



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

Preapplication Request Form

File #: 25-002PA

Meeting Date: 2/20/2025 **Time:** 10:00am **Location:** 10501 SE Main St. **Today's Date:** 2/06/2025

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: SE Llewellyn St & SE 34th Ave Map & Tax Lot(s): 11E25DC06300 Zone:

PROPOSAL (brief description):

SE Llewellyn St & SE 34th Ave

APPLICANT:

Project Contact Name: Garrett Sandberg Company: Dez Development LLC.

Mailing Address: 10117 SE Sunnyside Rd F1123, Clackamas, OR Zip: 97015

Phone(s): (360) 957-8096 Email: garrett@dezdevelopment.com

of Expected Attendees: 3 Owner Architect Contractor
 Representative Engineer 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** *(Staff will determine type per Fee Schedule)*
 - \$200 (Minor)** **\$400 (Major)**
 - 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: File Planning (2) Engineering (2) Building
- Development Manager Public Works Fire CD Director (development)



Narrative for Proposed Residential Development on SE Llewellyn St.

A pre-application has been submitted for a residential development project located at the northwest corner of SE Llewellyn Street and SE 34th Avenue, situated within the Milwaukie Urban Renewal Area. The proposal outlines the construction of a single-use residential community comprising five buildings designed as 30 multi-unit development. These units will be distributed across two five-plexes, two six-plexes, and one eight-plex structure.

The project site, currently consisting of four undeveloped parcels, will be consolidated into a single 36,348-square-foot lot through a replat process. Notably, the property spans two zoning districts—General Mixed-Use (GMU) and Residential High-Density (R-HD)—with no proposed modifications to existing zoning designations.

Parking provisions exceed municipal requirements: With 0.5 off-street parking spaces mandated per unit (14 spaces total for 28 units), the development proposes 20 in-unit garages, ensuring ample resident parking. Fire safety infrastructure is addressed by the proximity of a fire hydrant located at the northeast corner of the property along SE 34th Avenue.

The flat, vacant site presents favorable conditions for development, minimizing grading needs. Additionally, the project incorporates bicycle parking within individual units, eliminating the need for communal storage facilities.

This proposal aligns with local zoning standards and urban renewal objectives, emphasizing efficient land use, enhanced housing density, and adherence to safety and accessibility requirements. Further details will be refined during the formal application review.

Questions:

- 1) The site has 2 separate zones, R-HD and GMU. The eastern part of the lot falls under the R-HD zone that has a Side Yard Height setback, 25 ft at 45 degrees and the GMU zone does not have such requirements. Can the eastern two buildings be exempt to this requirement, so they may match the design of the 3 buildings?
- 2) If no to item 1, does the Side Yard Height affect street sides too?
- 3) The 20 ft wide private driveway is per C.O.M. Public Works detail 522. "8 or more dwellings off a local street is min 20ft." The driveway is greater than 150 ft deep. But the site is serviced by a fire hydrant at the northeast corner of the property. Will we be required to provide a fire truck turnaround and does the 20ft wide drive meet fire truck min access requirements?
- 4) There was a 10 ft ROW dedication placed along Llewellyn St (No. 2001-048903). Will there be any dedication along SE 34th Ave?
- 5) Per the design requirements for townhomes, it is required to have a front porch 5 ft min depth per 19.505.5.C.1.a.1 & 19.505.5.C.4.a but in section 5 horizontal transitions it states it needs to be 6 ft min. Can you elaborate on when this is required? And if it applies to our proposed development.



SE LLEWELLYN ST

SE 34TH AVE

SITE PLAN
SCALE: 1" = 10'-0"

SITE DATA:

PROPOSED 30 UNIT MULTI-UNIT DEVELOPMENT

LOT AREA	GMU 22,420 / R-HD 13,928 = TOTAL 36,348 SF
ZONING	GMU (LEFT PORTION) / R-HD (RIGHT PORTION)
SETBACK	
FRONT	GMU 15 FT / R-HD 20 FT
SIDE	GMU 0 FT / R-HD 5 FT
STREET SIDE	GMU 0 FT / R-HD 15 FT
REAR	GMU 0 FT / R-HD 15 FT

DENSITY	
GMU MIN 25 PER ACRE = 12.86	= 13 UNITS MIN
GMU MAX 50 PER ACRE = 25.73	= 25 UNITS MAX
R-HD MIN 25 PER ACRE = 7.99	= 8 UNITS MIN
R-HD MAX 32 PER ACRE = 10.23	= 10 UNIT MAX

PARKING REQUIREMENTS

MIN	0.5 PER UNIT (TOWNHOUSES)
MAX	2 PER UNIT
REQUIRED	MIN = 28 UNITS x 0.5 = 14 OFF STREET PARKING MAX = 28 UNITS x 2 = 56 OFF STREET PARKING
PROVIDED	22 OFF STREET PARKING SPACES



VICINITY MAP

