required prior to submittal of certain types of land use applications in the City of Milwaukie. Where a preapplication conference is required, please be advised of the following:

- Preapplication conferences are valid for a period of 2 years from the date of the conference. If a land use application or development permit has not been submitted within 2 years of the conference date, the Planning Manager may require a new preapplication conference.
- If a development proposal is significantly modified after a preapplication conference occurs, the Planning Manager may require a new preapplication conference.

If you have any questions concerning the content of this report, please contact the appropriate City staff.

Sincerely,

Petra Johnson  
Administrative Specialist II



**CITY OF MILWAUKIE**  
 10501 SE Main St  
 Milwaukie OR 97222  
 503.786.7555  
 planning@milwaukieoregon.gov  
 building@milwaukieoregon.gov  
 engineering@milwaukieoregon.gov

# Preapplication Conference Report

Project ID: 25-001PA

This report is provided as a follow-up to the meeting that was held on 1/16/2025 at 10:00 AM.

The Milwaukie Municipal Code is available here: <https://ecode360.com/MI4969>.

## APPLICANT AND PROJECT INFORMATION

<b>Applicant:</b>	Andrew Mason	<b>Applicant Role:</b> Potential Owner/Operator
<b>Applicant Address:</b>	3406 SE Johnson Creek Blvd, Portland, OR 97222	
<b>Company:</b>	Ring of Moss	
<b>Project Name:</b>	Meditation center	
<b>Project Address:</b>	8835 SE 42 <sup>nd</sup> Ave (1S1E25AA, lots 9500 & 9501)	<b>Zone:</b> R-MD (Moderate Density Residential)
<b>Project Description:</b>	Establish the site as a home for the Ring of Moss zendo, a center for meditation activities ranging from daily sessions to weekly and longer retreats.	
<b>Current Use:</b>	Residential (single-unit dwelling)	
<b>Applicants Present:</b>	Andrew Mason (lead applicant, Ring of Moss), Jane Lawson (Ring of Moss moderator), Jay Didion (architect, Telford + Brown)	
<b>Staff Present:</b>	Patrick McLeod (Building Official), Harmony Drake (Permit Coordinator), Jeff Tolentino (Assistant City Engineer), Chris Benn (Engineering Tech II), Courtney Wilson (Urban Forester), Brett Kever (Senior Planner)	

## PLANNING COMMENTS

### Zoning Compliance (MMC Title 19)

<input checked="" type="checkbox"/>	<b>Use Standards (e.g., residential, commercial, accessory)</b>	The property is zoned Moderate Density Residential (R-MD), which allows a variety of residential housing types, including single-unit detached dwellings, duplexes, triplexes, quadplexes, townhouses, and cottage cluster development. The R-MD zone also allows community service uses (CSUs) subject to land use review.
<input checked="" type="checkbox"/>	<b>Dimensional Standards</b>	The subject property is comprised of two tax lots that encompass the majority of Lot 1 (minus an 11-ft by 100-ft strip in the northeast corner) from Block 1 of the Mason Mead subdivision, platted in 1927. It is approximately 31,800 sq ft in size (0.73 acres) and is currently developed with a single-unit house and large accessory barn-type structure. The property has frontage on three public streets—200 ft of frontage on Roswell Street, approximately 154 ft on 42 <sup>nd</sup> Avenue, and 165 ft on 41 <sup>st</sup> Avenue.  Dimensional standards for the R-MD zone vary based on the lot size and are provided in Milwaukie Municipal Code (MMC) Table 19.301.4. Setback requirements for lots 7,000 sq ft and larger are as follows:

		<p>Front yard = 20 ft  Side yard = 5 ft &amp; 10 ft  Street-side yard = 20 ft  Rear yard = 20 ft</p> <p>Side yard height plane = At minimum setback, at the 20-ft height mark the structure must start sloping away from the side property line at no steeper an angle of 45°.</p> <p>MMC Subsection 19.501.2.B allows eaves and overhangs to extend up to 3 ft into a front or rear yard and up to 2 ft into a side yard.</p>
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**Land Use Review Process**

<input checked="" type="checkbox"/>	<b>Applications Needed, Fees, and Review Type</b>	<p>The proposed project will require the following application(s) for land use review:</p> <p>Community Service Use (Type III) = \$2,000  Property Line Adjustment (Type I) = \$650 <i>(if proposed by applicant)</i>  Historic Resource review (Type I or III) = \$200 or \$2,000 <i>(if needed, depending on proposal)</i></p> <p><i>Note: For multiple applications processed concurrently, the full price is collected for the most expensive application, with a 25% discount offered for each other application.</i></p>
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<input checked="" type="checkbox"/>	<b>Application Process</b>	<p>The applicant must submit a complete electronic copy of all application materials for the City's initial review. A determination of the application's completeness will be issued within 30 days. If the application is deemed incomplete, City staff will provide a list of items to be addressed upon resubmittal.</p> <p>For Type III review, a public hearing with the Planning Commission will be scheduled once the application is deemed complete. Meetings are conducted in a hybrid format, with the option of participating in person at City Hall or online via Zoom. Public notice of the hearing will be sent to property owners and current residents within 300 ft of the subject property no later than 20 days prior to the hearing date. The application will also be referred to other relevant departments and agencies for review and comment. At least 14 days before the hearing, a sign giving notice of the application must be posted on the subject property, to remain until the decision is issued. Staff will coordinate with the applicant to provide the necessary sign(s).</p> <p>Staff will prepare a report with analysis of the proposal and a recommendation that will be made available one week before the hearing. Both staff and the applicant will have the opportunity to make presentations at the hearing, followed by public testimony and then deliberation by the Commission for a decision.</p> <p>Issuance of a decision starts a 15-day appeal period for the applicant and any party who establishes standing. If no appeal is received within the 15-day window, the decision becomes final. Any appeal would be heard by the City Council to establish a final local decision.</p> <p>Development permits submitted during the appeal period may be reviewed but are not typically approved until the appeal period has ended.</p> <p>Note that the state requires land use decisions to be issued within 120 days of being deemed complete, unless the applicant opts to extend the clock (such as to allow more time to address questions raised in the hearing, for example).</p> <p>The 2025 schedule for Planning Commission hearings is attached for reference if needed. It includes dates by which an application must be deemed complete to be eligible for a particular hearing date.</p>
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**Overlay Zones (MMC 19.400)**

<input type="checkbox"/>	<b>Willamette Greenway</b>	
<input type="checkbox"/>	<b>Natural Resources</b>	

<input checked="" type="checkbox"/>	<b>Historic Preservation</b>	<p>The existing house is designated as a "significant" historic resource and is subject to the applicable provisions of Milwaukie Municipal Code (MMC) Section 19.403. In particular, MMC Subsection 19.403.5 establishes provisions for altering a "significant" historic resource. There is a short list of minor alterations that are exempt from review; the Planning Manager can approve other minor alterations with Type I administrative review if there is no change in appearance and materials or if the alteration duplicates the affected exterior features. Other alterations are considered major and require Type III review by the Planning Commission.</p> <p>ADA-required alterations are not necessarily exempt from review; depending on the nature and scale of such improvements, some land use review may be required.</p>
<input type="checkbox"/>	<b>Flex Space Overlay</b>	
<b>Site Improvements/Site Context</b>		
<input checked="" type="checkbox"/>	<b>Landscaping Requirements</b>	For lots 7,000 sq ft and above, the R-MD zone requires a minimum of 30% of the site to be vegetated. A maximum of 30% of the lot area can be covered with structures taller than 18 inches or more above grade, not including eaves and overhangs.
<input type="checkbox"/>	<b>Onsite Pedestrian/Bike Improvements</b>	
<input type="checkbox"/>	<b>Connectivity to surrounding properties</b>	
<input type="checkbox"/>	<b>Circulation</b>	
<input type="checkbox"/>	<b>Building Design Standards (MMC 19.505)</b>	
<input type="checkbox"/>	<b>Downtown Design Standards (MMC 19.508)</b>	
<b>Parking Standards (MMC 19.600)</b>		
<input checked="" type="checkbox"/>	<b>Residential Off-Street Parking Requirements</b>	<p>There is no minimum quantity of parking spaces required for the proposed development, but there is a requirement not to exceed a maximum. MMC Table 19.605.1 does not specifically list a maximum parking quantity for "meditation center," so the Planning Manager will likely determine a similar comparable use to apply to this proposal (e.g., "Meeting room, club, lodge, or association" or "Indoor recreation").</p> <p>MMC Section 19.606 provides standards for parking area design, landscaping, and other aspects in the event that any new parking is added to the site.</p> <p>MMC Subsection 19.607.1 provides standards for residential driveways and vehicle parking areas. MMC Subsection 19.607.1.D establishes some limitations on off-street parking, including that no more than 50% of a front yard area or 30% of a street-side yard area can be used for parking or maneuvering.</p> <p>MMC Section 19.609 provides standards for bicycle parking.</p> <p>Note that the limit for parking improvements that the City can require for existing nonconforming parking areas is 10% of the permit value (as per MMC Subsection 19.602.5).</p>
<input type="checkbox"/>	<b>Multi-Family/Commercial Parking Requirements</b>	
<b>Approval Criteria (MMC 19.900)</b>		

<input checked="" type="checkbox"/>	<b>Community Service Use (CSU) (MMC 19.904)</b>	The proposal to use the subject property as a meditation center requires review as a community service use (CSU). MMC Section 19.904 establishes the process and standards for establishing new CSUs, including a requirement for Type III review, with a public hearing and decision by the Planning Commission.  Approval criteria are provided in MMC Subsection 19.904.4. Specific standards for institutions are provided in MMC Subsection 19.904.8.
<input type="checkbox"/>	<b>Conditional Use (MMC 19.905)</b>	
<input type="checkbox"/>	<b>Development Review (MMC 19.906)</b>	
<input type="checkbox"/>	<b>Variance (MMC 19.911)</b>	
<b>Land Division (MMC Title 17)</b>		
<input type="checkbox"/>	<b>Design Standards</b>	
<input type="checkbox"/>	<b>Preliminary Plat Requirements</b>	
<input type="checkbox"/>	<b>Final Plat Requirements (See Engineering Section of this Report)</b>	
<input checked="" type="checkbox"/>	<b>Other Requirements</b>	If the applicant wishes, a Type I Property Line Adjustment process can be used to move the property line between the two underlying lots. The boundary adjustment can be recorded with the County Surveyor using a survey and new deeds.  Even if the applicant proposes to use both the house and the existing barn structure for the meditation center activities, it will not be necessary to consolidate the two underlying lots, although the applicant may choose to do that if an issue arises with any construction that would cross the shared boundary.
<b>Sign Code Compliance (MMC Title 14)</b>		
<input checked="" type="checkbox"/>	<b>Sign Requirements</b>	Signage in residential zones is limited. MMC Section 14.12.010 provides a list of exempt signs, including one small, non-illuminated sign up to 4 sq ft in area. MMC Section 14.08.090 establishes standards for CSU signs: smaller signs (up to 16 sq ft) can be approved with Type I review; larger signs (up to 40 sq ft) require Type III review.
<b>Noise (MMC Title 16)</b>		
<input type="checkbox"/>	<b>Noise Mitigation (MMC 16.24)</b>	
<b>Neighborhood District Associations</b>		
<input checked="" type="checkbox"/>	<b>Historic Milwaukie Lake Road</b>	Prior to submitting the application, the applicant is encouraged (but not required) to present the project at a regular meeting of the relevant Neighborhood District Association (NDA), in this case the Ardenwald-Johnson Creek NDA.  <b><u>Ardenwald-Johnson Creek NDA</u></b> Chris Holle-Bailey (Chair) = <a href="mailto:chrisardenwald@gmail.com">chrisardenwald@gmail.com</a>  Regular meeting is the fourth Monday of most months at 6:30pm at Milwaukie Café and Bottle Shop (9401 SE 32 <sup>nd</sup> Ave), but please check the City calendar to confirm whether the next meeting will be in person, online, or both.
	Choose an item.	

		<p>Note that 42<sup>nd</sup> Avenue separates the site from the jurisdiction of the Lewelling NDA. The applicant is encouraged to approach this neighboring NDA as well.</p> <p><b><u>Lewelling NDA</u></b>  Camden McKone (Chair) = <a href="mailto:lewellingndachair@gmail.com">lewellingndachair@gmail.com</a></p> <p>Regular meeting is the second Wednesday of most months at 6:30pm at Kairos-Milwaukie UCC (4790 SE Logus Rd), but please check the City calendar for the latest information.</p>
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**Other Permits/Registration**

<input type="checkbox"/>	<b>Business Registration</b>	
<input type="checkbox"/>	<b>Home Occupation Compliance (MMC 19.507)</b>	

**Additional Planning Notes**

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**ENGINEERING & PUBLIC WORKS COMMENTS**

**Public Facility Improvements (MMC 19.700)**

<input checked="" type="checkbox"/>	<b>Applicability (MMC 19.702)</b>	<p>MMC 19.702 establishes the applicability of MMC 19.700, including to partitions, subdivisions, replats, new construction, and modification and/or expansion of an existing structure or a change or intensification in use that results in a new dwelling unit, any new increase in gross floor area, and/or in any projected increase in vehicle trips.</p> <p>The proposed development is to modify or expand up to two structures. MMC 19.700 applies.</p>
<input type="checkbox"/>	<b>Transportation Facilities Review (MMC 19.703)</b>	Per MMC 19.703.2, because the proposed development does not trigger a Transportation Impact Study (TIS), a Transportation Facilities Review (TFR) application is not required.
<input type="checkbox"/>	<b>Transportation Impact Study (MMC 19.704)</b>	The proposed development does not trigger a Transportation Impact Study.
<input checked="" type="checkbox"/>	<b>Agency Notification (MMC 19.707)</b>	<p>The City must provide notification to Metro and Clackamas County whenever a proposed development is within 200 ft of a designated arterial or collector roadway. Notice must be provided to TriMet whenever a proposed development is within 200 ft of an existing or proposed transit route on the current TriMet service map and/or Figure 7-3 of the Transportation System Plan (TSP).</p> <p>The subject property has frontage on 42<sup>nd</sup> Avenue, which is a collector roadway, so Metro and Clackamas County will be notified. The site is not within 200 ft of a transit route as shown on Figure 7-3 of the TSP, so TriMet will not be notified.</p>
<input checked="" type="checkbox"/>	<b>Transportation Requirements (MMC 19.708)</b>	<p>Access Management: All development subject to MMC 19.700 must comply with access management standards contained in MMC 12.16.</p> <p>Clear Vision: All developments subject to MMC 19.700 must comply with clear vision standards contained in MMC 12.24.</p> <p>Existing roadway and sidewalk condition on 41<sup>st</sup> Avenue, 42<sup>nd</sup> Avenue, and Roswell Street is acceptable and no roadway improvements are required.</p>
<input checked="" type="checkbox"/>	<b>Utility Requirements (MMC 19.709)</b>	<p>Sewer utilities are available from 41<sup>st</sup> Avenue and 42<sup>nd</sup> Avenue. Water utilities are available from 41<sup>st</sup> Avenue, 42<sup>nd</sup> Avenue, and Roswell Street.</p> <p>A right-of-way (ROW) permit will be required to perform any work within the ROW.</p>

		<p>Milwaukie only provides Storm, Sewer, and Water utilities. Any other utilities (e.g., PGE, NW Natural, etc.) are all managed under Franchise Utility Operators, and the owner/developer team will need to coordinate those utility connections separately. A Franchise Utility Permit will need to be filed by the Operator with the City of Milwaukie in order to conduct work in the ROW.</p> <p>There is a street moratorium on 41<sup>st</sup> Avenue, expiring Sept 2028. As of January 2025, the roadway is in the second year of moratorium. Second year moratorium streets have a \$200 per sq ft surcharge for surface restoration. 42<sup>nd</sup> Avenue is scheduled for resurfacing in the summer of 2025, which will put it on the 5-year street moratorium list until 2030. Roadways in their first year of moratorium have a \$250 per sq ft surcharge for surface restoration. A \$3,000 minimum deposit is also required to ensure any restoration is constructed to City standards. See the Fee Schedule for more information.</p>
<b>Flood Hazard Area (MMC 18)</b>		
<input type="checkbox"/>	<b>Floodplain Development Permit (MMC 18.16.030)</b>	The project area is not within the Federal Emergency Management Agency (FEMA) 1% annual chance flood area (i.e., 100-year floodplain) and is not subject to the flood hazard requirements of Title 18.
<input type="checkbox"/>	<b>General Standards (MMC 18.04.150)</b>	
<input type="checkbox"/>	<b>Compensatory Storage (MMC 18.20.020)</b>	
<input type="checkbox"/>	<b>Floodways (MMC 18.20.010.B)</b>	
<b>Environmental Protection (MMC 16)</b>		
<input type="checkbox"/>	<b>Weak Foundation Soils (MMC 16.16)</b>	
<input checked="" type="checkbox"/>	<b>Erosion Control (MMC 16.28)</b>	<p>Common EC measures will be required: gravel construction entrance/exit, perimeter sediment controls, and proper storage materials.</p> <p>Exposed soil must be covered nightly during rainy season (Sept 1 – April 30).</p> <p>Eight catch basin inlets near the site will require protection from sediment pollution.</p> <p>Erosion control and prevention is required as outlined in <a href="#">MMC 16.28</a>.</p> <p><a href="#">Standard Erosion Prevention and Sediment Control notes</a></p> <p>Projects that disturb more than 500 sq ft within the City of Milwaukie limits require an <a href="#">Erosion Control Permit</a> from the City's Building Department. Even projects that are less than 500 sq ft may require a permit based on site conditions and proximity to natural resources such as wetlands and waterways. The applicant must submit an erosion control plan for their project that accurately depicts how sediment will be controlled during the duration of the project.</p> <p>Please review the City's <a href="#">Erosion Prevention and Sediment Control requirements</a>. The applicant is encouraged to use the City's adopted <a href="#">Erosion Prevention and Sediment Control Planning &amp; Design Manual (2020)</a> for assistance in designing an erosion control plan.</p> <p>For more information, please visit <a href="https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control">https://www.milwaukieoregon.gov/publicworks/erosion-prevention-and-control</a> or contact <a href="mailto:erosioncontrol@milwaukieoregon.gov">erosioncontrol@milwaukieoregon.gov</a>.</p>
<input checked="" type="checkbox"/>	<b>Tree Code (MMC 16.32)</b>	<p>If no new primary dwelling units are proposed, the tax lots included in the development site will not be subject to the development tree code (MMC 16.32.042 A-H.)</p> <p>However, if a new primary dwelling unit is proposed, the development tree code requires compliance and/or mitigation associated with the following standards:</p> <ul style="list-style-type: none"> <li>- Preservation standard</li> </ul>

		<ul style="list-style-type: none"> <li>- Planting standard</li> <li>- Protection standard</li> <li>- Soil volume standard</li> </ul> <p>For more information on these standards, view the documents attached at the bottom of the residential development tree permits webpage <a href="#">here</a>. Mitigation fees are outlined in the city's <a href="#">fee schedule</a>. The applicant may seek a variance for one or more of these standards through a Type III variance process (MMC 16.32.042.E).</p> <p>Note that there is no preservation mitigation fee assessed for trees removed above the 30% canopy cover threshold. The lot must provide a minimum of 40% canopy, either by planting or by paying a mitigation fee of \$5 per sq ft of needed canopy. Trees 12" DBH or greater receive bonus canopy multipliers depending on their size.</p> <p>Bonds are required for tree protection and tree planting as outlined in the fee schedule.</p> <p>Submittal requirements are outlined in MMC 16.32.042.H. An ISA Certified Arborist is required to submit the final documents to the city as defined in MMC 16.32.042. Additional supportive documentation, including canopy lists and tree protection and planting guidance are available at <a href="http://www.milwaukieoregon.gov/trees">www.milwaukieoregon.gov/trees</a>.</p> <p>The development tree code application is due at time of building permit application unless a variance is being requested through the land use application process. Building permits will not be approved without completion and approval of the development tree code application.</p> <p>For more information, please contact <a href="mailto:urbanforest@milwaukieoregon.gov">urbanforest@milwaukieoregon.gov</a> or call 503-786-7655.</p>
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**Public Services (MMC 13)**

<input checked="" type="checkbox"/>	<b>Water System (MMC 13.04)</b>	<p>Tax lot 11E25AA09501 has an existing 3/4" water utility connection on 42<sup>nd</sup> Avenue. No existing water utility connection was identified for tax lot 11E25AA09500. A new water utility connection for tax lot 11E25AA09500 must be on a separate utility connection with a separate meter from the one on tax lot 11E25AA09501. If both tax lots are consolidated in the future, the entire lot can be serviced from the same utility connection.</p> <p>A new for tax lot 11E25AA09500 or upsized connection for 11E25AA09501 to City utilities is subject to plan and application review. Applications for City utility billing connections shall be made on approved forms: <a href="https://www.milwaukieoregon.gov/building/water-connection-application">https://www.milwaukieoregon.gov/building/water-connection-application</a></p> <p>A system development charge (SDC) and a water service connection fee must be paid prior to any new or upsized connections to city water.</p> <p>A Right-of-Way (ROW) Permit is required to complete any work in the public ROW, including any water utility connections performed in the ROW.</p>
<input checked="" type="checkbox"/>	<b>Sewer System (MMC 13.12)</b>	<p>Tax lot 11E25AA09501 has an existing 4" wastewater utility connection. No existing wastewater utility connection was identified for tax lot 11E25AA09500. A wastewater utility connection for tax lot 11E25AA09500 must be on a separate utility connection tax lot 11E25AA09501. If both tax lots are consolidated in the future, the entire lot can be serviced from the same utility connection.</p> <p>A new connection for tax lot 11E25AA09500 or upsized connection for 11E25AA09501 to City utilities is subject to plan and application review.</p> <p>A City of Milwaukie system development charge (SDC) and a Clackamas County wastewater treatment SDC must be paid prior to any new or upsized connections to city sewer.</p> <p>8" wastewater mains are available for connection on 41<sup>st</sup> Avenue, Roswell Street, and 42<sup>nd</sup> Avenue.</p> <p>A ROW Permit is required to complete this work.</p>



☒	<b>Stormwater Management (MMC 13.14)</b>	<p>Stormwater mitigation must meet the city's NPDES permit through design of facilities according to the 2016 City of Portland Stormwater Management Manual.</p> <p>All new impervious surface area greater than 500 sq ft must be treated on site. Stormwater treatment is evaluated at the time of building permit review. A completed and notarized Operations and Maintenance Packet is required prior to final occupancy and as part of the Final Engineering Inspection.</p> <p>An SDC must be paid prior to building permit issuance.</p>
☒	<b>System Development Charge (MMC 13.28.040)</b>	<p>All new development or intensification of use shall be subject to SDCs.</p> <p>Latest charges are determined by the Master Fee Schedule available here: <a href="https://www.milwaukieoregon.gov/finance/fees-charges">https://www.milwaukieoregon.gov/finance/fees-charges</a></p> <p>An estimate is provided in the Additional Engineering &amp; Public Works Notes.</p>
☐	<b>Fee in Lieu of Construction (MMC 13.32)</b>	

**Public Places (MMC 12)**

☒	<b>Right of Way Permit (MMC 12.08.020)</b>	<p>A ROW Permit will be required for any frontage improvements, utility work within the ROW, extension of public utilities, and/or driveway construction for the development.</p> <p>A full set of engineered civil plans is required as part of the ROW permit review process. An approved Engineer's Estimate is required and will be used to determine the Performance and Maintenance bonds required to complete this work.</p> <p>An Engineer's Estimate for all public improvements is required prior to permit issuance. An initial ROW permit fee of 1.5% of the initial estimate is due prior to permit review.</p> <p>A performance bond for 130% of the final Engineer's Estimate and a ROW permit fee of 5.5% (less the original permit review fee) is required prior to permit issuance. A maintenance bond for 10% of the Engineer's Estimate is required at the end of construction pending final as-built approval. Review fee includes:</p> <ul style="list-style-type: none"> <li>• Plan Review</li> <li>• Review Submittals</li> <li>• Invoicing Utility fees <ul style="list-style-type: none"> <li>○ Water meter service installation fees (see fee schedule)</li> <li>○ \$1500 street opening deposit</li> </ul> </li> <li>• Inspection will be assigned as pending by the engineering tech. Inspection shall be scheduled the evening before and we do not complete them on Fridays. <ul style="list-style-type: none"> <li>○ Proof roll – verify subgrade</li> <li>○ Sewer <ul style="list-style-type: none"> <li>▪ Connection</li> </ul> </li> <li>○ Water <ul style="list-style-type: none"> <li>▪ Water Main Testing – pressure and chlorination</li> <li>▪ Main connection to existing infrastructure</li> </ul> </li> </ul> </li> </ul>
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☒	<b>Access Requirements (MMC 12.16.040)</b>	<p>Per MMC 12.16.040, private property must be provided with street access via accessways (driveways). These driveways must be constructed under a ROW permit in accordance with the current Milwaukie Public Works Standards.</p> <p>Tax lot 11E25AA09501 has frontages on 42<sup>nd</sup> Avenue and Roswell Street, and both frontages have an existing accessway. Tax lot 11E25AA09500 has frontages on 41<sup>st</sup> Avenue and Roswell Street, and an existing accessway is present on 41<sup>st</sup> Avenue. No changes are proposed for any of the existing accessways.</p> <p>Requirements and standards for new accessways or modifications to existing accessways are detailed in MMC Subsection 12.16.040. Establishing a new accessway or performing modifications to existing accessways require a permit from the City as detailed in MMC Subsection 12.16.030.</p>
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<input checked="" type="checkbox"/>	<b>Clear Vision (MMC 12.24)</b>	A clear vision area shall be maintained at all driveways and accessways.
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### Additional Engineering & Public Works Notes

SDC estimate is as follows (**Fees subject to change until final plans and permit issuance**):

- Parks
  - Reimbursement: \$7,216.00
- Transportation
  - Reimbursement: \$299.16
  - Improvement: \$5,956.56
  - **Total: \$6,264.72**
- Storm Drainage
  - For any net increase in impervious surface, a Stormwater SDC of \$0.42 per sq ft will be assessed.
- Water
  - Assuming no changes are made to the existing 3/4" water service to tax lot 11E25AA09501 and no water connection is made to tax lot 11E25AA09500, no additional water SDC will be assessed.
  - Assuming the existing 3/4" water service to tax lot 11E25AA09501 will be upgraded to a 1" water service, and no changes are made to tax lot 11E25AA09500 a \$9,339 SDC would be assessed, along with a non-refundable credit of \$5,603 for the existing service, for a combined total of \$4,186 for water SDC. A \$450 equipment fee would also be assessed for change in meter size.
  - Assuming a new 3/4" service will be added to tax lot 11E25AA09500, and no changes are made to the existing connection on tax lot 11E25AA09501, a \$5,603 water SDC will be assessed. A \$300 equipment fee would also be assessed for the new 3/4" meter.
- Sewer
  - Wastewater SDCs for the City's Wastewater collection system are based on the number of fixtures in a given building. In general, the City assumes an average of 16 fixture units comprise a single residential EDU, and currently charges \$1,176.79 for Single family homes, (or \$73.55 per fixture). A non-refundable credit may be provided for fixtures removed.
- Review Fee
  - Administration: \$165.00
- Wastewater Treatment (Clackamas County)

County Wastewater SDCs fund wastewater treatment by Water Environment Services (WES). County wastewater SDCs are based on total living area (TLA), modified by type of land use. For the proposed project, the change in land use from single family residential to church, with no increase in TLA, yields no SDC's for County Wastewater. It is not anticipated that the applicant will owe SDC for county wastewater (WES); however, if the applicant doubles their total living area they may accrue. Submittals required for work in the ROW (likely only sewer and water connections) will likely include concrete mix design, pipe and appurtenance materials, trench backfill materials, roadway base material, and asphalt.

### BUILDING COMMENTS

All drawings must be submitted electronically through [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

New buildings or remodels shall meet all the provisions of the current applicable Oregon Building Codes. All State adopted building codes can be found online at: <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>.

All building permit applications are electronic and can be applied for online with a valid CCB license number or engineer/architect license at [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov). Each permit type and sub-permit type are separate permits and are subject to the same time review times and will need to be applied for individually. Plans need to be uploaded to their specific permits in PDF format as a total plan set (not individual pages) if size allows. The 2022 OSSC (Oregon Structural Specialty Code) will apply to this project

If you have any building related questions, please email us at [building@milwaukieoregon.gov](mailto:building@milwaukieoregon.gov).

**Please provide as much information about the existing building as possible for the plan review process. By providing the occupancy, square footage, type of construction, and if fire sprinklers are provided in the existing structure will help determine a code-compliant path.**

## OTHER FEES

<input checked="" type="checkbox"/>	<b>Construction Excise Tax</b> Affordable Housing CET – Applies to any project with a construction value of over 100,000.	<b>Calculation:</b> Valuation *12% (.12)
<input checked="" type="checkbox"/>	<b>Metro Excise Tax</b> Metro – Applies to any project with a construction value of over \$100,000.	<b>Calculation:</b> Valuation *.12% (.0012)
<input checked="" type="checkbox"/>	<b>School Excise Tax</b> School CET – Applies to any new square footage.	<b>Calculation:</b> Commercial = \$0.82 per sq ft Residential = \$1.63 per sq ft (not including garages)

## FIRE DISTRICT COMMENTS

Please contact the Clackamas Fire District for any questions about fire-related issues.

## COORDINATION WITH OTHER AGENCIES

**Applicant may need to communicate directly with outside agencies, including the following:**

- Metro
- TriMet
- North Clackamas School District
- North Clackamas Parks and Recreation District (NCPRD)
- Oregon Parks and Recreation
- ODOT/ODOT Rail
- Department of State Lands
- Oregon Marine Board
- Oregon Department of Fish and Wildlife (ODOT)
- State Historic Preservation Office
- Clackamas County Transportation and Development

## MISCELLANEOUS

### State or County Approvals Needed

<input type="checkbox"/>	<b>Boiler Approval (State)</b>	
<input type="checkbox"/>	<b>Elevator Approval (State)</b>	
<input type="checkbox"/>	<b>Health Department Approval (County)</b>	

### Arts Tax

<input type="checkbox"/>	<b>Neighborhood Office Permit</b>	
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### Other Right-of-Way Permits

<input type="checkbox"/>	<b>Major:</b>	
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<input type="checkbox"/>	<b>Minor:</b>	
<input type="checkbox"/>	<b>Painted Intersection Program Permits:</b>	
<input type="checkbox"/>	artMOB Application	
<input type="checkbox"/>	Traffic Control Plan (Engineering)	
<input type="checkbox"/>	<b>Parklet:</b>	
<input type="checkbox"/>	Parklet Application/ Planning Approval	
<input type="checkbox"/>	Engineering Approval	
<input type="checkbox"/>	Building Approval	
<input type="checkbox"/>	<b>Sidewalk Café:</b>	
<input type="checkbox"/>	<b>Tree Removal Permit:</b>	

**Infrastructure/Utilities**

**Applicant must communicate directly with utility providers. These may include the following:**

- PGE
- NW Natural
- Clackamas River Water (CRW)
- Telecomm (Comcast, Century Link)
- Water Environmental Services (WES)
- Garbage Collection (Waste Management, Hoodview Disposal and Recycling)

**Economic Development/Incentives**

<input type="checkbox"/>	<b>Enterprise Zone:</b>	
<input type="checkbox"/>	<b>Vertical Housing Tax Credit:</b>	
<input type="checkbox"/>	<b>New Market Tax Credits:</b>	
<input type="checkbox"/>	<b>Housing Resources:</b>	

**PLEASE SEE NOTE AND CONTACT INFORMATION ON THE FOLLOWING PAGE**

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**This is only preliminary preapplication conference information based on the applicant's proposal and does not cover all possible development scenarios. Other requirements may be added after an applicant submits land use applications or building permits. City policies and code requirements are subject to change. If a note in this report contradicts the Milwaukie Municipal Code, the MMC supersedes the note. If you have any questions, please contact the City staff that attended the conference (listed on Page 1). Contact numbers for these staff are City staff listed at the end of the report.**

Sincerely,

**City of Milwaukie Development Review Team**

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### **BUILDING DEPARTMENT**

Patrick McLeod	Building Official	503-786-7611
Harmony Drake	Permit Coordinator	503-786-7638
Stephanie Marcinkiewicz	Inspector/Plans Examiner	503-786-7636
Emilie Bushlen	Building Permit Technician	503-786-7669

### **ENGINEERING DEPARTMENT**

Jennifer Garbely	City Engineer	503-786-7534
Jeff Tolentino	Assistant City Engineer	503-786-7644
Chris Benn	Engineering Technician II	503-786-7617
Michael Groome	Engineering Technician II	503-786-7671

### **PLANNING DEPARTMENT**

Laura Weigel	Planning Manager	503-786-7654
Vera Koliass	Senior Planner	503-786-7653
Brett Kolver	Senior Planner	503-786-7657
Adam Heroux	Associate Planner	503-786-7658
Ryan Dyar	Associate Planner	503-786-7661

### **COMMUNITY DEVELOPMENT DEPARTMENT**

Joseph Briglio	Community Development Director	503-786-7616
Mandy Byrd	Development Programs Manager	503-786-7692
(vacant)	Housing & Econ. Dev. Prog. Mgr.	503-786-7627
Petra Johnson	Administrative Specialist II	503-786-7600

### **SUSTAINABILITY DEPARTMENT**

Katie Gavares	Climate & Natural Resources Mgr.	503-786-7668
Courtney Wilson	Urban Forester	503-786-7655
Riley Gill	Environmental Services Coordinator	503-786-7660

### **CLACKAMAS FIRE DISTRICT**

Shawn Olson	Fire Marshal	<a href="mailto:shawn.olson@ClackamasFire.com">shawn.olson@ClackamasFire.com</a>
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**MILWAUKIE PLANNING**  
 10501 SE Main St.  
 Milwaukie OR 97222  
 503.786.7630  
 planning@milwaukieoregon.gov

# 2025 Planning Commission Hearing Schedule

## About the Deadlines

- Applications can be submitted at any time.
- The City must deem an application complete on or before the **COMPLETE APPLICATION DEADLINE** in order for the application to be eligible for the **FIRST POTENTIAL HEARING DATE**.<sup>2</sup>
- Since applications are rarely complete upon first submission, the City recommends application submission 2 weeks in advance of the **COMPLETE APPLICATION DEADLINE** to allow time for you to make the application complete.<sup>3</sup>
- New information submitted after the **NEW INFORMATION DEADLINE** could cause your hearing date be continued.

## About the Scheduling Process

- Complete applications are scheduled for hearing in the order in which they are deemed complete.
- There is no guarantee of any particular hearing date.<sup>4</sup> However, City staff can provide you with up-to-date hearing date availability and scheduling information upon request.
- There are things over which neither you nor the City has control that may prevent your application from being heard on a specific date.  
 (For example, the hearing schedule may already be full or a previous hearing may need to be continued to the next available hearing date.)
- The City reserves the right to schedule City business items on the Planning Commission agenda as needed and to cancel any scheduled Planning Commission meeting.
- Some applications require a hearing before the Planning Commission and City Council. Check with staff for City Council hearing schedule information.
- Hearing schedule is subject to change.<sup>5</sup>

2025 Planning Commission Hearing Schedule		
Complete Application Deadline <sup>1</sup>	New Information Deadline	First Potential Hearing Date
Nov 29, 2024	Dec 16, 2024	Jan 14
Dec 13, 2024	Dec 30, 2024	Jan 28
Dec 27, 2024	Jan 13	Feb 11
Jan 10	Jan 27	Feb 25
Jan 24	Feb 10	Mar 11
Feb 07	Feb 24	Mar 25
Feb 21	Mar 10	Apr 08
Mar 07	Mar 24	Apr 22
Mar 28	Apr 14	May 13
Apr 11	Apr 28	May 27
Apr 25	May 12	Jun 10
May 09	<b>May 23</b>	Jun 24
May 23	Jun 09	Jul 08
Jun 06	Jun 23	Jul 22
Jun 27	Jul 14	Aug 12
Jul 11	Jul 28	Aug 26
Jul 25	Aug 11	Sep 09
Aug 08	Aug 25	Sep 23
Aug 29	Sep 15	Oct 14
Sep 12	Sep 29	Oct 28
<b>No Meeting November 11, 2025</b>		
Oct 10	Oct 27	Nov 25
Oct 24	<b>Nov 10</b>	Dec 09
Nov 07	Nov 24	Dec 23
<b>Nov 26</b>	Dec 15	Jan 13, 2026
<b>Bold green-shaded dates indicate adjustments to accommodate holidays.</b>		

<sup>1</sup> City staff needs a minimum of 46 days to prepare an application for hearing.  
<sup>2</sup> Items needed for application completeness vary by application type and project complexity. If a preapplication conference is required for an application and/or for a related traffic impact study, the City will not accept the application until the required conferences are held.  
<sup>3</sup> Under Oregon law, the City has 30 days to review an application for completeness.  
<sup>4</sup> As required by Oregon law, the City will issue a decision within 120 days of the deemed complete date, unless you grant a waiver.  
<sup>5</sup> For most current info, see Planning Commission page: <https://www.milwaukieoregon.gov/bc-pc>