

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

Preapplication Request Form

File #: **25-003PA**

Meeting Date: 03 / 06 / 25 **Time:** 10 AM **Location:** 10501 SE Main St. **Today's Date:** 02 / 20 / 25

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: 9111 SE 29th Ave Milwaukie, OR 97222 Map & Tax Lot(s): 11E25BD02200 Zone: RMD

PROPOSAL (brief description):

Demo existing house and driveway. Construct 7-Unit cottage cluster. No on-site parking area.

APPLICANT:

Project Contact Name: Zac Horton Company: Faster Permits
 Mailing Address: 2000 SW 1st Ave #420 Portland, OR Zip: 97201
 Phone(s): 5034389654 Email: zac@fasterpermits.com
 # of Expected Attendees: 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 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 or electronically to planning@milwaukieoregon.gov, 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 to planning@milwaukieoregon.gov.

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 to planning@milwaukieoregon.gov. 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)

MEMO

RE: 9111 SE 29th Ave

Scope: Proposal to demo existing structure on site, construct a 7-unit cottage cluster with Middle Housing Land Division.

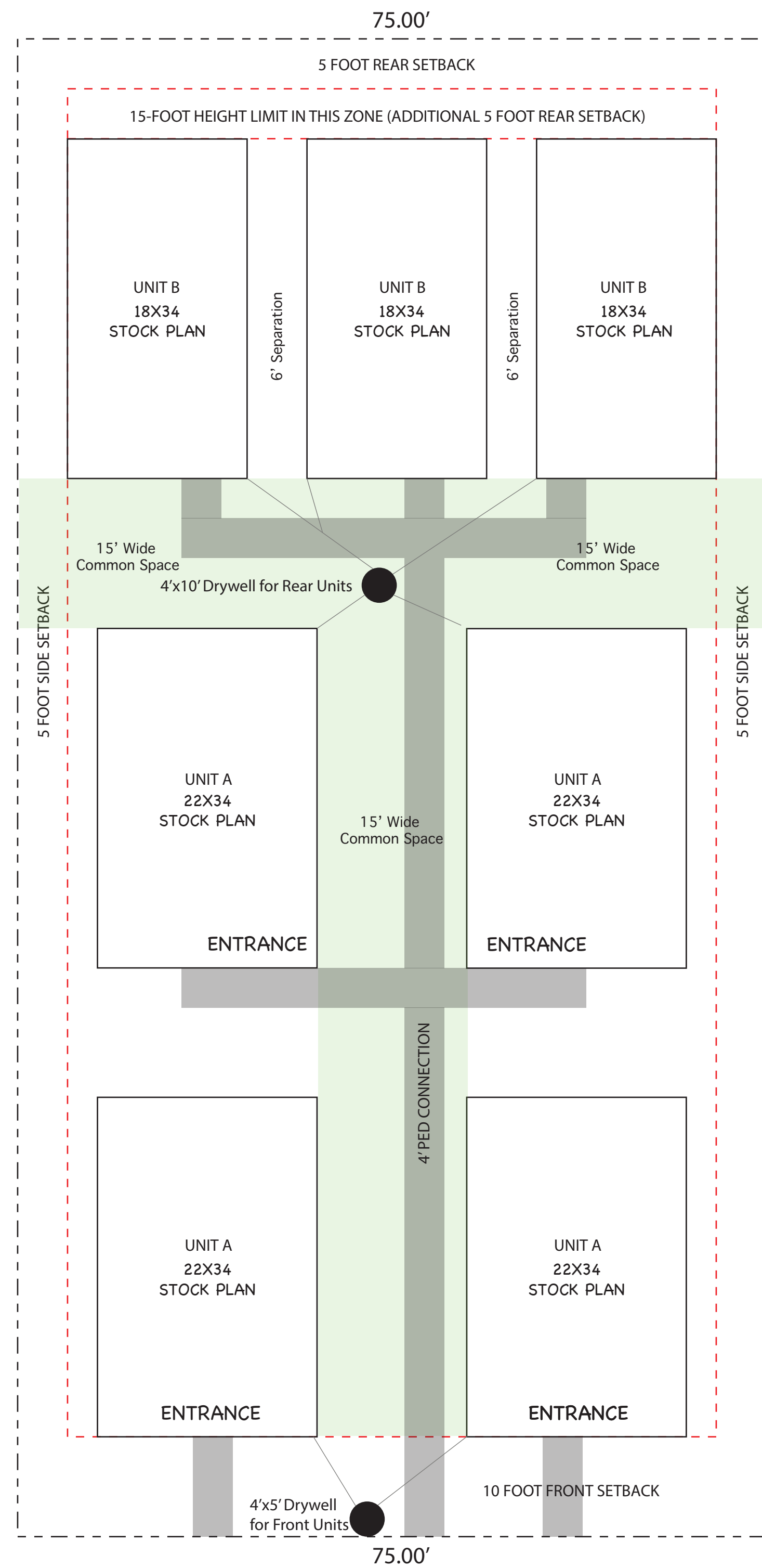
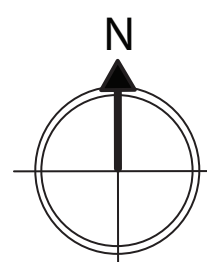
Questions:

1. Will any street improvements be required?
Is a fee-in-lieu of improvements an option?
What is that fee?
2. For sewer service, can a single sewer lateral be provided for all units? (6 inch)
3. What are the utility separation requirements between water, sewer, gas, electric, etc. ?
4. Are there any issues with the MHLD lot line layout?
5. For stormwater, can shared stormwater facilities be provided if they are located within an easement?
6. Will infiltration testing be required by a certified engineer prior to proposing a stormwater infiltration system?
7. For on-site stormwater management design, does Milwaukie have a dedicated stormwater manual / details? (Or is the Portland or Clackamas County manual in use?)
8. Are there any overall concerns about setbacks, unit layout, or unit size?

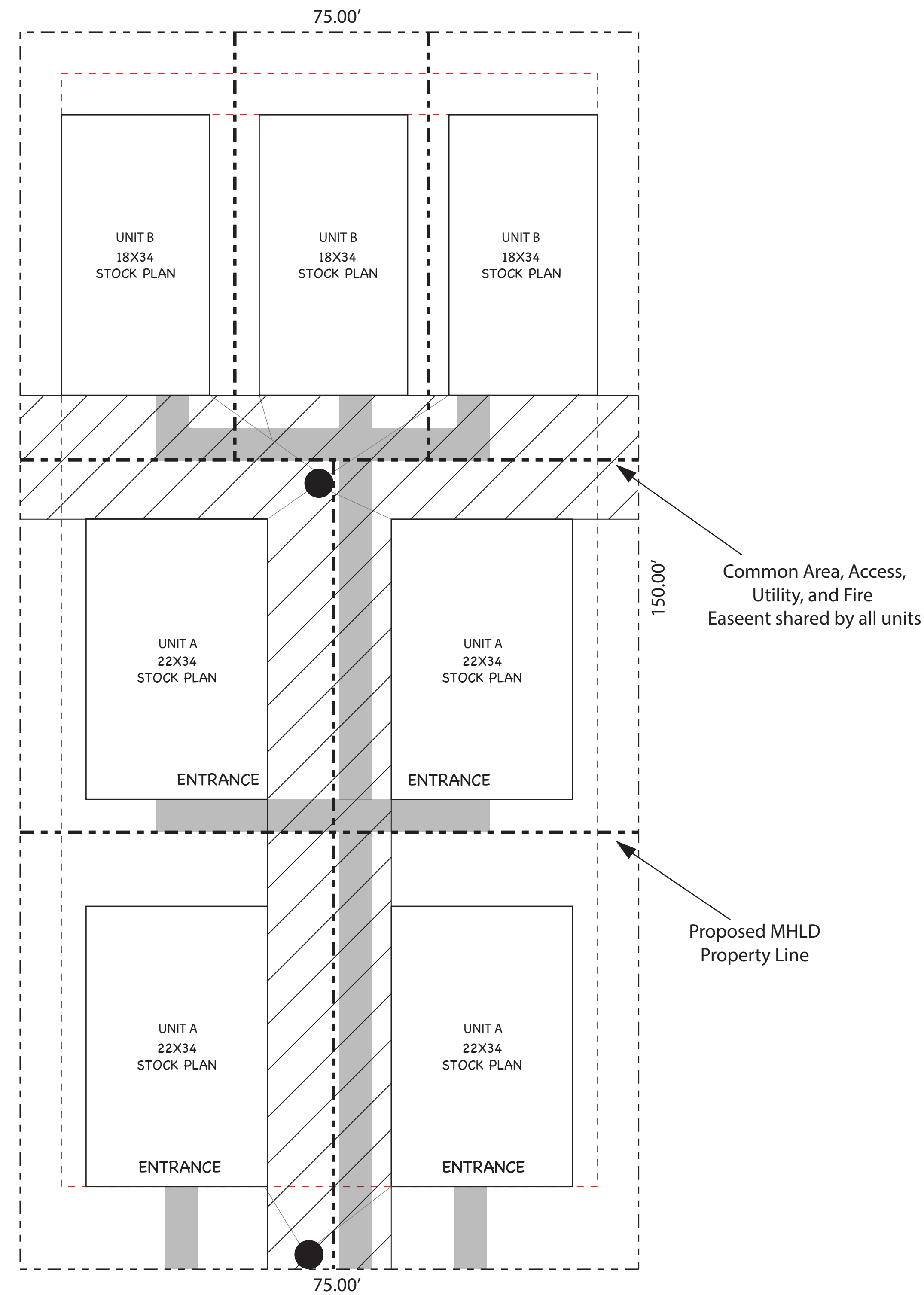
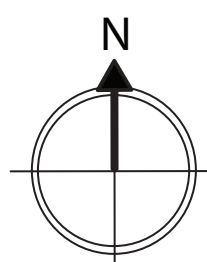
Note: The building plans presented are not perfectly to scale for the proposed site plan. Those are stock plans that will be edited.



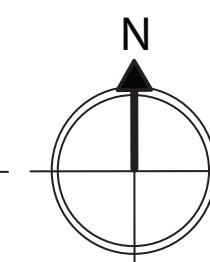
1 Aerial Imagery
SP NTS



1 Site Plan - Proposed
SP 1"=10'-0"



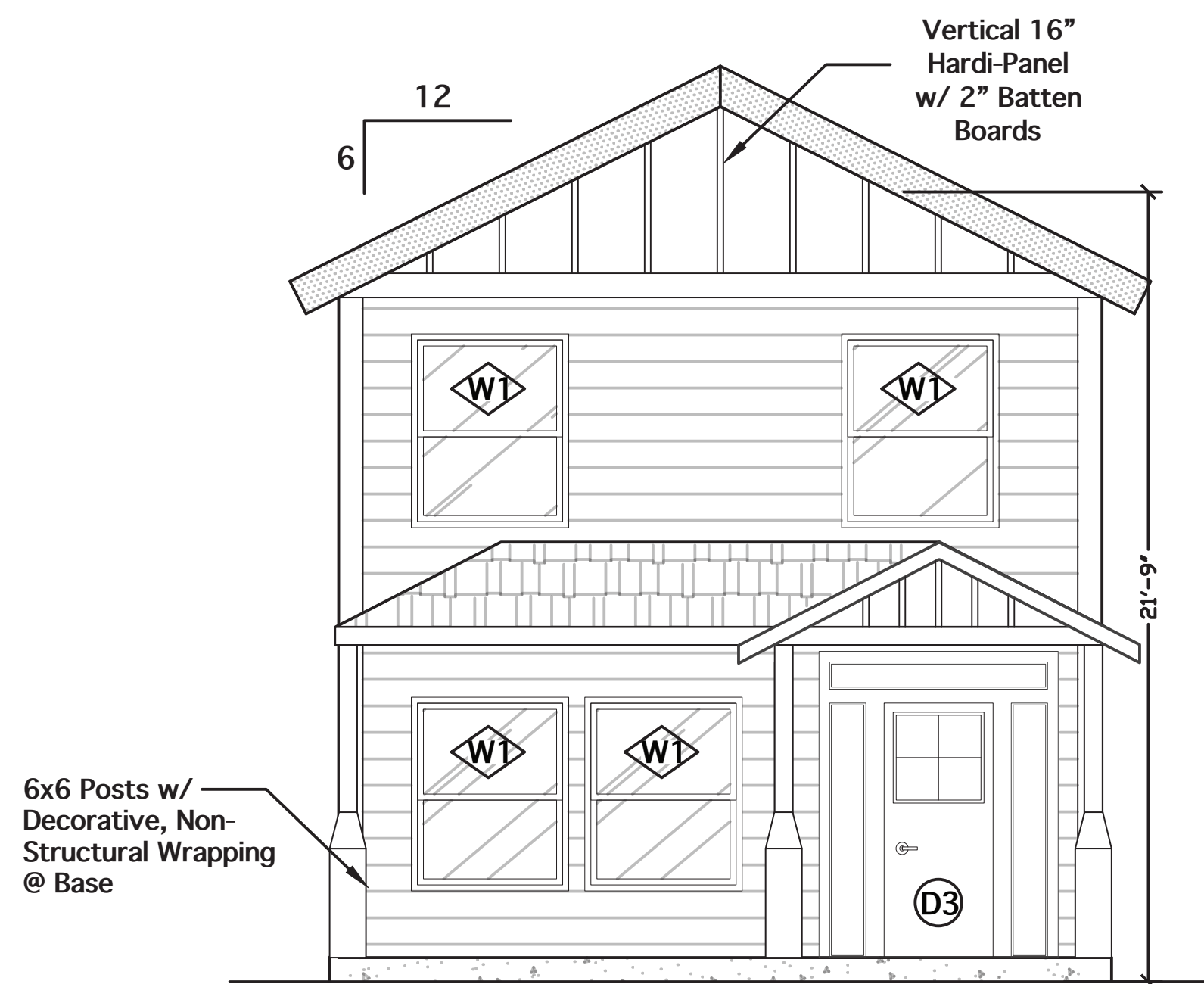
1 Site Plan - Proposed
SP 1"=10'-0"



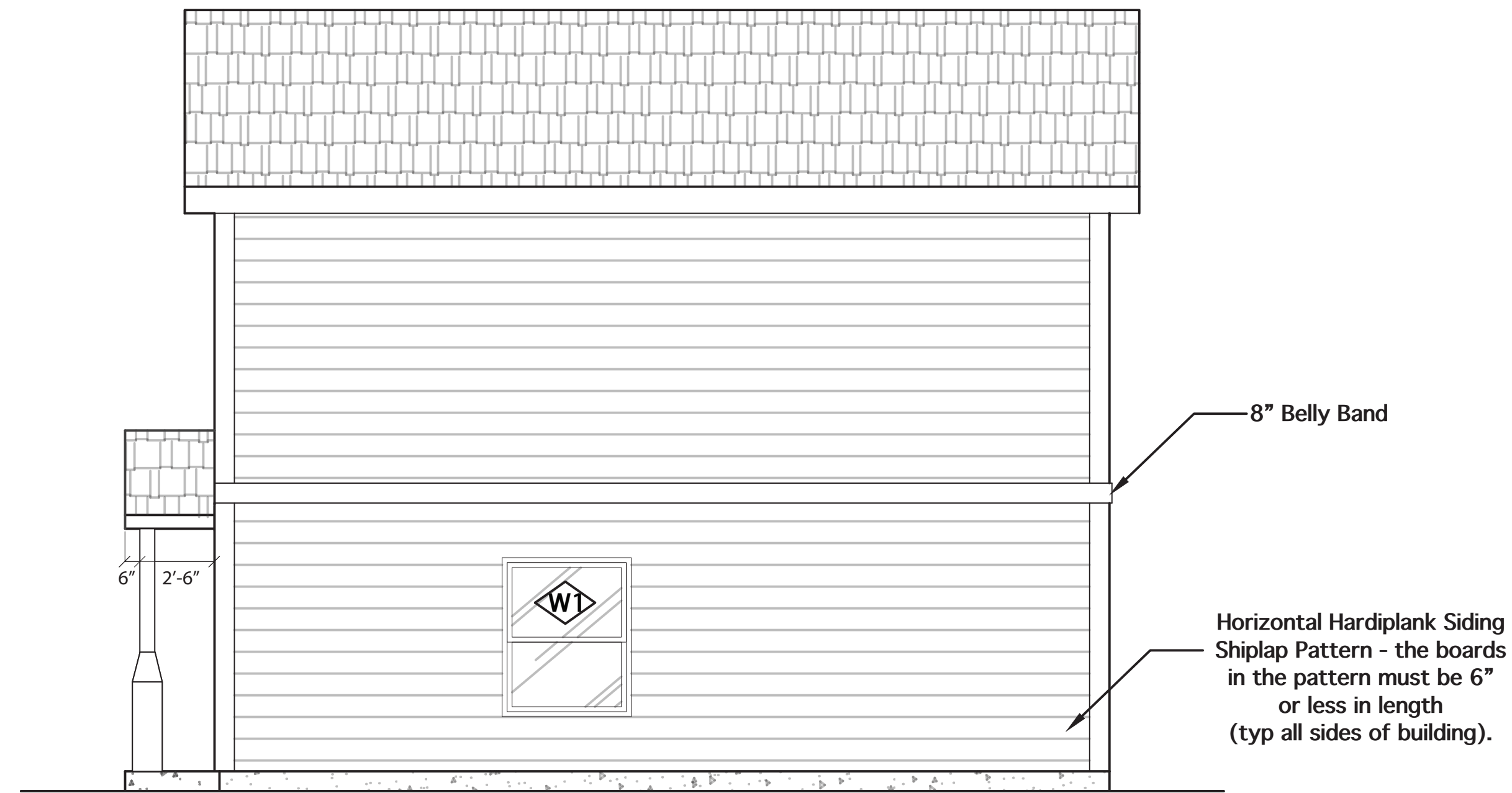
Revision Log

Sheet #

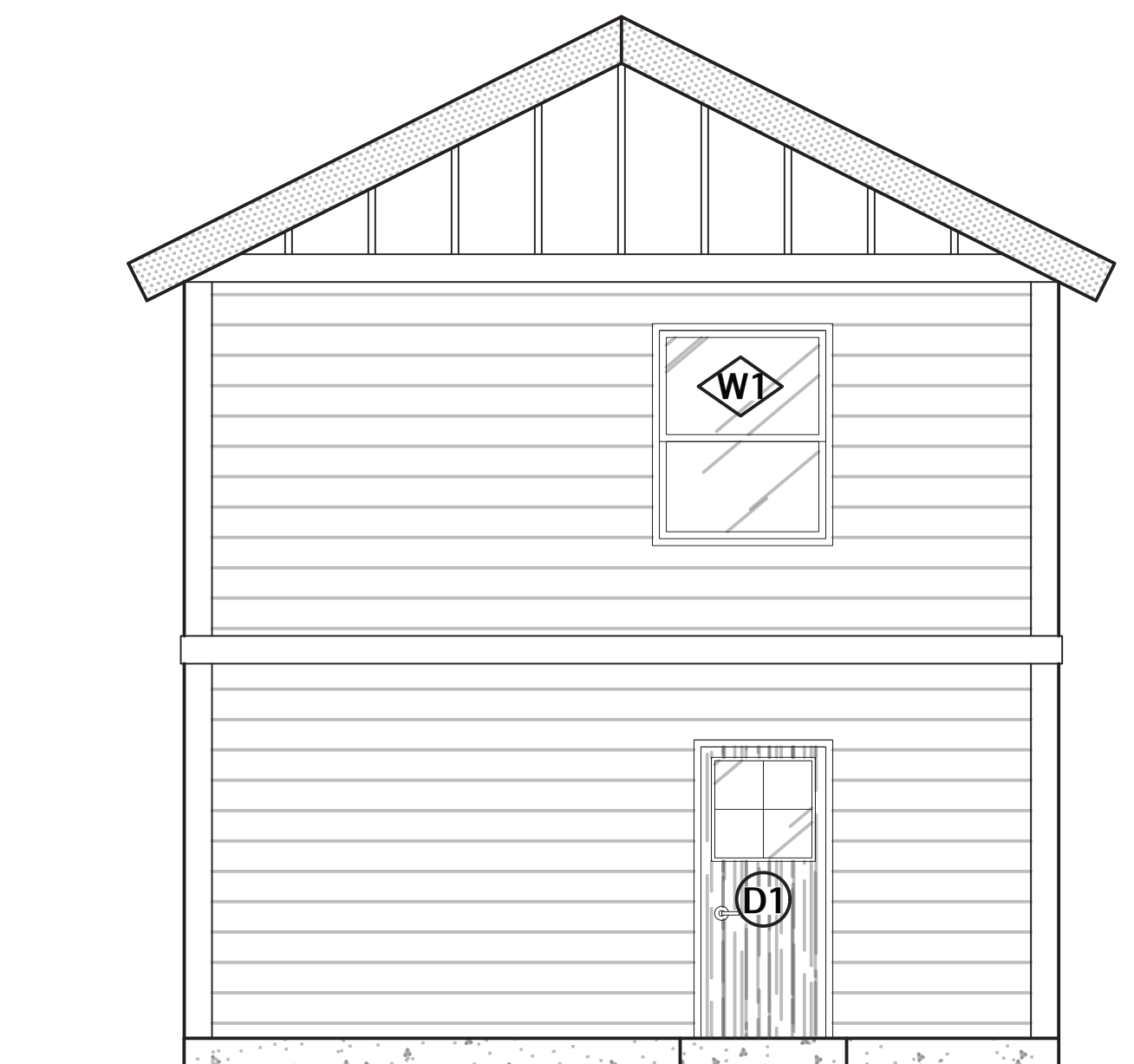
SP



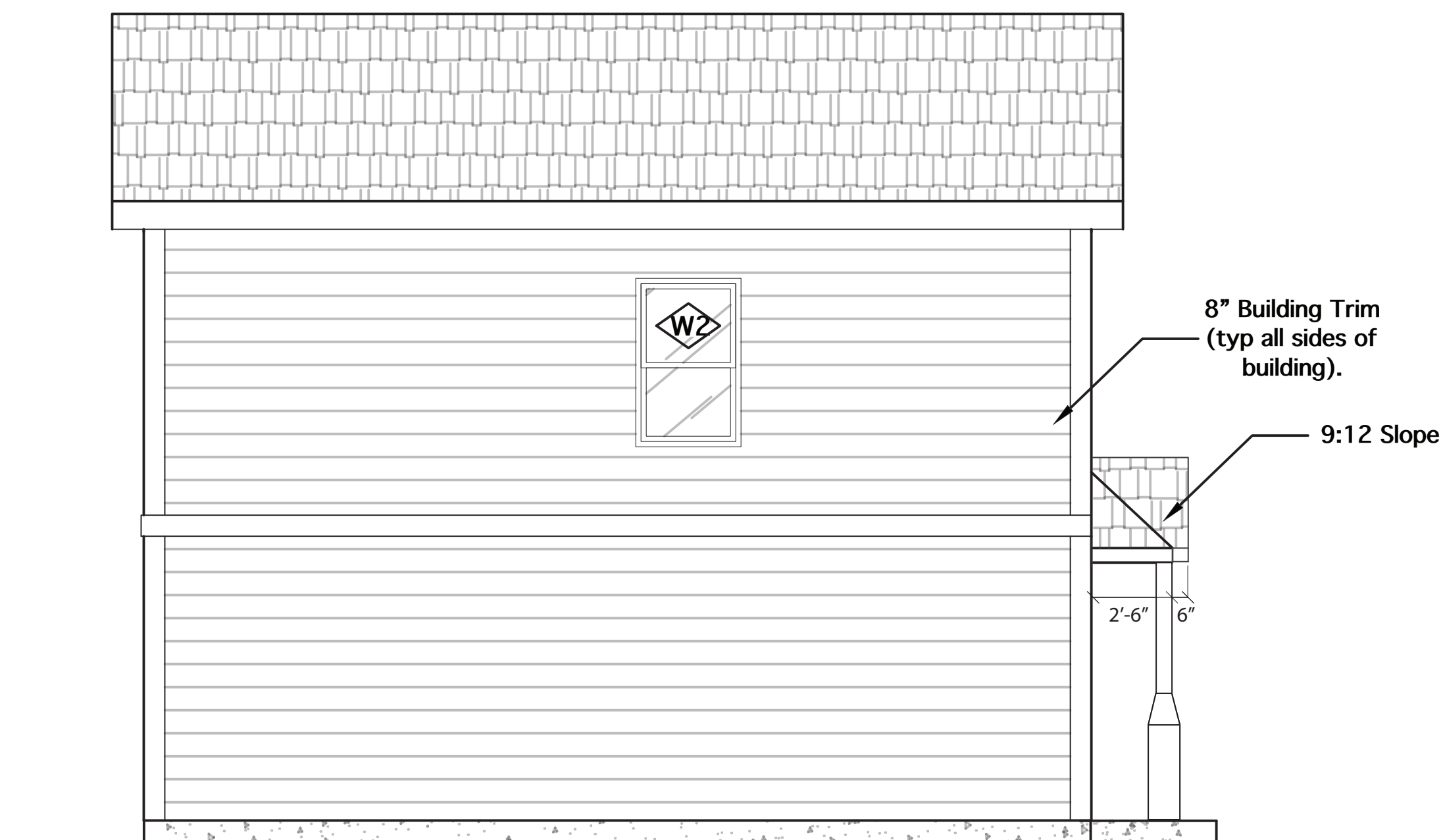
1 South Elevation
A1 1/4" = 1'-0"



3 East Elevation
A1 1/4" = 1'-0" PLAN NORTH



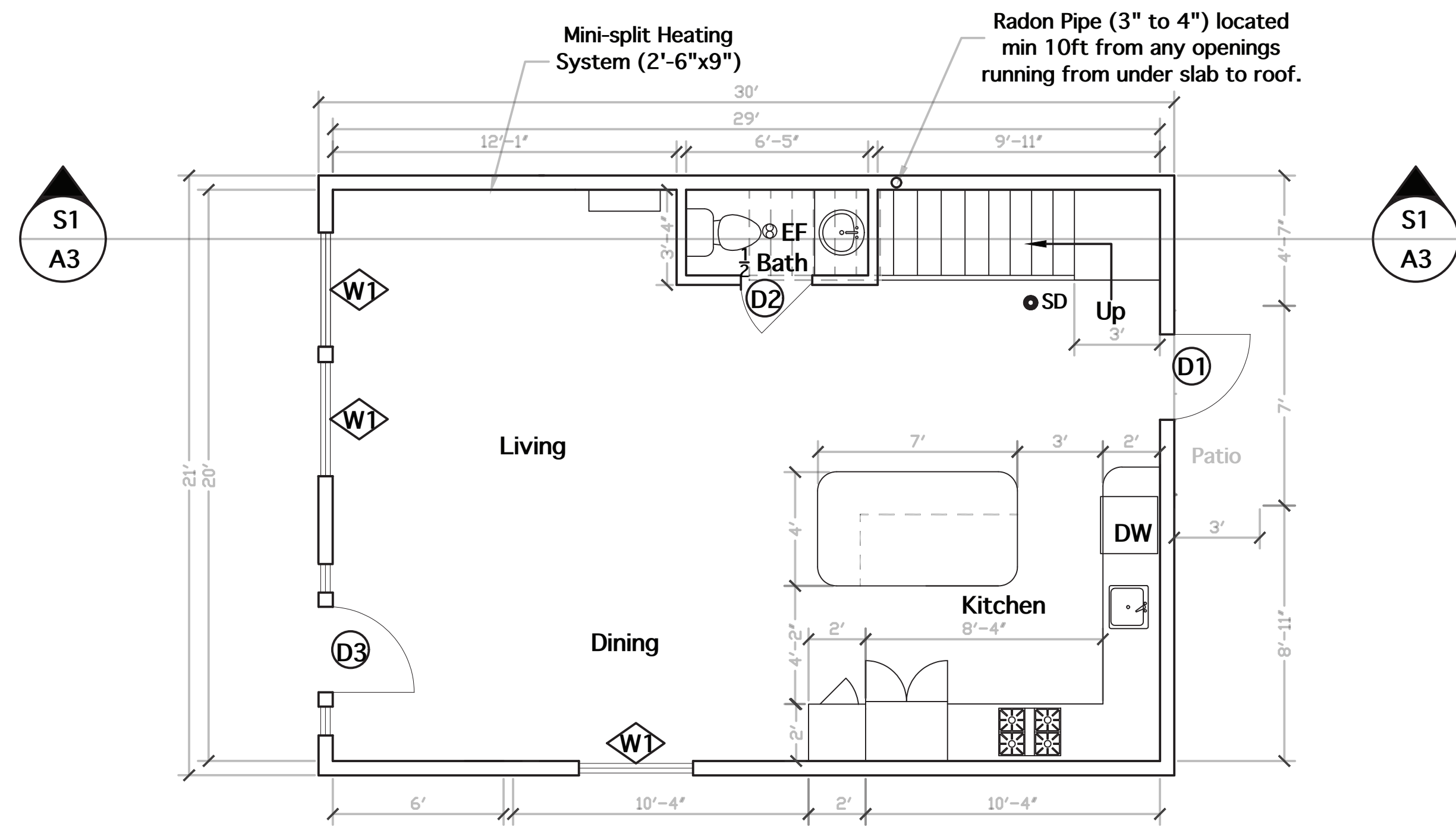
2 North Elevation
A1 1/4" = 1'-0"



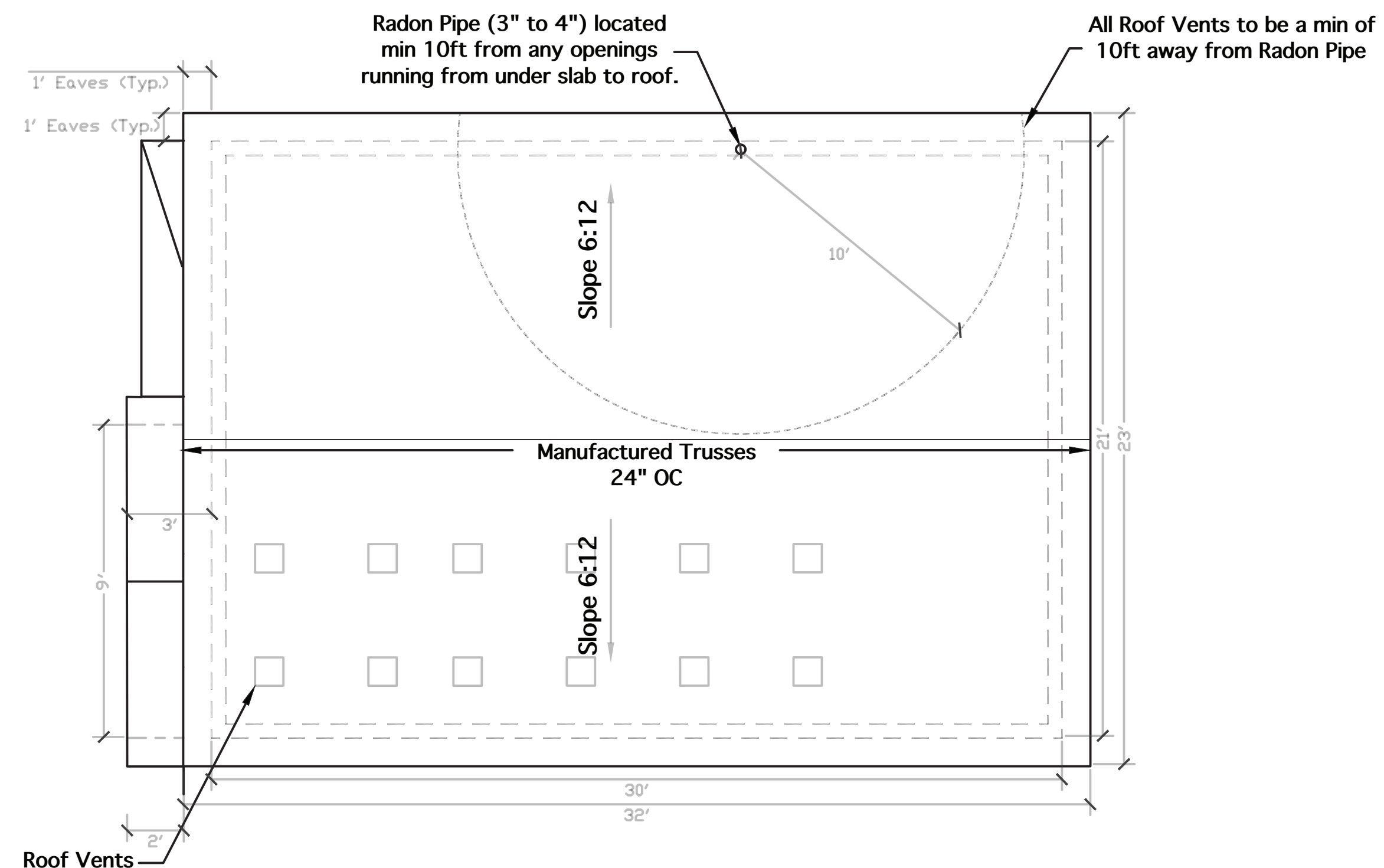
4 West Elevation
A1 1/4" = 1'-0" PLAN NORTH

Revision Log

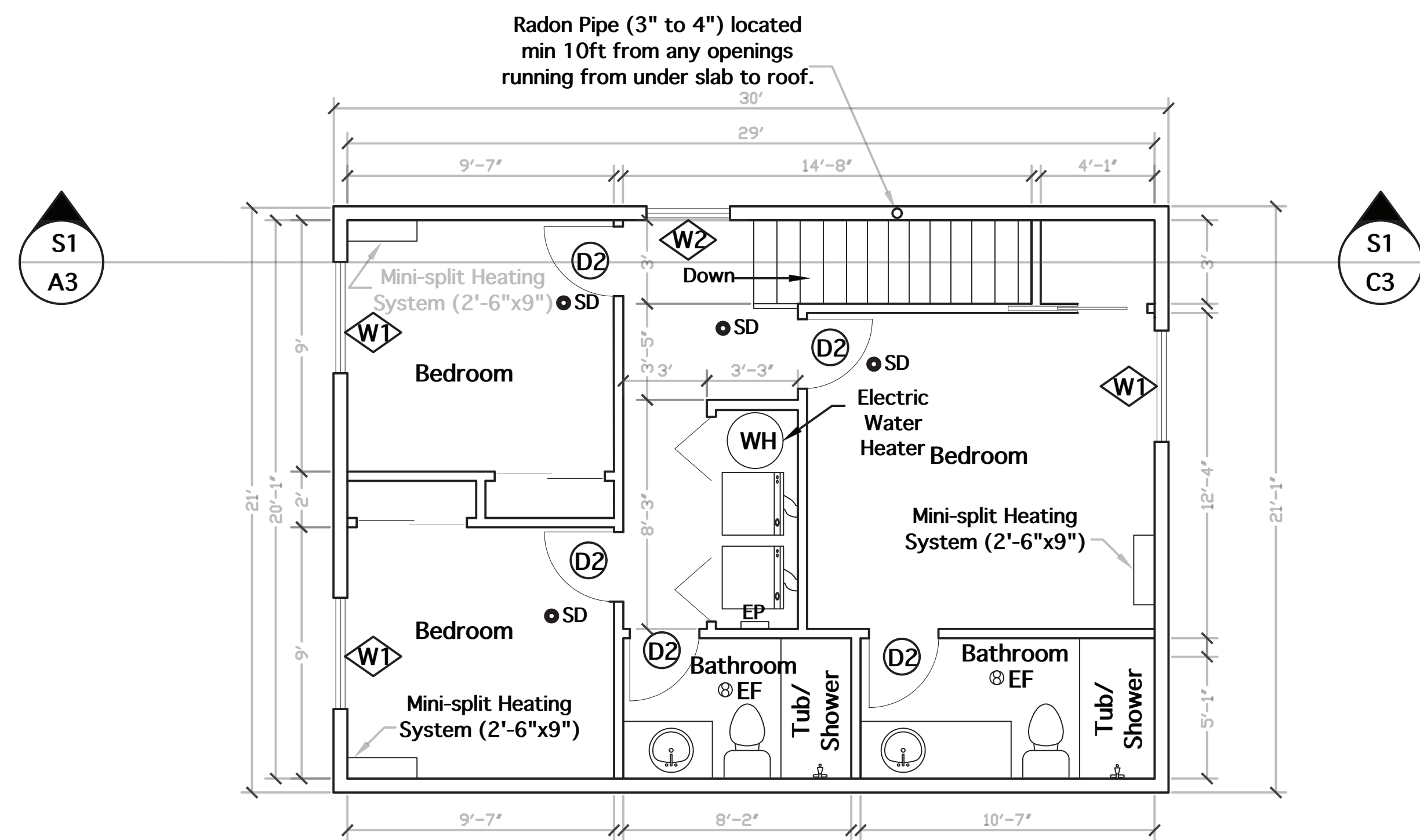
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1 First Floor Plan
A2 1/4" = 1'-0"



3 Roof Plan
A2 1/4" = 1'-0"



2 Second Floor Plan
A2 1/4" = 1'-0"

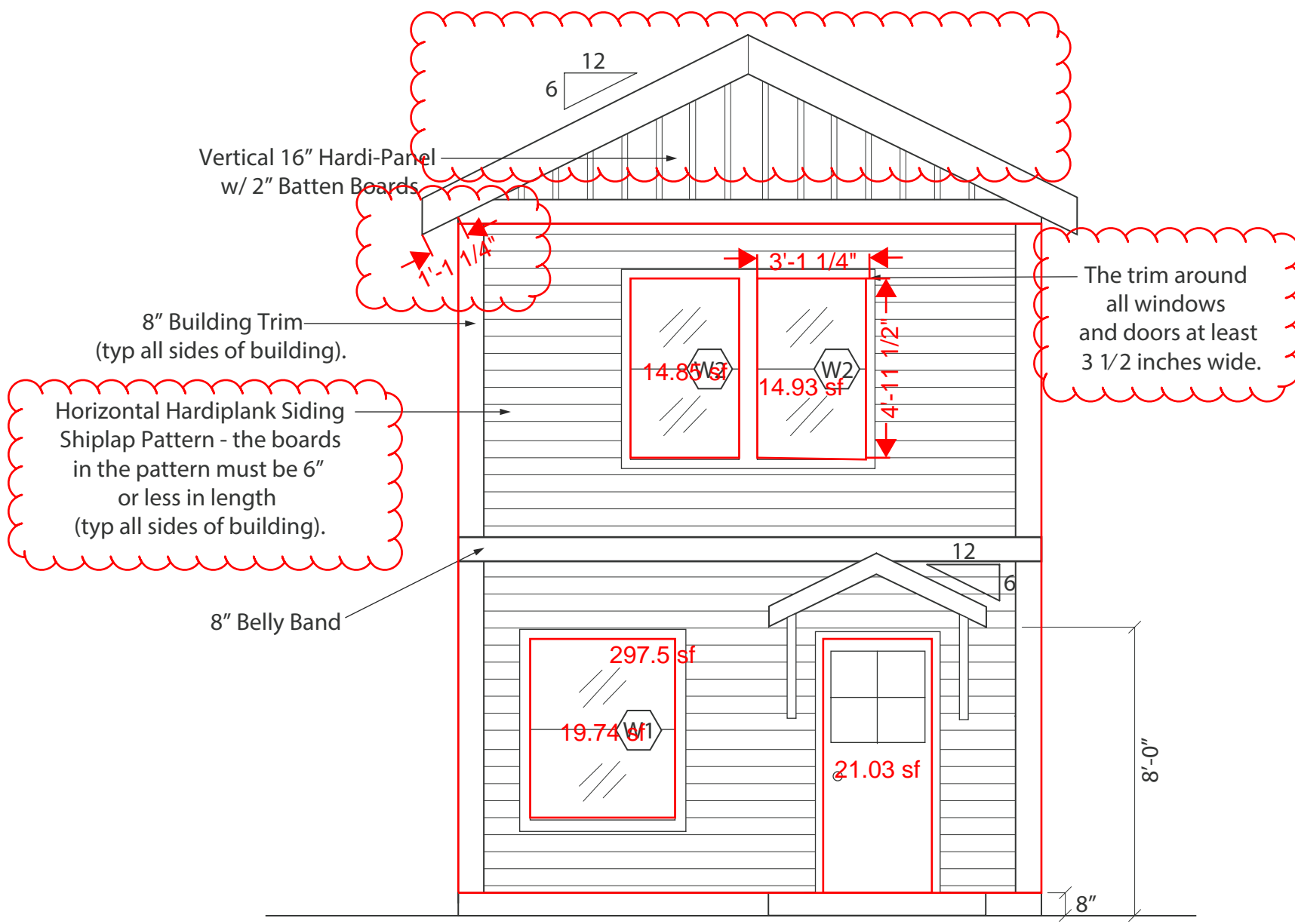
Symbols Legend	
●	SD - Smoke & CO Detector
⊗	EF - Single Duct Exhaust

Revision Log

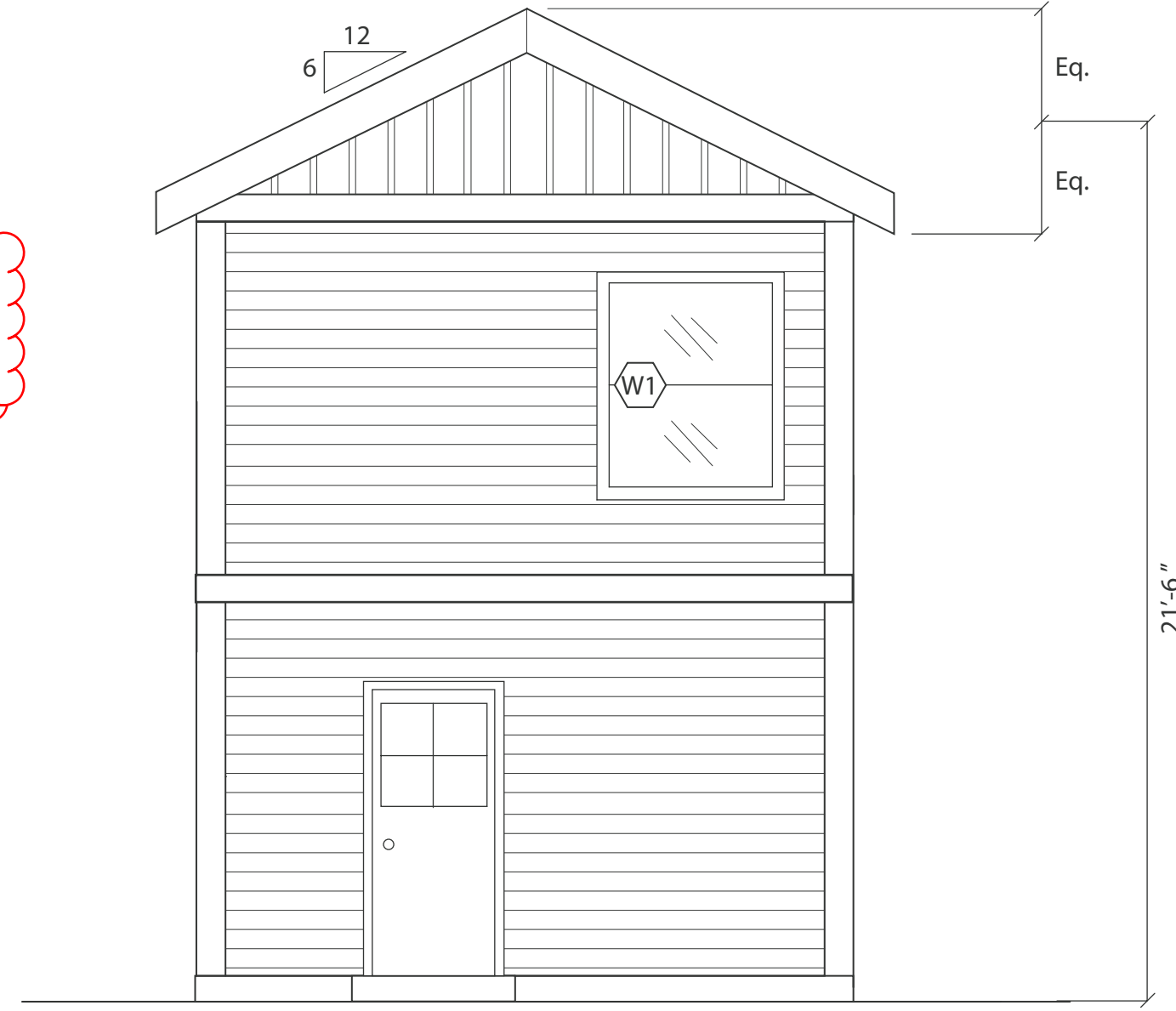
Revision Log

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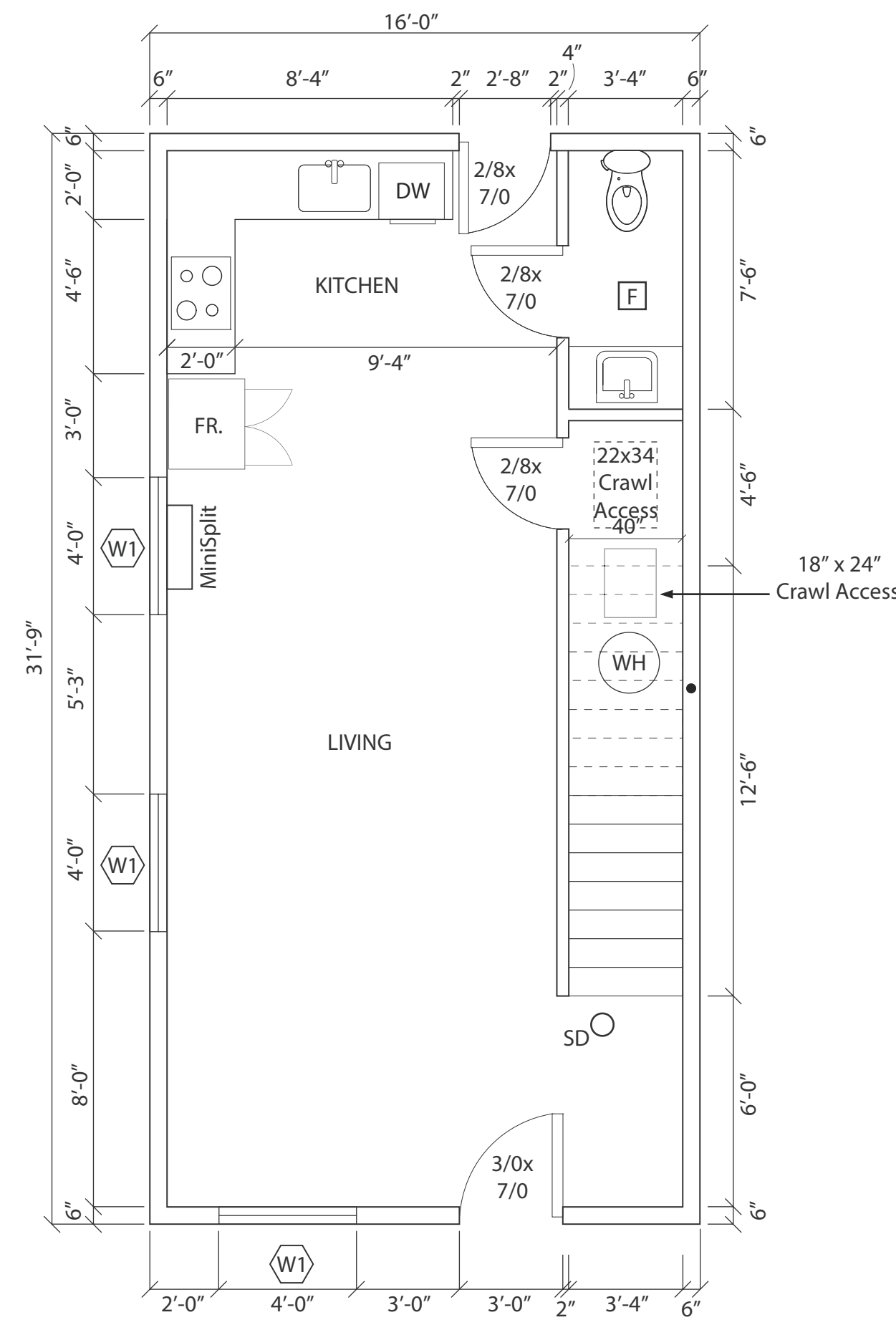
B1



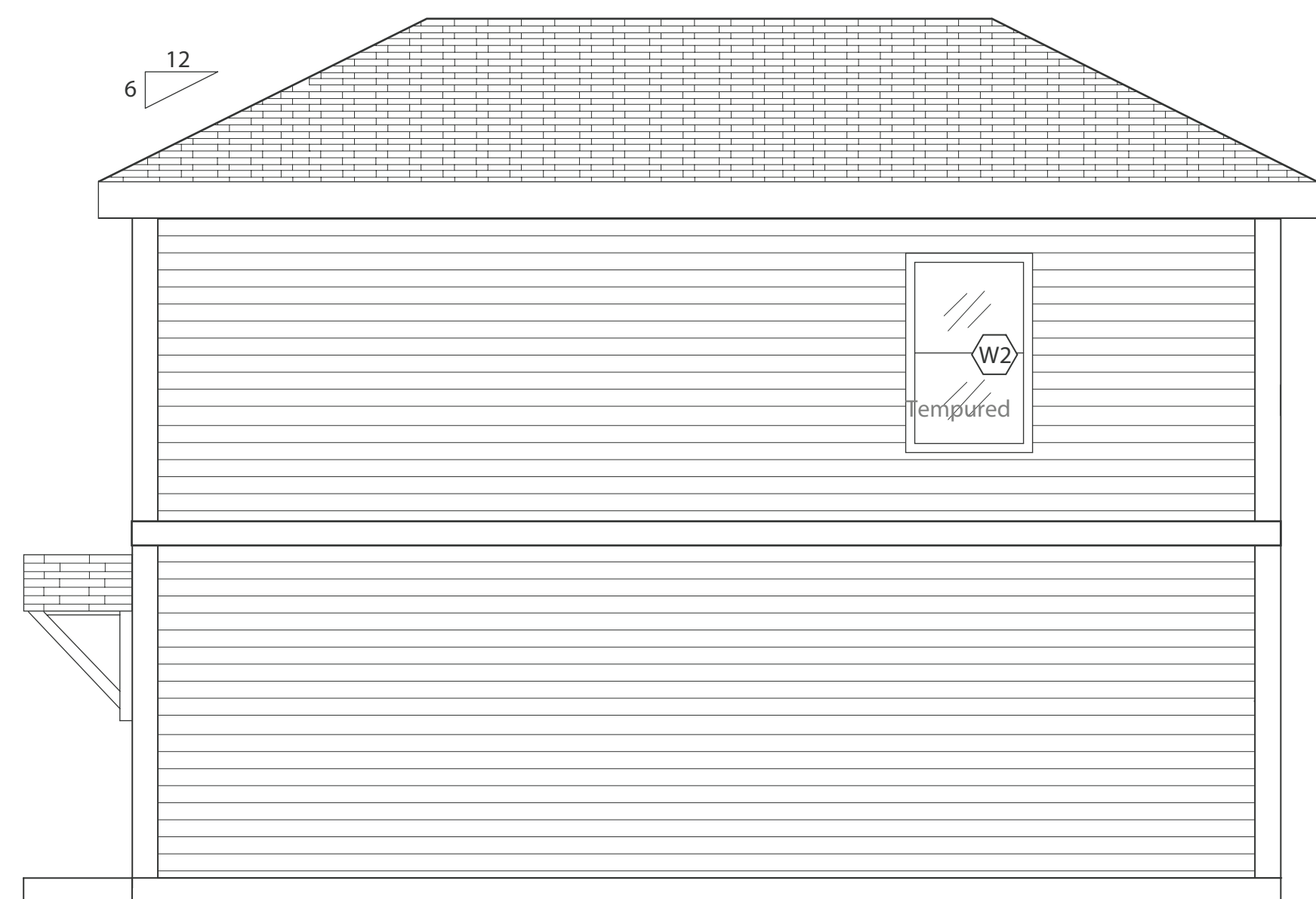
1 Front Elevation
B1 Scale: 1/4" = 1'-0"



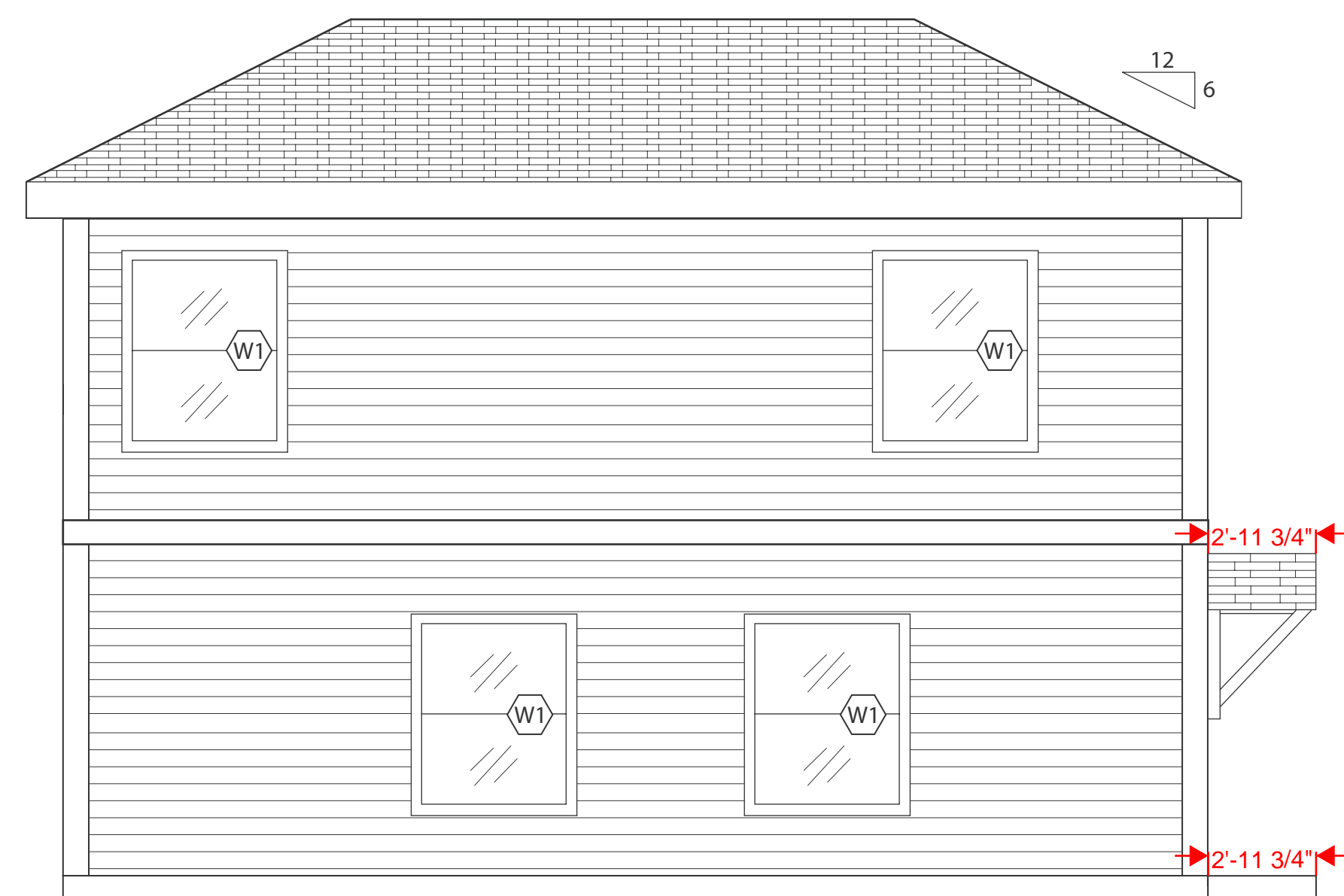
2 Rear Elevation
B1 Scale: 1/4" = 1'-0"



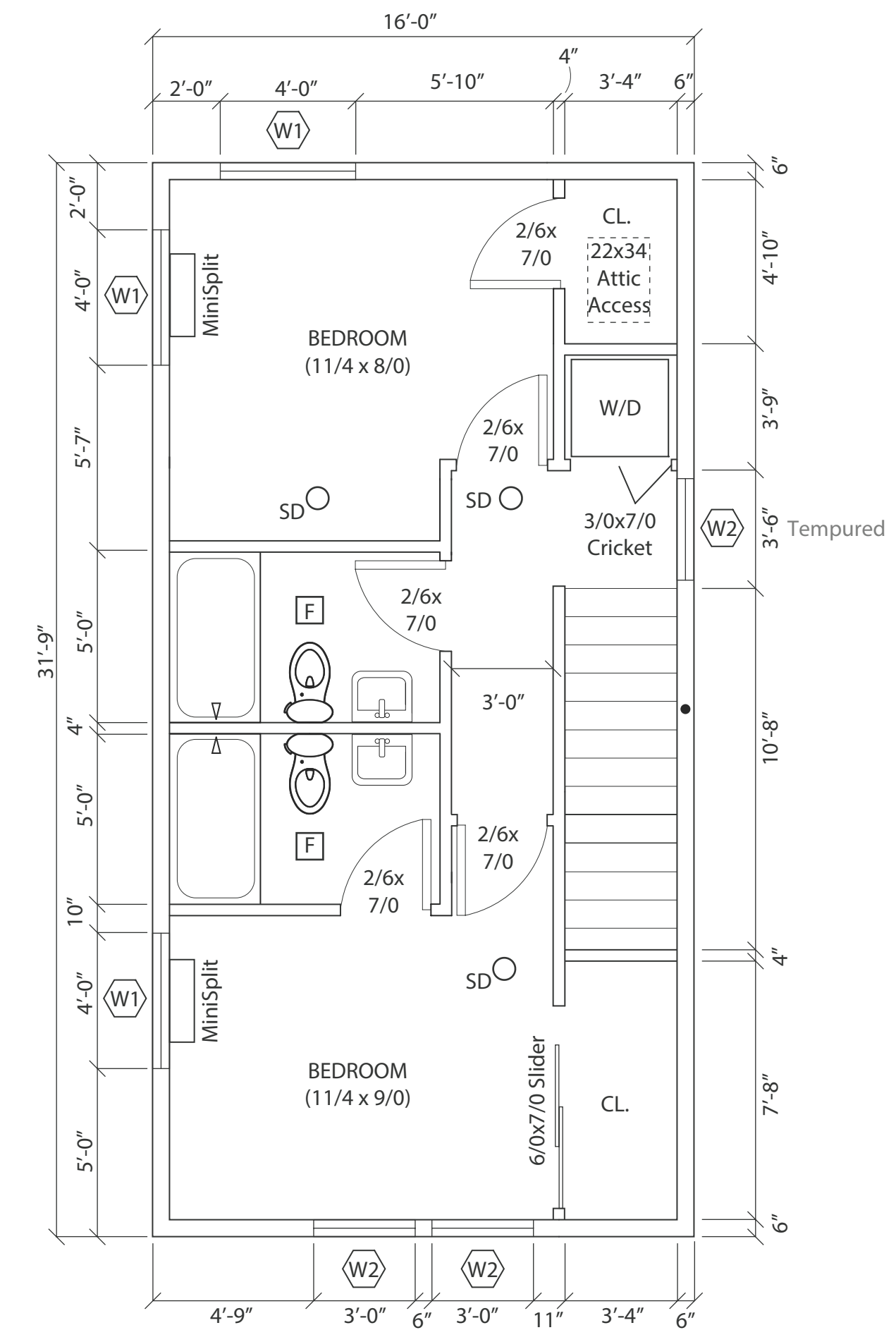
3 First Floor Plan
B1 Scale: 1/4" = 1'-0"



4 Right Elevation
B1 Scale: 1/4" = 1'-0"



5 Left Elevation
B1 Scale: 1/4" = 1'-0"



6 Second Floor Plan
B1 Scale: 1/4" = 1'-0"