



PRE-APPLICATION CONFERENCE

September 6, 2023

TO:

Kelly O'Neill Jr., Development Services Director
Tyler Deems, City Manager
Andi Howell, Transit Director
Greg Brewster, IT Director
AJ Thorne, Assistant Public Works Director
Thomas Fisher, Engineering Tech
Rochelle Anderholm – Parsch, Parks & Rec Director
Clackamas County, Fire Marshal
Clackamas County Engineering

FROM: Planning Department

When:	Wednesday November 1, 2023
Time:	10am
Place:	City Hall Conference Room – City Hall – 39250 Pioneer Blvd
Applicant:	AKS Engineering
Project:	37640 Kelso Rd – 41 Lot Subdivision
Type:	Type III
Assigned Planner:	Patrick Depa, Senior Planner

Please return your comments to the City of Sandy two days prior to the pre-application conference if possible. (Attn: Patrick at planning@ci.sandy.or.us)

*** Attached - please find pre-application information.**



Pre-Application Conference Request

1 page

Name of Project:	Kelso Road Subdivision
Location or Address:	37640 SE Kelso Road

Map & Tax Lot #	T: 2S	R: 4E	Section: 11AB	Tax Lot (s): 100 & 200
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Request:	± 41 lot subdivision

I am the (check one) owner lessee of the property listed above, and the statements and information contained herein are in all respects true, complete and correct to the best of my knowledge and belief.

Applicant's Consultant Tony Mills, AKS Engineering & Forestry	Owner Kelso Road, LLC.
Address 12965 SW Herman Road, Suite 100	Address 17150 University Ave. Suite 200
City/State/Zip Tualatin, OR 97062	City/State/Zip Sandy, OR 97055
Email millst@aks-eng.com	Email Please contact applicant's consultant
Phone 503-563-6151	Phone Please contact applicant's consultant
Signature	Signature

Staff Use Only

Date: 9/6/23	Fee\$: 1272.00	Rcvd by: RM	Planner: P. Depa
Type of review:	Type I <input type="checkbox"/>	Type II <input type="checkbox"/>	Type III <input type="checkbox"/>
Date of Pre-App meeting: Wednesday November 1st 2023 @ 10am			

September 1st, 2023



Kelly O'Neill, Planning & Building Director
City of Sandy
Development Services
39250 Pioneer Blvd
Sandy, OR 97055-8001

**RE: Pre-Application Conference Narrative for a Property Located at 37640 Kelso Road,
Clackamas County Assessor's Map No. 2-4E-11AB, Tax Lots 100 & 200**

This request involves a ±9.67-acre property located at 37640 Kelso Road (Clackamas County Assessor's Map No. 2-4E-11AB, Tax lots 100 & 200). The site is split zoned between Sandy's Low Density Residential (R-1) and Medium Density Residential (R-2) zoning designations. An existing single-detached dwelling occupies the property and is accessed via an established driveway connection to SE Kelso Road. The Sandy's Parks & Trails Master Plan identifies a need for a neighborhood park in the area. Right-of-way associated with SE 377th Avenue abuts the southeast corner of the subject site.

The applicant is interested in subdividing the subject site to establish ±41 lots intended for single-detached dwellings on the site. The preliminary plan (attached) is designed with the intention of meeting the city's clear and objective standards.

We would like to discuss the following issues at the pre-application conference in addition to the typical items that are covered:

Land Use

1. Please confirm that the subject property qualifies for annexation into Sandy's City Limits.
2. Please discuss the annexation application and review process. Is a zone change required to accompany the annexation?
3. The preliminary plans are designed to comply with the minimum requirements in perv the city's current zoning designations and other applicable design requirements. Please confirm that this can be reviewed as a Type II Land Division and discuss the required process.
4. Please discuss the density calculation process in Section 17.30.20 and how/if these requirements apply to this project, given the code changes related to middle housing.
5. Please confirm the functional classification of SE Kelso Road as a minor arterial and discuss how the building orientation standards in Section 17.82.20 will apply.
6. According to Sandy's Parks & Trails Master Plan (Map 8), a neighborhood park is shown in the subject property area. Please confirm that per Section 17.86.10.B, this project will require ±0.84 acres of parkland dedication. Will the city accept a fee-in-lieu of dedication? If so, please confirm the fee will be \$721,470.86.
7. Please discuss the tree retention and removal standards in Chapter 17.102 and confirm that based on the size of the property, ± 29 trees are required to be preserved.
8. The current design utilizes open space in anticipation of preserving trees consistent with Section 17.102.50. Please discuss the open space requirements and confirm that the preliminary plan can meet these requirements.
9. It is assumed that more than 50 trees will be removed as a part of the site improvement process. Please outline the permit process for tree removal.

10. Please confirm if any zoning overlays (i.e. slope constraints, natural resources, floodplain, etc.) apply to this property or if there are any designated/known natural resource features affecting the property and provide any relevant requirements.
11. Please discuss any known requirements/constraints/limitations associated with on-site topography.
12. Please discuss any anticipated changes to the Development Code, TSP, Comprehensive Plan, or other design standards and what impact those changes may have on this project.

Street/Transportation/Circulation

13. Please confirm that the street layout in the preliminary plan meets the minimum block length and right-of-way width/dedication requirements.
14. This design aims to utilize a private access easement to provide access to the lots with frontage on SE Kelso Road. Please discuss if this is compatible with the access standards.
15. Please confirm that the planned connection to SE Kelso Road meets access spacing requirements.
16. Right of way associated SE 337th Avenue abuts the southeast corner of the site. Will the city require any dedication or connection to the existing right of way?
17. Please confirm the intersections shown to meet the minimum distance requirements from other intersections and discuss how this is measured.
18. Please confirm that planned street locations meet intersection spacing requirements.
19. Please confirm the Fire Department has no issues with the street layout, as planned.
20. Please discuss any other on-site improvement or right-of-way dedication requirements regarding site circulation.
21. Please discuss any frontage improvements that may be required along SE Kelso Road.
22. Are there any other on or off-site improvements that are anticipated to be required?
23. Will a traffic study be required?
24. Will a TPR analysis be required with the annexation application?

Public Services/Utilities/Natural Resources

25. Please confirm if there is sufficient sanitary sewer capacity to serve the project.
26. Please discuss the status of expanding the pump station for Sandy Woods II and any requirements for further expansion for this site.
27. Please discuss if a new sanitary pump station would be considered.
28. Please discuss the status and timing of construction for the off-site sanitary line to be built with Sandy Woods II.
29. Please discuss any storm drainage issues, including known downstream deficiencies.
30. Please provide input on the size and location of the stormwater facilities shown on the preliminary layout. Please confirm water quality and detention are both required.
31. Please confirm the water system has sufficient capacity and pressure for domestic and fire suppression service. Please discuss if a water system analysis is required.
32. Please confirm if fire suppression sprinklers will be required for any of the lots.

33. Are there any special requirements or considerations for connecting to the public sanitary sewer, storm drainage, or water utilities?
34. Are there any required natural resource setbacks? Will DSL concurrence of a wetland delineation be required?
35. Will this project be subject to existing utility construction reimbursement districts?
36. Please discuss any available SDC credits for this project.
37. Are there any planned updates to the city's public works standards? If so, please discuss the timelines for these updates and how they may affect this project.

Please let us know if there are any other issues or site constraints of which you are aware.

Sincerely,

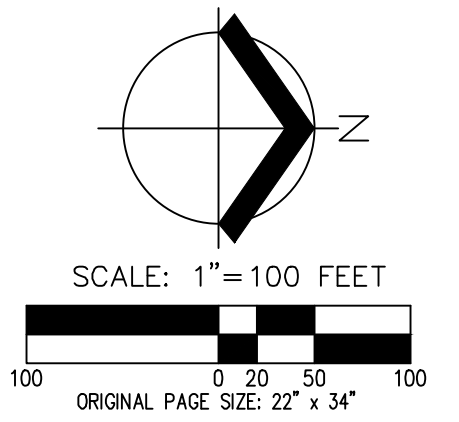
AKS ENGINEERING & FORESTRY, LLC

Anthony B. Mills

Tony Mills
12965 SW Herman Road, Suite 100
Tualatin, OR 97062
(503) 563-6151 | millst@aks-eng.com



- NOTES:**
1. THIS MAP IS FOR FEASIBILITY PURPOSES ONLY AND DOES NOT REPRESENT A PROPERTY BOUNDARY SURVEY.
 2. INFORMATION SHOWN IS BASED ON A VARIETY OF SOURCES INCLUDING GEOGRAPHIC INFORMATION SYSTEMS (GIS), AERIAL PHOTOGRAPHY, SURVEY DATA, AND TAX ASSESSOR MAP INFORMATION.
 3. NO BOUNDARY OR TOPOGRAPHIC SURVEY HAS BEEN PERFORMED BY AKS AT THIS TIME.
 4. DIMENSIONS AND SITE AREAS SHOWN ARE APPROXIMATE AND BASED ON GIS BOUNDARY INFORMATION.
 5. OPEN SPACE IS INTENDED TO ACCOMMODATE CITY REQUIRED TREE PRESERVATION.



DATE: 09/05/2023 AKS JOB: 10355

AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM



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 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

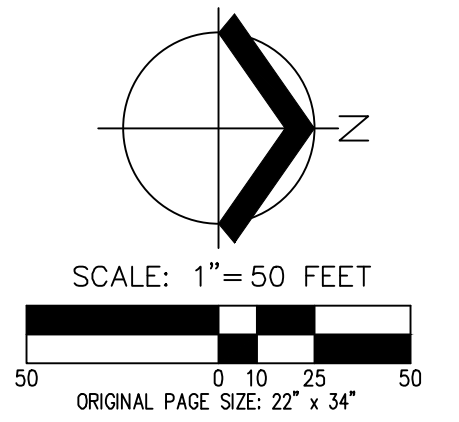
VICINITY MAP WITH AERIAL PHOTOGRAPH 37640 SE KELSO RD

**37640 SE KELSO ROAD
 SANDY OREGON**



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- LOW DENSITY RESIDENTIAL (R-1) DEVELOPMENT STANDARDS:**
- MIN. SETBACKS:
- FRONT YARD - 10'
 - REAR YARD - 15'
 - INTERIOR SIDE YARD - 5'
 - CORNER SIDE YARD - 10'
 - GARAGE - 22'
 - FRONT PERPENDICULAR - 15'
 - REAR OR ALLEY - 5'
- *MEDIUM DENSITY RESIDENTIAL (R-2) DEVELOPMENT STANDARDS:**
- MIN. SETBACKS:
- FRONT YARD - 10'
 - REAR YARD - 15'
 - INTERIOR SIDE YARD - 5'
 - CORNER SIDE YARD - 10'
 - GARAGE - 20'
 - FRONT PERPENDICULAR - 15'
 - REAR OR ALLEY - 5'
- *LOTS 10-18 ARE ZONED MEDIUM DENSITY RESIDENTIAL (R-2)



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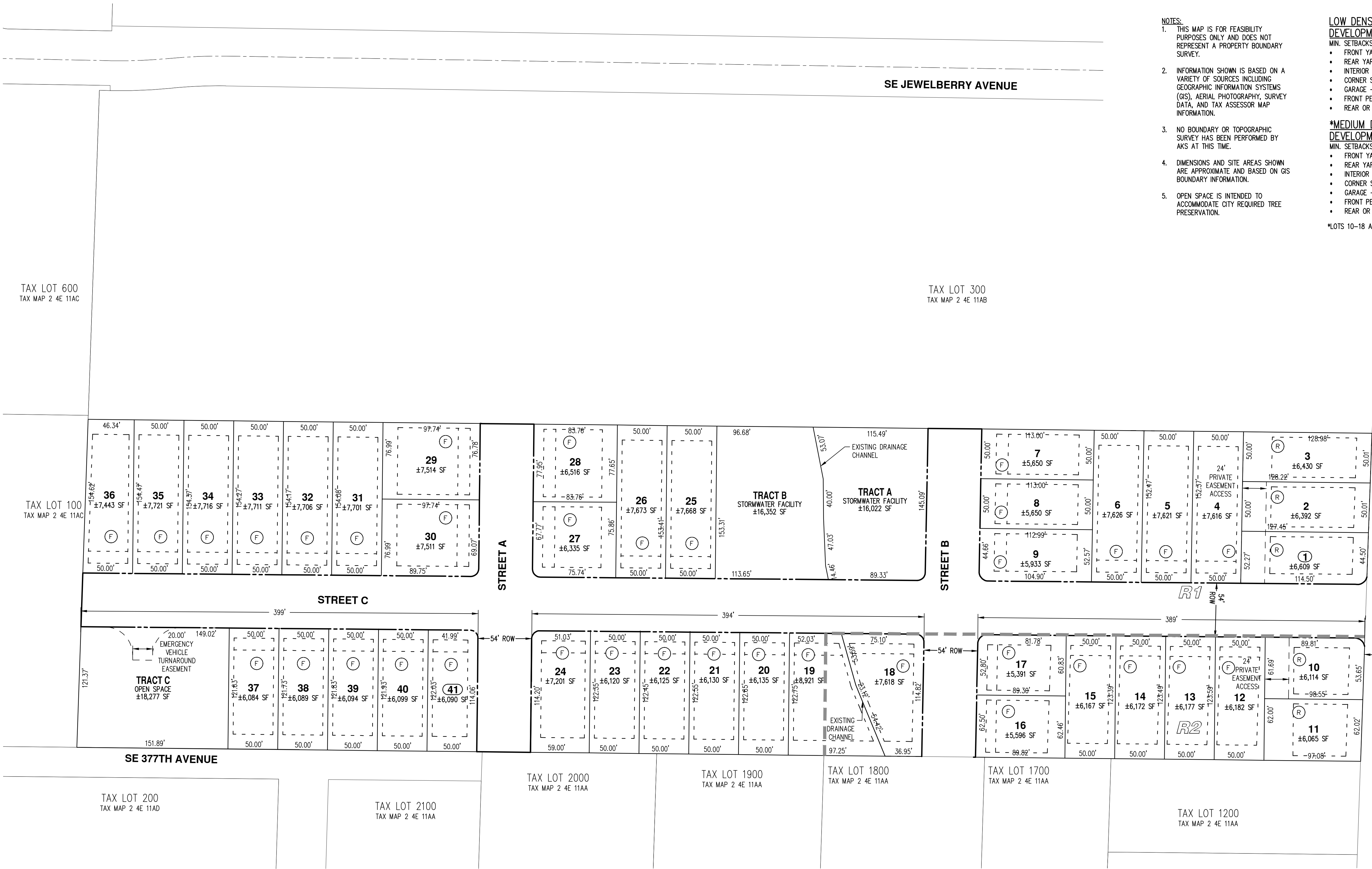


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FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

PRELIMINARY SUBDIVISION LAYOUT WITH AERIAL PHOTOGRAPH

37640 SE KELSO RD

37640 SE KELSO ROAD
SANDY OREGON



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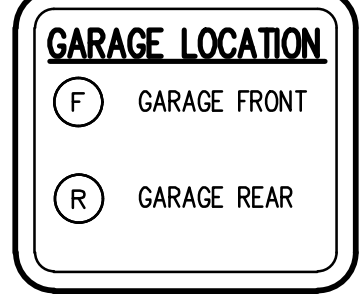
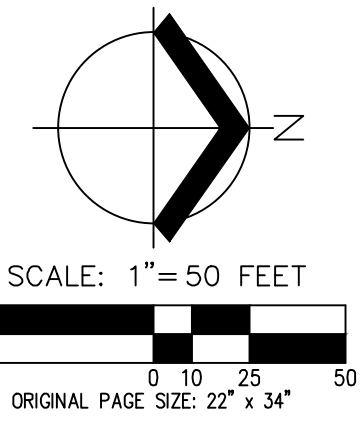
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***MEDIUM DENSITY RESIDENTIAL (R-2) DEVELOPMENT STANDARDS:**

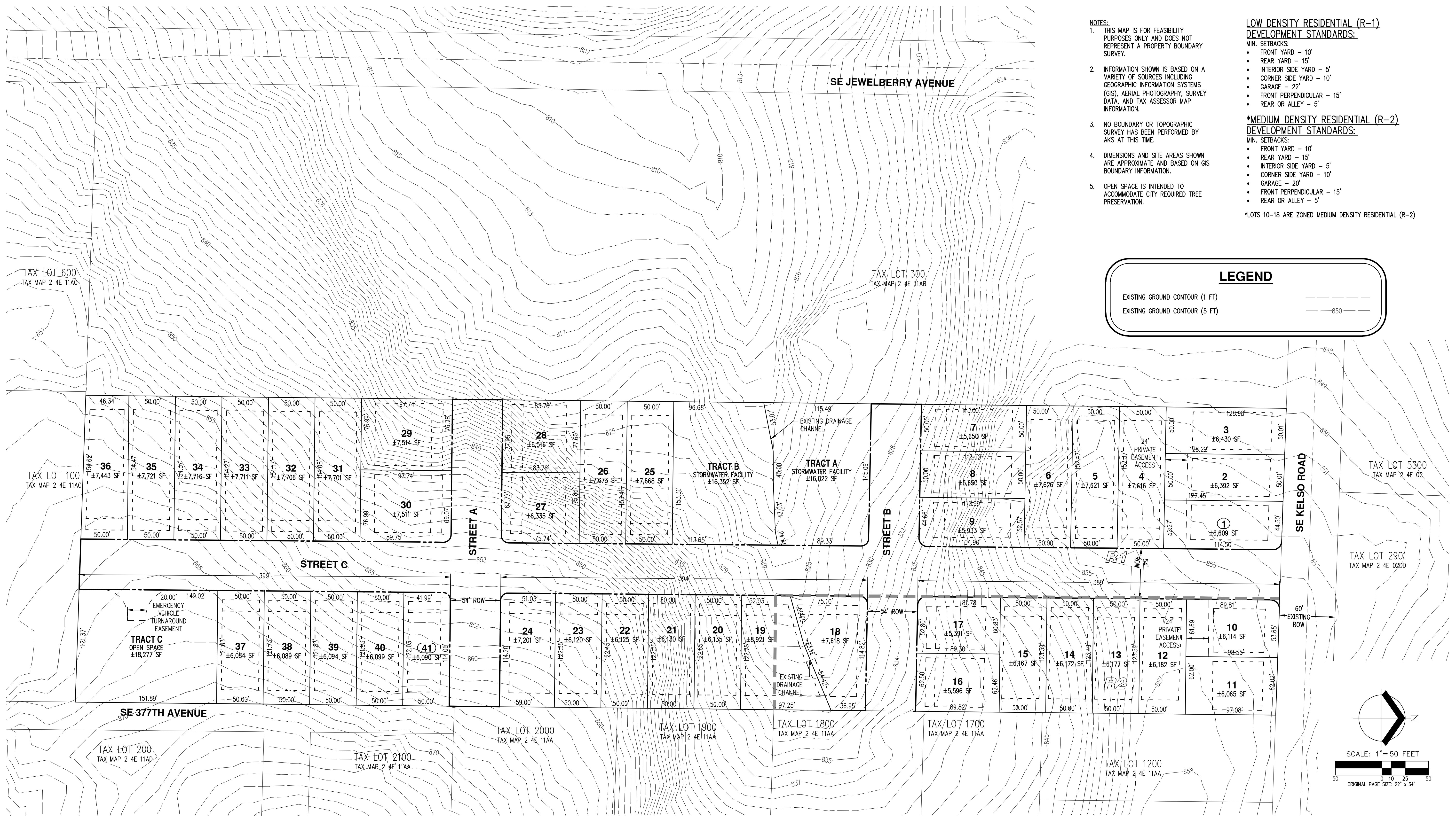
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**PRELIMINARY SUBDIVISION LAYOUT
 37640 SE KELSO RD**

**37640 SE KELSO ROAD
 SANDY OREGON**



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LEGEND

EXISTING GROUND CONTOUR (1 FT)

EXISTING GROUND CONTOUR (5 FT)

SCALE: 1" = 50 FEET

ORIGINAL PAGE SIZE: 22" x 34"

PRELIMINARY SUBDIVISION LAYOUT WITH CONTOURS

37640 SE KELSO RD

37640 SE KELSO ROAD
SANDY OREGON