



CITY OF COOS BAY
Public Works & Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

Permit No. **187-ZON**__-__

Date Received: _____

LAND USE PRE-APPLICATION

For Office Use Only	
STAFF CONTACT	PROJECT NO(S).

Site Location/Address:

T25, R13, S21C/28, TL900/600

Zoning Designation:

Tax Lot(s) Numbers:

Total Land Area:

Current and/or prior use of the property:

Vacant Land

Detailed Description of Proposal:

See applicants Exhibit "A"

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted.

Applicant/Owner Name: Gateway Oasis 11 LLC
(please print)

Phone: 415-902-2820

Address: 2800 Niagra Lane North

Email: rday@crmgmt.com

City State Zip: Plymouth, Minnesota 55441

Applicant's Representative: Chris Hood
(please print)

Phone: 541-267-2872

Address: PO Box 118

Email: chood@stuntzner.com

City State Zip: Coos Bay, OR 97420

1. The owner/applicant or their representative should be present at the pre-application conference.
2. Complete applications include: A completed application form, application fee, plan drawings, and a list of questions for staff. Incomplete applications will not be accepted.
3. **Five (5) complete hard-copy sets (single sided) and one electronic copy of application materials must be submitted with this application.**

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Coos Bay Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

Applicant's signature

Date

4-11-19

Owner's signature (required)

Date

PRE - APPLICATION CONFERENCE INTRODUCTION

When is a Pre-Application Conference Required?

Pursuant to the Coos Bay Development Code, Pre-Application Conferences are required for all proposals that require a Type II, III or IV application.

What is the Purpose of a Pre-Application Conference?

1. To acquaint the City, neighborhoods, and service providers with a potential application, and to acquaint the potential applicant with the requirements of the Code, the Comprehensive Plan, and other relevant criteria and procedures.
2. A pre-application conference is not intended to be an exhaustive review of all potential issues.
3. A pre-application conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference.
4. Intended to be informational only, and is not an approval in any manner of your proposal.

What is the Application Procedure?

1. Submit a complete Pre-Application Conference application form together with the required Pre-Application Conference Submittal Checklist form, the written and plan information identified in the Pre-Application Conference Submittal Checklist form, and the required fee.
2. The City will schedule and conduct a Pre-Application Conference on a predetermined date set aside each month for pre-application meetings after receipt of a request for a pre-application conference.
3. At the conference you will meet with representatives of the City's Community Development Department and affected agencies that wish to attend, who will discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other City Departments and other agencies including but not limited to Engineering, Public Works, and Fire Prevention Divisions, may also attend.
4. After the Pre-Application Conference, staff will provide you with a summary report responding to your proposal and identify applicable Development Code regulations, and Comprehensive Plan policies, key issues, and requirements for special studies and information including but not limited to traffic studies and soil studies.

Some Key Things to Remember:

As you prepare for the pre-application conference, keep in mind the following key things:

1. The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party and does not consider in its review.
2. The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
3. The Pre-Application Conference is not intended to approve specific site plan proposals. This is accomplished only through formal filing, review, and notice (as required) of the land use application per prescribed procedures of the City Code.
4. You are required to submit the pre-application conference report as part of your formal land use application.

QUESTIONS? Please call 541-269-8918

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QUESTIONS? PHONE (541) 269-1181

PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST APPLICATIONS REQUIRED

Applications shall include: **Total of five (5) copies, unless otherwise noted.**

- A. APPLICATION FORM.** Provide with original signature(s). (One Copy)
- B. CHECKLIST.** Provide copy of this three (3) page checklist. (One Copy)
- C. WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. (Five Copies)
- D. PRE-APPLICATION FEE.**
- E. PLANS & GRAPHICS REQUIREMENTS** – (five Copies and one electronic copy)

All plans, except architectural elevations, shall be to scale (engineering scale) and shall have a maximum sheet size of 24" x 36" and a minimum sheet size of 11" x 17". Architectural elevations may be drawn to an architectural scale and shall have a maximum sheet size of 24" x 36" and a minimum sheet size of **11" x 17"**. **All plans shall be folded to fit a legal size file jacket.**

The following specifies the plan information that is **requested** for a pre-application conference. The more information that you are able to provide the better information you will receive from staff. This information can be shown on one (1) sheet, or multiple sheets can be submitted, provided that each sheet is broken down by the bolded subject matter on the next page (for example, Existing Conditions, Land Use and Transportation). If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

PROPOSED PLAN:

1. GENERAL INFORMATION:

- A. Proposed name of project (e.g., subdivision or business).
- B. Vicinity map covering 1/4-mile radius from the development site.
- C. Area of the site (acres or square feet).

2. EXISTING CONDITIONS:

- A. Existing unstable slopes and landslide hazard areas.
- B. Existing topographical information, showing 2 ft. contours.
- C. Location of existing public and private utilities, easements, and 100-year floodplain.

3. LAND USE AND TRANSPORTATION; IF APPLICABLE.

- A. Layout of existing parcels.
- B. Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements. Include the maximum and minimum density calculations.
- C. Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.
- D. Name and location of existing and proposed roadways and roadway easements (private and public), and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.).
- E. Location of existing and proposed on-site driveways, and existing off-site driveways across the street.
- F. Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site and existing pedestrian and bicycle facilities within one 100 feet of the site.
- G. Location and width of existing and proposed easement for access, drainage, etc.
- H. Location and width of proposed on-site public and private streets.
- I. Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site.
- J. Location and species of proposed trees and other landscaping to be planted at the site.

PLEASE PROVIDE A LIST OF SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE.

GATEWAY OASIS II LLC. MANUFACTURED HOME PARK

PRELIMINARY SITE PLAN (OPTION 1)

PRIMARY ACCESS

LINDY LANE

EMERGENCY ACCESS
TO FULTON AVE.

OPEN SPACE

OPEN SPACE

OPEN SPACE

22 FOOT PAVED RIGHT-OF WAY.
SETBACKS:
FRONT - 10'
SIDE AND REAR - 5'
LOTS:
55' x 85' TYPICAL
OTHERS VARY



Stuntzner Engineering
& Forestry, LLC

ENGINEERING * LAND SURVEYING * FORESTRY
LAND PLANNING * WATER RIGHTS

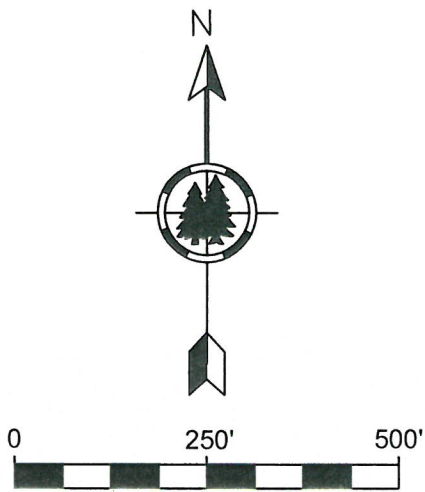
* COOS BAY * DALLAS *
* FOREST GROVE *

705 SOUTH 4TH STREET PHONE: (541) 267-2872
P.O. BOX 118 FAX: (541) 267-0588
COOS BAY, OREGON 97420 www.stuntzner.com

DESIGNED BY:	MVC
DRAWN BY:	MEK
CHECKED BY:	MEK
DATE:	APRIL 02, 2019
REVISED:	
JOB NAME:	PMHP
JOB NO:	19-2-027
SHEET:	1 OF 3

GATEWAY OASIS II LLC. MANUFACTURED HOME PARK

EXISTING GRADE AS OF 2009 LIDAR



**Stuntzner Engineering
& Forestry, LLC**

ENGINEERING * LAND SURVEYING * FORESTRY
LAND PLANNING * WATER RIGHTS

* COOS BAY * DALLAS *
* FOREST GROVE *

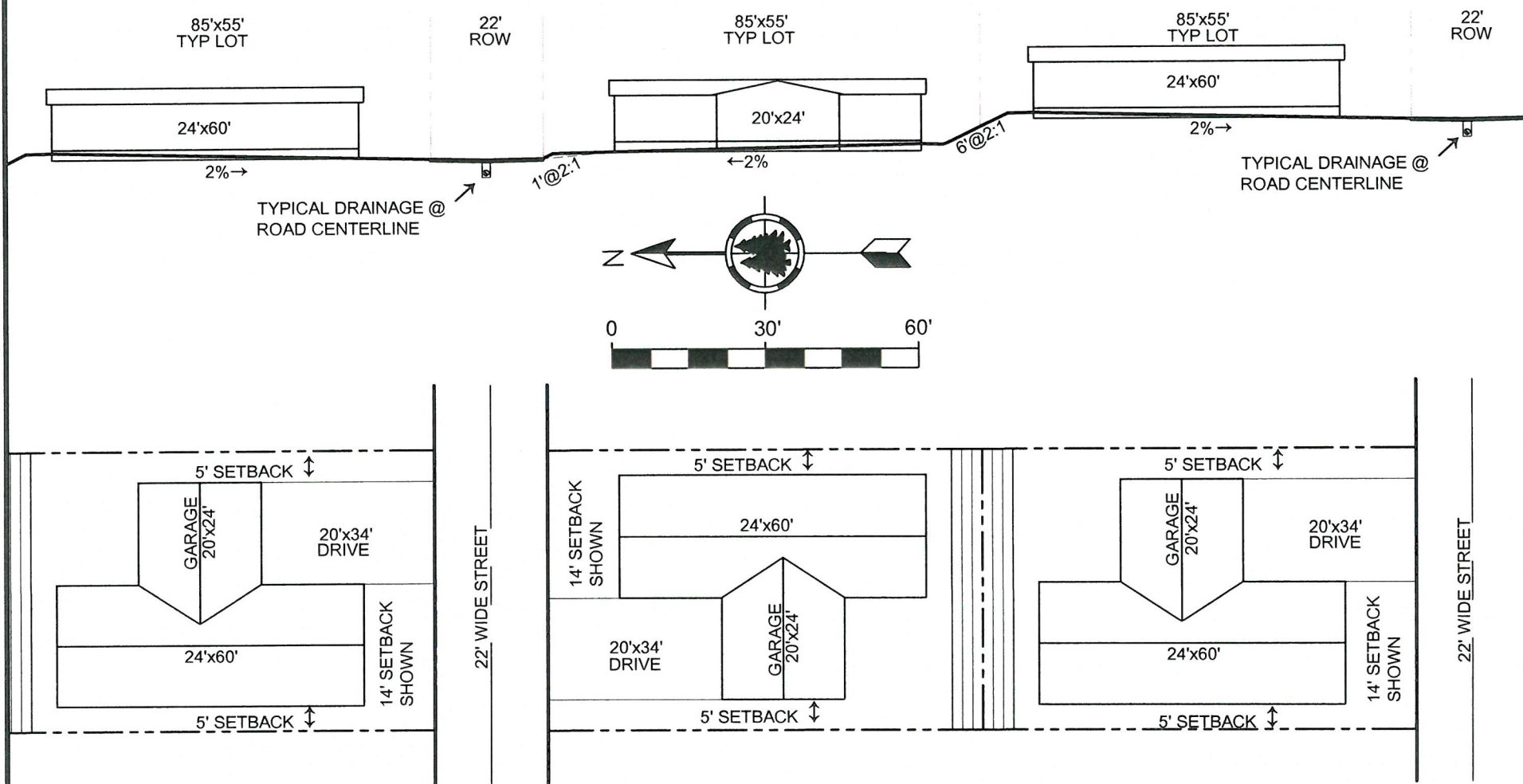
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COOS BAY, OREGON 97420 www.stuntzner.com

X:\2019 Proj\119-027 Provident Manufactured Home Park Development\Draw\ Prelim Grading
Option 1.dwg

DESIGNED BY:	MVC
DRAWN BY:	MEK
CHECKED BY:	MEK
DATE:	APRIL 09, 2019
REVISED:	
JOB NAME:	PMHP
JOB NO:	19-2-027
SHEET:	2 OF 3

GATEWAY OASIS II LLC. MANUFACTURED HOME PARK

TYPICAL LOT LAYOUT



Stuntzner Engineering & Forestry, LLC

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LAND PLANNING * WATER RIGHTS

* COOS BAY * DALLAS *
* FOREST GROVE *

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DESIGNED BY:	MVC
DRAWN BY:	MEK
CHECKED BY:	MEK
DATE:	APRIL 09, 2019
REVISED:	
JOB NAME:	PMHP
JOB NO:	19-2-027
SHEET:	3 OF 3

APPLICANT'S EXHIBIT "A"

GATEWAY OASIS II LLC MANUFACTURED HOME PARK PRE-APPLICATION CONFERENCE CHECK LIST INFORMATION LOCATED IN T.25, R.13, S.21C/28, TL. 900/600

The purpose of this pre-application conference is to review a proposed 400 (plus or minus) "space" Manufactured Home Park. The subject property consists of approximately 73 acres with the primary access from Lindy Lane, a 60' public dedicated right-of-way. The tract is generally located south of Ocean Blvd. and is adjacent to the new Fed-Ex complex and Cascade Farm store to the east, Shore Pines Manufactured Home Park to the west, and Coos Bay North Bend Water Board property to the south.

The following information addresses the particulars of the development pursuant to the City of Coos Bay Pre-Application Check List. Please note that this information is preliminary. The intent of a pre-application process is to obtain information from agencies and city departments that will assist with the refinement of plans, documents, and design, required in conjunction with a formal application process.

- (A) Layout: A preliminary layout has been submitted showing a draft of the proposed manufactured home spaces and road design. A topography map showing the existing contours has been submitted as well as a draft showing post grading contours.
 - NOTE: A complete grading plan for the development will be submitted prior to construction grading.
- (B) Configuration: A diagram has been submitted showing a preliminary manufactured home park layout. The general dimension of the spaces is 55' X 85' or 4,674 sq. ft. per space. A separate diagram has been submitted showing a basic developed configuration for each space, including a manufactured home, driveway, and garage. The exact location of utility laterals from the right-of-way is dependent on manufactured home design. At this time, the larger wetland areas at the northwest and southwest ends of the property are proposed for open space as shown on the submitted layout.
 - NOTE: The required setbacks are ten feet (front), and five feet (side and back.) The development diagram is for illustration purposes and the size of structures will vary and change shown setback areas. Regardless, all development will maintain the minimum required setbacks.
- (C) Accessory Buildings: It is proposed that there will be at least one clubhouse and at least one sanitary sewer pump station located within the property. While the location of the clubhouse has not been determined at the time of this submittal, the general location of the pump station will be at the south end of the property in the vicinity of the emergency access.

- (D) Roads: Direct access to the MH Park is from Lindy Lane, a 60 foot public dedicated right-of-way that extends from Ocean Blvd. Ingress and egress throughout the MH Park will consist of 22 foot paved streets within a 22 foot right-of way. There will also be an emergency ingress and egress over a private easement crossing the adjacent Shore Pines property (vacant land) to the west. The emergency access will connect to the easterly terminus of Fulton Avenue which is a 60' public dedicated right-of-way.
 - NOTE: The city standard for streets in MH Parks is 22 feet of paved surface and an additional five feet of right-of-way on each side with a five foot development setback from the right-of-way. We are proposing a 22 foot right-of-way with a 10 foot development setback from the edge of pavement.
- (E) Driveways: It is proposed that each MH space will contain a 20 foot wide driveway that is capable of providing four parking spaces. A two car garage or car port is also proposed for each space. There will be a minimum of four off street parking spaces with a potential for six within each space.
- (F) Pedestrian and Bicycle Facilities: There are no pedestrian sidewalks or bike paths proposed within the MH Park. The development will consist entirely of “private right-of-ways” with no public residential streets or collectors crossing the property. Private streets within MH Parks maintain significantly lower speed limits than public streets and therefore paved streets generally double as vehicle and pedestrian/bicycle right-of-ways.
- (G) Drainage: It is proposed that all drainage from residential spaces and streets will flow to catch basins generally located in the center of each street. Storm water will flow through a subsurface drainage system to retention/sediment ponds before being discharged from the property.
 - NOTE: A complete Storm Water Management Plan will be submitted for review in conjunction with a formal application.
- (H) (I) The location of interior private streets and public roadways that provide access to the development have been discussed above.
- (J) Trees and Landscaping: It is proposed that the setback areas fronting the right-of-ways (streets) within each space will be designated for landscaping. No particular type of landscaping has been identified at this time. However landscaping for individual spaces will likely be a requirement under park lease agreements. Landscape plans for accessory structures will be addressed in conjunction with a formal application.

ADDITIONAL INFORMATION

- Utilities and Facilities: It is proposed that all utilities and facilities, to the extent possible, will be privately owned and maintained. Sanitary sewer lines and a pump station(s) within the park will be privately owned and maintained. Water will be provided by the

Coos Bay North Bend Water Board from a primary meter to the site. Waterlines, individual meters and hydrants within the park will be privately owned and maintained. All electric lines, transformers and other equipment throughout the park will be owned and maintained to the service meter by Pacific Power. Cable and equipment for phone, TV, and internet will be owned and maintained by Charter Communications. All utilities throughout the park will be installed underground within the “private right-of-ways”. All streets within the development will be privately owned and maintained.

- Erosion Control: A pre-development and post development erosion control plan will be processed through the Oregon Department of Environmental Quality (DEQ) prior to development occurring on the property.
- Wetlands: At this time, it is proposed that the larger wetlands at the north and south ends of the property will be avoided and the smaller interior wetlands will be mitigated on site. It has been determined that avoiding the interior wetlands will have a substantial impact on the economic viability of the project.