CITY OF COOS BAY
Community Development Department

500 Central
Avenue Coos
Bay, OR 97420

541.269.8918
www.coosbay.org

PRE-APPLICATION CONFERENCE NOTES

May 8, 2019

APPLICATION #: 187-19-20

SUBJECT PROPERTY: Hollering Place

TYPE OF REQUEST: **PLANNED UNIT DEVELOPMENT**
Cultural Center (Upper Bluff) and two vacation rentals (Lower Bluff)

ATTENDEES: **City Staff:** Rodger Craddock, Jim Hossley, Carolyn Johnson, Mike Smith, Debbie Erler, Jennifer Wirsing, Greg Hamblet
Agency: Matt Spangler, Hui Rodomsky, Tyler Krug
Applicant/Representatives: Hilary Baker, Crystal Shoji, Jeff Page, Mark Hampton,

PRE-APPLICATION DATE: Wednesday, April 24, 2019 at 1:30 in the City Hall Conference Room.

All Coos Bay code chapters referenced in this report are available on the City's website at http://www.codepublishing.com/or/coosbay/.

1. TYPE OF APPLICATION AND APPLICABLE DEVELOPMENT CODE STANDARDS

The applicant must address all the applicable development standards and applicable criteria found in the Coos Bay Municipal Code. These include, but may not be limited to the following:

- Hollering Place District (HP), CBMC Chapter 17.250 including the Property development requirements.
- Hollering Place Master Plan
- Off-Street Parking and Loading Requirements CBMC Chapter 117.250 and Chapter 17.330
- Signage as regulated by CBMC Chapter 17.250 and Chapter 17.333
- Supplementary Development Standards CBMC Chapter17.335
- Site Plan Review CBMC Chapter 17.365, including criteria for site plan approval.
- Public Right of Ways, CBMC Title 12
- Public Utilities and Service, CBMC Title 13
- Building and Fire Code, CBMC Title 15
- Engineering Design Standards CBMC Title 18

PROCESS SUMMARY/ TIME FRAME FOR REVIEW PROCESS

The applicant will submit land use application for a Type III "Planned Unit Development" review before the Planning Commission. The standards noted in this checklist are those which staff believes may be applicable to your proposal. Additional standards/applications may also be determined applicable at the time of a development submittal. The burden is upon the applicant to review all applicable City documents and address all the relevant standards.

Review Process:

- Pre-application conference (completed).
- Application submittal.
- Staff review for completeness (allowed up to 30 days).
- If the application is determined to be incomplete, the applicant will have 180 days from the date of incomplete letter to submit additional information. If complete, the review shall not exceed 120-days for a final decision, including appeals to the City Council. Appeals to LUBA fall outside the 120-day review process.
- When application is determined to be technically complete, the applicant is vested.
- The hearing date is set before the Planning Commission.
- Public notices are mailed twenty (20) days prior to the hearing date.
- Staff report is prepared and made available to the applicant at least seven (7) days before the date of the Planning Commission public hearing for approval or denial based upon the staff recommendation and the criteria found in the CBMC.
- A Final Order is provided within seven (7) days of the decision.
- A mandatory 15-day appeal period follows the Final Order and if no appeal is filed the decision becomes final.

2. DOCUMENTATION REQUIRED FOR A COMPLETE APPLICATION

The required land use application is available from our office or on the City's website and can be emailed upon request. Use one application for all review types. Mark each check-box that apply.

One copy of the proof of ownership and authorization by the owner allowing the given representative to act as the owner's agent in the land use and/or development process (if applicable).

The following items are required to be submitted in ten collated sets in addition to one digital copy:

- Application form signed by the owner or applicant.,
- Narrative information address decision criteria, as stipulated in item 1.
- Site plan, construction plans, elevation drawings with material and color detail.
- Reports such as drainage and traffic impact analysis, if required.
- Detailed Landscape Plan and lighting plan.

3. LAND USE APPLICATION FEES*

Planned Unit Development (PUD) Type III	$1,956 + $27 per lot
Review from outside professional (if needed)	As authorized/billed
Mailed notice	$100 mailed notice
Technology Fee	5 percent of total fees

*Note: Please verify the required fees prior to application submittal.

4. CONFERENCE NOTES/COMMENTS

The following are items that were discussed during the conference or are items that may apply to the proposed development. Comments provided below are based on preliminary information provided by applicant and/or applicant's representative. Comments are subject to change as City staff is presented with more detailed information.

Engineering

There are two parcels associated with this project and the applicant has proposed to phase the development of this project. The first phase includes developing the eastern parcel that is bound by Mill Street and Empire Boulevard. The first phase includes a cultural resource center and two vacation cottages. The following are comments from the Engineering Division (Attachment 1):

Site Development
All earthwork and temporary sediment and erosion control will be required to follow CBMC Chapter 18.30 titled, "Site Grading and Erosion Control"

Drainage
Site must maintain historic drainage conditions. If historic drainage conditions are not maintained, site may be required to detain post project flows. Site must mitigate for any adverse impacts, and post project flows shall not exceed pre project levels. Drainage from the site cannot adversely affect adjacent neighbors or downstream system.

In accordance with Coos Bay Municipal Code, Chapter 18, all projects disturbing 1,000 square feet or more shall incorporate permanent storm water quality controls. This can include but is not limited to bioswales, rain gardens, porous pavement, etc. Post construction Water Quality measures must be installed onsite and maintained into perpetuity. Applicant must submit for review and approval an inspection and maintenance procedure manual for the permanent water quality features. Once approved, these procedures will be recorded with a Declaration. The City will prepare the Declaration and the owner will be responsible for recording fees.

Applicant shall submit documentation (report, letter, technical memorandum, etc.) that documents and supports site drainage, detention if applicable, and design of post-construction water quality control measure. While this report is not required at the land use application stage, it is recommended to avoid design conflicts at the permitting stage. If not submitted with land use application, it will be required to be reviewed and approved prior to site development permit issuance.

Sanitary Sewer
Applicant must provide information with the land use application, where the project intends to tie into the public sanitary sewer system.

Empire Boulevard was improved in 2018. The City has a three-year moratorium on all new paved surfaces that restricts asphalt cuts. If applicant intends to tie into the system along Empire, they will need to request an exception. The Exception Process is located in the 2018 City approved document titled, Restoration Policy for Utility and Service Lateral Installation in City of Coos Bay Right of Way. For reference this document has been attached.

If the applicant intends to convey the project's sanitary sewer flows to the existing pump station (Pump Station 14) located along Mill Street a sewer study shall be submitted. Per the City's Wastewater Master Plan, Pump Station #14 and pipeline that services this area has not been sized to accommodate additional development. As a result, the Applicant may be responsible to upgrade the pump station and piping to a size that is capable of handling the additional flows associated with the proposed project (Applicant shall analyze the flows associated with both phases of development). The analyses, shall be in accordance with DEQ's requirements. This capacity analysis shall be submitted in a sewer study along with any improvement recommendations. The sewer study will be required with the land use application.

Transportation/Right of Way/Street Improvements

While the first phase of development will not trigger a Transportation Impact Analysis (TIA) the overall project (first and second phase) will trigger this requirement. As such a TIA, will be required with this land use application. The TIA must analyze all of the proposed phases. A site-specific scoping letter has been provided previously to the applicant and is included with this document for reference. All improvements must be constructed in conformance with City Standards, specifically Coos Bay Municipal Code Chapter 18.

The Tribes and the City have a Development Agreement (DA). The Agreement conditions The Tribes to construct associated "Public Infrastructure". The DA further breaks out the development of this project into three phases. It appears, that the Tribes are combining Phase 1 and 3 from the DA into their first phase of development. "Public Infrastructure" is defined as Utility Service and Street Improvements per Section 2 of the DA. With the Tribes' proposed phase of work, as presented at the pre-application meeting, development is occurring adjacent to Newmark Avenue between Empire and Mill Street and adjacent to Mill Street. Final Design will be required for the Public Infrastructure adjacent to the project for the proposed first phase of development. The Tribes shall either construct the Public Infrastructure with the first phase or bond for these improvements. If the Tribes chooses to bond for the Public Infrastructure, final design plans and specifications must be approved by the City prior to issuance of certificate of occupancy. If the Tribes chooses to construct the improvements, the improvements shall be completed and approved by the City prior to issuance of the certificate of occupancy.

Off-site improvements to the Public Infrastructure will be subject to certain requirements such as: plans & specifications prepared by a licensed engineer and fulltime inspection of the construction for this project by a licensed engineer at the applicant's expense. The engineer, shall perform all inspections to ensure that utility installations are completed to the City of Coos Bay Municipal Code (CBMC) standards and in accordance with the approved specifications. For all Public Infrastructure, the Tribes must provide backup that they meet the Americans with Disabilities Act (ADA) standards and/or provide backup that the areas that don't meet ADA are exempt.

The City does not have the in-house resources to review the TIA or the Street Improvement Plans for Newmark and Mill. The City will be outsourcing this third-party review. The third-party review fees will be the responsibility of the applicant.

(Attachments (2) August 7, 2018 Restoration Policy for Utility and Service Lateral Installation in City of Coos Bay Right of Way and (3) April 16, 2018 Scoping Letter for the Hollering Place Traffic Analysis Scope of Work)

Building Codes

Comments received on May 9th, 2019 (email) from Mike Smith, CBO (541) 269-1181 ext. 2235.

1. *Any construction shall be per the most current adopted Oregon Specialty Codes:*

OSSC	*Structural*
ICC A117.1	*Accessibility*
OMSC	*Mechanical*
OPSC	*Plumbing*
OFC	*Fire*
OESC	*Electrical*
OEESC	*Energy Efficiency*
NFPA	*National Fire Protection Association*

2. *Sitework for permanent cut and/or fill slopes shall not be steeper than one-unit Vertical in two-units horizontal (50% slope).*

   **Note: Deviation from this requirement shall be permitted only upon the presentation of an approved soil investigative report. (OSSC 3304 & 1803).*

3. *Excavation, grading and fill soils supporting footings, foundations or surcharges shall be designed, installed and tested per OSSC 1804, 3304 and 1705.6*

   **Note: A geotechnical report may be required for soils supporting footings, foundations or surcharges affecting the support of regulated buildings, egress or accessible parking areas.*

4. *A list of all deferred submittals shall be noted per OSSC 107.3.4.2*

5. *Special inspections and tests shall be performed by approved agencies subject to OSSC chapter 17*

6. *Fire protection systems shall be submitted per OSSC Chapter 9 (if required)*

7. *Accessibility shall be per OSSC chapter 11 and ICC A117.1*

Additional requirements may be needed to complete a full review of the proposed project as additional information is received.

Fire Protection and Access

Comments received May 8, 2019 (phone) from Fire Chief Mark Anderson (541.269.1191) indicated he had no issues or concerns regarding the proposed development.

Coordination with City and outside Agencies and Permits

Applicant is responsible to obtain plumbing and electrical permits through the state. Applicant will be responsible to obtain utility approvals from the appropriate utility (Coos Bay North Bend Water Board, NW Natural, Pacific Power, etc.).

- Contact Matt Whitty, Engineering Manager, Coos Bay-North Bend Water Board (541.267.3128, ext.232) for service information.

- Michael Smith, Estimator, indicated if the site owner is requesting that Pacific Power give input/comment on this proposed rebuild, please have their designer/engineering group or site owner call our business center to get a request started with Pacific Power (Ph.# 888-221-7070). The applicant will be contacted after they have called in a request through our business center. Also, their designer can utilize our online ESR manual, available at: http://www.pacificpower.net/esr.

Applicant is responsible to obtain all required regulatory approvals from the appropriate entity including but not limited to Department of Environmental Quality, Army Corps of Engineers, Fish and Wildlife, Department of State Lands, local tribes, ODOT, etc.

- Comments received on April 25, 2019 *(Attachments provided to applicant via email)* from Tyler Krug, Regulatory Project Manager, USACE Portland District,
  Field Office, 2201 N. Broadway Suite C, North Bend, Oregon 97459
  Office: 541.756.2097 Mobile: 541.520.6278
  Tyler.J.Krug@usace.army.mil
  Corps Portland District Regulatory Branch Website:
  http://www.nwp.usace.army.mil/Missions/Regulatory.aspx

  Below are some initial thoughts regarding the jurisdictional determination process and permitting for this project as discussed at the Pre-Application Conference. One of the first steps in land development is understanding if there are any sensitive areas onsite, including wetlands/waters. Similarly, identifying if those waters are regulated by applicable local, state, or federal entities is important to the process. To this end, for this and other similar projects, we often recommend the developer conduct a wetland delineation, prepare a wetland delineation report, and submit that report to the Corps with a request for either a preliminary jurisdictional determination (PJD) or approved jurisdictional determination (AJD). The differences between the two are explained in the attached documents. The wetland delineation report should also be sent to the Oregon Department of State Lands (DSL) for their review. The Corps regulates activities/dredge/fill material within waters and wetlands at the federal level in Oregon; the DSL regulates these activities at the state level. Jurisdiction and permitting requirements can be and are often different between the two agencies.

  For the specific project it sounds like a wetland delineation has already been conducted. That will be important to review moving forward. The Corps is currently implementing the Clean Water Rule which defines which waters are considered Waters of the U.S. I recommend reading through that Rule for context (start on page 52/75 of the attached Federal Register notice).

  If it is determined there are waters of the U.S. onsite and they cannot be avoided and are required to be filled to meet the project purpose and need, this activity would trigger the need for a federal permit from the Corps. Given what I know of the project at this point we may be able to evaluate the project under Nationwide Permit (NWP) #39 (Commercial and Institutional Developments). I would recommend reading through our 2017 NWP Terms and Conditions, General Conditions, and Portland District Regional Conditions to the 2017 NWP's.

  If a Corps permit nexus is triggered, we would want to understand if there is any federal funding allocated or proposed to be allocated for the project. This will be important in determine who the appropriate lead federal agency is for compliance with the National Environmental Policy Act, Endangered Species Act (ESA), Magnuson-Stevens Act, and National Historic Preservation Act. Both the federal permit and federal funding nexus would be subject to those statutes thus, we attempt to consolidate federal reviews where appropriate to avoid duplication of effort and maintain consistency.

Regarding post-construction stormwater management from new impervious surfaces created onsite: If a Corps permit nexus is triggered, we would likely consult with the National Marine Fisheries Service (NMFS) per the ESA due to new impervious surfaces being constructed onsite. Pollutants from this stormwater would be transported downstream and may affect, and would likely adversely affect the trust species the NMFS manages under the ESA (in addition to water and potentially substrate regulated under the Magnuson-Stevens Act). We would likely use our SLOPES Stormwater, Transportation, and Utilities programmatic biological opinion as a starting point for the consultation and stormwater design requirements. Please review Project Design Criteria #36.

Regarding cultural resources/historic properties: If a Corps permit nexus is triggered the completion of a cultural resource survey may help to streamline the federal National Historic Preservation Act/Tribal coordination compliance.

If a Corps permit nexus is triggered the Oregon Department of Environmental Quality would issue a Section 401 Water Quality Certification certifying the fill discharge into the water of the U.S. is consistent with Section 401 of the Clean Water Act.

If a Corps permit nexus is triggered the Oregon Department of Land Conservation and Development (DLCD) would need to issue a Coastal Zone Management Act (CZMA) consistency determination. Please see the attached general conditions for the 2017 NWP's which require individual DLCD review per the CZMA for NWP #39 actions.

- Comments received via email on April 15, 2019 from John McDonald, Development Review Planner, ODOT Southwestern Region (#541-957-3688).

  There may be a traffic issue with the intersection, and ODOT can assist the City with reviewing traffic analysis, but the intersection is under City jurisdiction.

- State permits include plumbing and electrical. State Building Codes Office at Coos Bay City Hall, 1155 S 5th Street (DMV building), Coos Bay.

- Noise: The noise level shall not exceed permitted levels measured at the appropriate measuring points established by the Oregon Department of Environmental Quality. If there is doubt that the proposed use will violate these standards or if a valid compliant has been registered about the level of noise, the owner or agent may be required to how written compliance with state regulations. Construction noise is also regulated by CBMC Chapter 9.20 Unreasonable noise.

- Byproducts: There shall be no emissions, odor, gas, mist, vapor, pollen, soot, carbon, acid, smoke, fume, dust, particulate matter, or other air, water, or land pollution which exceeds permitted levels of local, state, or federal regulations. If there is doubt that the proposed use will violate these standards or if a valid complaint has been registered about possible pollution, the owner or agent may be required to show written compliance with state regulations.

Respectfully submitted,
Debbie Erler, Planner 1
City of Coos Bay
Public Works & Community Development
Ph. 541-269-1181 Ext 2259

City of Coos Bay
Public Works and Development Department
500 Central Avenue, Coos Bay, OR 97420
PH 541-269-8918 – FAX 541-269-8916
www.coosbay.org

PRE-APPLICATION MEETING FORM

Date:	April 18, 2019
Project Name:	CTCLUSI Village Hollering Place
Project Representative:	Crow Clay Associates
Project Rep's Email:	541-269-9388
Project Rep's Contact Number:	hilary@crowclay.com
Commercial/Industrial/Residential Project:	Commercial/Non-Residential
Preparer of Pre-Application Notes:	Greg Hamblet and Jennifer Wirsing

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SITE DEVELOPMENT

All earthwork and temporary sediment and erosion control will be required to follow CBMC Chapter 18.30 titled, "Site Grading and Erosion Control"

DRAINAGE

Site must maintain historic drainage conditions. If historic drainage conditions are not maintained, site may be required to detain post project flows. Site must mitigate for any adverse impacts, and post project flows shall not exceed pre project levels. Drainage from the site cannot adversely affect adjacent neighbors or downstream system.

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submitted with land use application, it will be required to be reviewed and approved prior to site development permit issuance.

SANITARY SEWER

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TRANSPORTATION/RIGHT OF WAY/STREET IMPROVEMENTS

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engineer, shall perform all inspections to ensure that utility installations are completed to the City of Coos Bay Municipal Code (CBMC) standards and in accordance with the approved specifications. For all Public Infrastructure, the Tribes must provide backup that they meet the Americans with Disabilities Act (ADA) standards and/or provide backup that the areas that don't meet ADA are exempt.

The City does not have the in-house resources to review the TIA or the Street Improvement Plans for Newmark and Mill. The City will be outsourcing this third-party review. The third-party review fees will be the responsibility of the applicant.

COORDINATION WITH OTHER AGENCIES

- Applicant will be responsible to obtain plumbing and electrical permits through the state.
- Applicant will be responsible to obtain utility approvals from the appropriate utility (Coos Bay North Bend Water Board, NW Natural, Pacific Power, etc.).
- Applicant is responsible to obtain all required regulatory approvals from the appropriate entity including but not limited to Department of Environmental Quality, Army Corps of Engineers, Fish and Wildlife, Department of State Lands, local tribes, etc.

ATTACHMENTS

- August 7, 2018 *Restoration Policy for Utility and Service Lateral Installation in City of Coos Bay Right of Way*
- April 16, 2018 *Scoping Letter for the Hollering Place Traffic Analysis Scope of Work*

City of Coos Bay

Public Works & Development Dept.

500 Central Ave., Coos Bay, Oregon 97420 • Phone (541) 269-8918
Fax (541) 269-8916

RESTORATION POLICY FOR UTILITY AND SERVICE LATERAL INSTALLATION IN CITY OF COOS BAY RIGHT-OF-WAY

August 7, 2018

The Citizens of Coos Bay, having invested substantial public and private funds in the construction and maintenance of the existing public roadway system within the City, desire to protect and prolong these investments, and maintain a safe, clean roadway environment. Therefore, prior to cutting into any road surface and/or excavating within the right-of-way of public streets a permit authorizing such activity is required as is proper repair to any resulting damage to the public street right-of-way or road surface. The legal basis for this City Policy is established in the Coos Bay Municipal Code, Title 12, Chapter 12.25, Utility Use of Streets.

In an effort to better manage pavement degradation from the effects of utility cuts, the City of Coos Bay imposes a 3-year moratorium on cutting into all new pavement surfaces. This will include overlays, inlays, reconstruction, and new construction of at least a half street or greater.

Poorly repaired utility trench cuts can significantly alter and degrade pavement surfaces adjacent to the actual trench line. The City of Coos Bay is implementing this policy to reduce the negative impacts of the trench cut.

Public interest in the integrity, ride-ability and appearance of new street surfaces is significant. Residents don't appreciate new streets being dug up by utility trenches. However, in the event of an emergency or a new development, it will occasionally be necessary to cut into a street that has been paved within the past three years. This policy establishes the basis and process for determining the level of repair and replacement for utility cuts for **both** old and newly paved streets.

I. Definitions

"Arterial street" means a street of considerable continuity which is used primarily for through traffic and travel between large areas. This includes all state highways and major routes leading into and through the city. Arterial streets in the City of Coos Bay are identified in the City's Transportation System Plan.

"City" means the city of Coos Bay.

"Collector street" means a street penetrating neighborhoods, collecting traffic from local streets in the neighborhood and channeling it into the arterial system. Collector streets in the City of Coos Bay are identified in the City's Transportation System Plan.

"Compaction" means restoration and backfill of a utility trench with appropriate back fill material that is compacted in lifts using the industry standard equipment to tamp the backfill material to the proper density.

"Department" means the public works department.

"Director" means the public works director or his/her designee.

"Excavation" means removal of topsoil, gravel, sand, rock or any other type of soil material. Also includes removal of roots.

"Full depth" means pavement depth top to base of pavement or thickness of pavement

"Keyhole" means a technology for core drilling; used to drill a plug in the asphalt when checking the depth of existing utilities.

"Local Street" means a street which is primarily to provide direct access to abutting property and for local traffic movement. Local streets in the City of Coos Bay are identified in the City's Transportation System Plan.

"Moratorium street" means any street pavement surface that has been constructed, reconstructed, paved, or overlaid (including asphalt, chip seal, slurry seal, or similar process/material) by City forces, under City contract, or under permit shall not thereafter be cut or opened for a period of 3 years.

"Neighborhood route" means a street that is generally longer than a local street and provides connectivity to collectors or arterials. Neighborhood routes have greater connectivity and generally have more traffic than local streets and are used by residents in the area to get into and out of the neighborhood. Neighborhood routes in the City of Coos Bay are identified in the City's Transportation System Plan.

"Non-moratorium" street means any street that was constructed, reconstructed, or paved by City forces, under City contract, or under permit more than 3 years prior to time of application for a utility permit.

"ODOT Specifications" means the 2015 Oregon Standard Specifications for Construction or latest edition.

"PCI" means Pavement Condition Index based on the Coos Bay *Final Report June 2015 Pavement Condition Survey and Asset Management Plan* (or as updated). The PCI values in the report shall be reduced by one (1) point for each year after June 2015. For example, a street reported having a PCI value of 57 in 2015 will have a value of 53 on July 1, 2019. Note, streets that have been resurfaced since June 2015 will have their PCI revised by staff or City consultant.

"Permitee" means the person who submits an application for and receives a permit to obstruct and/or conduct construction, installation or maintenance operations in the public right-of-way.

"Person" means a natural person; a corporation, partnership, limited liability company; or any other entity in law or fact.

"Potholing" means the practice of digging a test hole to expose underground utilities to ascertain the horizontal and vertical location of the facility.

"Public improvement" means any street, sidewalk, curb, gutter, sewer line or other public improvement which is located in a public right-of-way and which will be dedicated or otherwise transferred to the city at the time the improvement is completed, or any other improvement over which the city has regulatory authority.

"Public rights-of-way" (ROW) means any real property owned by the city that is used for the free and unimpeded passage of the public; any lesser interest in real property held by the City which contains a grant for the free and unimpeded access by the public across such property. Public rights-of-way include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, public trails and paths, and all other easements which provide the public with a right of access or give the City the right to construct, maintain, repair and operate a public improvement. As used in this policy, public rights-of-way includes subsurface and air space over the property.

"Qualified professional" means a licensed contractor, licensed professional engineer, or utility employee with significant applicable experience to 1.) Prepare a street or surface repair plan in conformance with the requirements of this policy; and 2.) Ensure that repair work done in the ROW meets the requirements of this policy.

"Service lateral" means pipe connecting a building or property to the City's wastewater or stormwater main. The purpose for which is to provide wastewater/stormwater service to the building or property.

"Sewer permit" means a City of Coos Bay Sewer Connection/Sewer Cap/Sewer Repair Permit obtained to connect or repair a service lateral.

"Street" means any part of the full dedicated width or length of a public street, alley, place or easement.

"Travel lane" means the traveled area of the street established based on striping, or where there is no striping, shall be twelve feet (12'- 0") in width.

"Utility" means a person, firm, corporation, company, board, or commission, whether public or private, which owns, possesses, or maintains over, on, or under the public streets, alleys, places and easements within the City any poles, wires, cables, conduits, pipelines or other fixtures. "Utility" does not mean privately owned water, sanitary sewer, or storm drainage laterals connecting an individual building to a Coos Bay/North Bend Water Board water main or to a City of Coos Bay sanitary sewer or storm drainage main.

"Utility Permit" means a permit to install franchised utility mainlines (pipe, conduit, wire, or similar conveyance) and the service connections to the franchise utility mainline infrastructure within the City of Coos Bay right-of-way or properties.

II. Introduction

To ensure that City streets are functional and to provide reasonable regulation of excavations this policy is authorized by and further clarifies the Coos Bay Municipal Code, Chapters 12.20 (Regulations of Public Rights of Way) and 12.25 (Utility Use of Streets). No person or utility shall excavate or cause an excavation within any public right of way until the department has issued an applicable City permit for such excavation to the person/ utility. Prior to any work being performed (this can include but is not limited to excavation, cut, open trench, use of no dig/trenchless technology, bore pit, pipe bursting, etc.) within a City street and/or right-of-way (ROW) the person/utility shall:

1) Submit the appropriate permit application, supporting documents, and for service laterals, the necessary fee(s) to the City.

2) Receive permit approval, coordinate with City and other applicable agencies' staff, and commence work. A bond will be required before issuance of permits involving service laterals.

3) Be responsible to coordinate all non-City utility issues and for quality of work performed by excavators and pavers to ensure all City policies, standard and details are met.

4) Be responsible for performance, maintenance and repair of their utility/lateral trench for the warranty life of the trench (see section XIV). The person/utility is responsible for restoration to the pavement surface above due to installation, repair, or failure of the utility infrastructure, lateral, trench and trench material for the warranty life of the trench.

When determining conditions of approval for the permits to perform cuts for utility or lateral installation, repair, relocation, or replacement, Department staff will consider location of work, pavement age, Pavement Condition Index (PCI), the street classification(s) (arterial, collector, neighborhood/local), disturbance to curb and sidewalk, traffic and pedestrian control, traffic and pedestrian detours, need for public notifications, quality control, and timing of any planned City improvements to the road. The Department has the right to deny a permit or issue a stop work order for non-compliance.

III. Moratorium Street (Exception Process)

The City will strive to notify utilities in advance of planned City road improvement projects to allow adequate time for utilities to install, extend, replace, repair utility infrastructure in advance of the City projects. After any street has been constructed, reconstructed, paved or overlaid by City forces, under City contract, or under permit, the pavement surface shall not thereafter be cut or opened for a period of 3 years. It is understood that field conditions may warrant an exception to this Policy. However, the exception process in NO WAY obligates the Director to allow cutting or opening the moratorium street, and any such decisions are at the Director's discretion.

A utility desiring to perform work in moratorium streets shall schedule a pre-application meeting with Department staff prior to submittal of a permit application. If an exception is granted, the Department will make a concerted effort to protect the integrity of the pavement structure, and to ensure a high quality replacement patch or overlay. When granting exceptions to this policy, the Director may impose conditions determined appropriate to insure the rapid and complete restoration of the street and the surface paving.

IV. Permits for Non Moratorium Streets and Moratorium Streets with Approved Exception

1) No excavation or tunneling shall be performed under any area within public rights-of-way prior to first obtaining the applicable permit from the City (permits for emergency work may be issued after the fact per this policy). Utility and sewer permits are managed through the City of Coos Bay Public Works Department (541-269-8918). Supporting documents may include a scope of work, re-striping plan, erosion and sediment control plan, traffic control plan, etc. as necessary. Online applications can be made at: www.coosbay.gov (on the Public Works Department page) or you may pick one up at the Public Works Department, City Hall, 500 Central Avenue, Coos Bay, OR.

2) Applications for utility permits shall be made on forms provided by the City. The applicant shall describe the purpose, location, and size of the anticipated utility construction project (work), the name of the person/firm performing the actual work, and the name of the person/firm for whom the utility work is being performed. The application shall be endorsed by the person/firm for whom the work is being performed or the person's/firm's agent. By signing the application, it is understood that the person/firm performing the utility work will comply with the requirements of this policy and any conditions imposed upon the work.

Applicants for permits to work in moratorium streets shall first schedule a pre-application meeting with the Department staff prior to submitting an application.

3) The appropriate sewer permit fees are due at the time of application for the permit to install, repair or maintain a service lateral. The permit fee is per current City Council fee schedule resolution. Online applications can be made at: www.coosbay.gov (on the Public Works Department page) or may be picked up at the Public Works Department, City Hall, 500 Central Avenue, Coos Bay, OR. A bond is due prior to issuance of the permit. The bond may be a cash deposit, performance bond, or other security acceptable to the city attorney, to insure proper restoration of the ROW. The applicant risks forfeiture of the bond should they fail to call for City inspection of connection before back filling. The security shall be released by the City upon final inspection and approval of the permit. If the ROW is not restored in accordance with the permit, the expense, if any, incurred by the city in cleaning up and removing material and debris and restoring the ROW shall be deducted from this security. The balance, if any, shall be returned to the person/firm posting the security after excavation is complete and the ROW has been restored to good order and condition as the property was in immediately prior to the time excavation was undertaken. The applicant shall be responsible for reimbursing the City for any expenses incurred beyond the amount of the security.

4) A motor vehicle and pedestrian traffic control plan shall be submitted with each utility and sewer permit application for work within the right-of-way for all excavations affecting motorists and pedestrians. The plan shall be based on the functional classification of the street(s) and the amount of traffic. The plan shall be prepared using the Manual of Uniform Traffic Control Devices (MUTCD Part 6 – Temporary Traffic Control) for guidance or reference Oregon Department of Transportation (ODOT), Traffic Control Plans Design Manual found on ODOT's website:

   Depending on the impact to traffic, pedestrians, businesses or residents, public notification plans (signs, advertisements, flyers, public service announcement, etc.) may be necessary and submitted as part of the permit application. It shall be the responsibility of the utility and sewer permit applicant or the duly authorized representative to coordinate with all affected neighbors. A pedestrian detour route shall be clearly delineated whenever sidewalks are obstructed. For guidance, refer to the TM 844 at the ODOT website.

5) Emergency utility or service lateral repair work necessary for the immediate preservation of life or property is acceptable; provided that any person making such emergency repair work notifies the City of the emergency as soon as they call for emergency locates, then applies for the appropriate permit on the first working day after which the work is commenced. The ROW restoration for such emergency repairs shall be in conformance with the criteria stated in this policy. Note, work necessary to locate trouble in conduit or pipe causing the emergency situation is considered part of the emergency repairs.

6) When traffic conditions, safety or convenience of the public has necessitated ROW utility or service lateral construction and repair be performed as quickly as possible, as determined by the Director, the Director shall order that the permittee provide adequate personnel, equipment, and facilities on a 24-hour basis such that the utility or service lateral work be completed as soon as practicable. This may include, but is not limited to, flaggers, temporary traffic control signs and devices, lighting, etc. The permittee shall be responsible for the cost of providing the necessary personnel, equipment, and facilities.

7) If work is being performed within Highway 101 (including North and South Broadway and Bayshore Drive), in addition to complying with this policy, the applicant shall coordinate with the Oregon Department of Transportation (ODOT) and comply with their requirements prior to commencement of work. The utility/permittee shall provide a copy of the ODOT permit to work in its ROW to the Department.

8) The time for City review of a utility permit application commences once the application is considered complete. A complete application includes an accurately filled out application form accompanied by supporting documents called out in this policy (e.g. traffic control plan, engineered plans, etc…) and applicable fees. The time necessary for the review will depend upon the complexity of the work proposed and/or where the project is located (e.g. in the pavement of an arterial street versus outside the pavement along a low volume residential street). Review of permits for lateral hook-ups will typically take **3** working days, while the city staff will endeavor to complete review of permits for more complex permits **in 10 working days**. Should the city need to use the services of outside professionals to review the application materials, **15 working** days may be necessary.

V. Street and Surface Repair Plan

1) Street and Surface Repair Plans for arterial and collector **moratorium** streets; should an exception be approved to cut into a moratorium street, the applicable permit application to cut into moratorium streets shall be accompanied by a street or surface repair plan prepared by a qualified professional. The Director may require the plan be prepared by a qualified licensed engineer for complex situations. Said plan, at a minimum, shall include street or surface repairs consistent with this policy and conditions, if any, imposed by the Director during the pre-application meeting along with a location map for the original installation or relocation of the wires, pipelines or conduits. In the case of utility pipelines and conduits, the utility shall also provide a profile map and cross-sections in addition to a location map.

   Pavement cuts shall be full depth and extend 1 foot (1’ 00”) beyond the nominal trench edge longitudinally and transversely. Sawcutting beyond the minimum of 1’0” may be required as field conditions dictate. Sawcuts shall be parallel or perpendicular to the travel lanes. No jagged, broken or undermined edges. See attached details and Coos Bay Municipal Code (CBMC) Title 18 (Coos Bay Engineering Standards). Pavement repair/replacement shall extend the full width of all established travel, bike, parking, and turn lanes on either side of the trench. Milling or grinding shall be employed, as necessary, outside the full depth asphalt

removal limits to achieve full patch/repair limits. Minimum depth of milling or grinding shall be two inches (2").

The permittee shall be responsible for back filling the trench and making the pavement repair in compliance with City standard and specifications. All materials shall meet the City's specifications. In the absence of City specifications, use the current edition of ODOT's "Oregon Standard Specifications for Construction." For moratorium arterial and collector streets, the permittee shall employ third party construction inspection and material testing services to ensure conformance with City specifications. Results shall be provided to the City. Failure to adequately meet minimal standards shall result in re-excavation and re-work of the trench and resurfacing to the satisfaction of the City. If the applicant fails to rectify the problem, the director may cause the resurfacing to be done, and the costs therefore assessed against the applicant.

If the Director determines that final repaving of the street is not appropriate at that particular time for reasons relating to weather or other short term problems, the Director may grant a delay until proper conditions allow for repaving. Temporary repair guidelines in Section X of this policy will be followed.

Reference shall be made to the attached details, all referenced details called out within thee attached details, and to applicable City of Coos Bay engineering standards and details.

a) Trench backfill material shall be 1"- 0 or ¾" – 0 crushed aggregate meeting ODOT Class B specifications found in the ODOT Specifications section 00405.

b) Refer to the applicable General Standard Details found in Coos Bay Municipal Code Chapter 18 for suitable backfill material.

c) 12-inch minimum of aggregate base course material per ODOT Specifications section 00641 and 02630 shall be used on City streets.

d) Backfill and base materials shall be compacted in 12" maximum lifts, including the pipe zone. Methods for compaction in the pipe zone shall be in conformance with pipe manufacturers' specifications/recommendations.

e) Backfill sub-base and base materials shall be compacted in accordance with ODOT Specifications section 00641.24.

f) Backfill and sub-base compacted to 95% of maximum dry density (90% in pipe zone) as defined by a Standard Proctor Test.

g) All existing AC pavement shall be sawcut immediately prior to repaving. 1-foot cutbacks of existing asphalt shall be made on undisturbed soil. Clean square cuts shall be applied with tack to all asphalt joints.

h) ODOT Specifications spec Hot Mixed Asphalt Concrete (HMAC) shall be installed in lifts to match the existing pavement thickness in 2" lifts. Replacement HMAC minimum thickness is 4 inches (2 – 2 inch lifts) or the thickness of the removed asphalt, whichever is greater. If asphalt thickness exceeds 8 inches, the required replacement depth may be considered on a case-by-case basis. Minimum asphalt density is 90% in lower lifts and 92% of maximum specific gravity in top lift. The City inspector may exercise professional judgment in allowance for variation to these density maxima but in no case more than a 2% variation.

i) Joints between the existing and new asphalt pavement shall be filled with joint sealer meeting ODOT Specifications requirements.

j) Finished grade of new paving shall match surrounding asphalt with no grade change greater than ¼ inch over 12 feet.

2) Street and Surface Repair Plans for **non-moratorium** streets; the applicable permit application for work required to trench or excavate shall be accompanied by a street or surface repair plan prepared by a qualified professional. The City reserves the right to require plans be prepared by a licensed professional engineer when, in the opinion of the Director, field conditions or the magnitude of trench repair dictates. The applicant shall ensure all placed materials conform to City specifications and shall provide proof of conformance at the City's request.

   The applicant shall provide a pavement repair and replacement plan with the permit application. The plan shall include proposed pavement cut and trench cut dimensions. The City will review the plan for conformance with attached details, all referenced details called out within the attached details, and CBMC Title 18 (Coos Bay Engineering Design Standards). Pavement cuts shall be full depth and extend one foot (1'0") beyond the nominal trench edge longitudinally and transversely. Every effort shall be made to prevent creation of longitudinal trench seams in marked bicycle lanes. The paving area may require extended saw-cutting beyond either end of the trench in addition to the minimum of 1'0" depending on the conditions. Milling or grinding shall be employed as necessary. Minimum depth of milling or grinding shall be two inches (2").

   If the Director determines that final repaving of the street is not appropriate at that particular time for reasons relating to weather or other short term problems, the Director may grant a delay until proper conditions allow for repaving. Temporary repair guidelines in Section X of this policy will be followed.

   Reference shall be made to the attached details and to applicable City of Coos Bay engineering standards and details.

a) Trench backfill material shall be 1"- 0 or ¾" – 0 crushed aggregate meeting ODOT Class B specifications found in the ODOT Specifications section 00405.

b) Refer to the applicable General Standard Details found in Coos Bay Municipal Code Chapter 18 for suitable backfill material.

c) 12-inch minimum of aggregate base course material per ODOT Specifications section 00641 and 02630 shall be used on City streets.

d) Backfill and base materials shall be compacted in 12" maximum lifts, including the pipe zone. Methods for compaction in the pipe zone shall be in conformance with pipe manufacturers' specifications/recommendations.

e) Backfill sub-base and base materials shall be compacted in accordance with ODOT Specifications section 00641.24.

f) Backfill and sub-base compacted to 95% of maximum dry density (90% in pipe zone) as defined by a Standard Proctor Test.

g) All existing AC pavement shall be sawcut immediately prior to repaving. 1-foot cutbacks of existing asphalt shall be made on undisturbed soil. Clean square cuts shall be applied with tack to all asphalt joints.

h) ODOT Specifications spec Hot Mixed Asphalt Concrete (HMAC) shall be installed in lifts to match the existing pavement thickness in 2" lifts. Replacement HMAC minimum thickness is 4 inches (2 – 2 inch lifts) or the thickness of the removed asphalt, whichever is greater. If asphalt thickness exceeds 8 inches, the required replacement depth may be considered on a case-by-case basis. Minimum asphalt density is 90% in lower lifts and 92% of maximum specific gravity in top lift. The City inspector may exercise professional judgment in allowance for variation to these density maxima but in no case more than a 2% variation.

i) Joints between the existing and new asphalt pavement shall be filled with joint sealer meeting ODOT specifications.

j) Finished surface of new trench patch shall match up with surrounding existing pavement to provide a smooth transition.

The permittee shall be responsible for back filling the trench and making the pavement repair in compliance with City standard and specifications. All materials shall meet the City's specifications. In the absence of City specifications, use the current edition of ODOT's "Oregon Standard Specifications for Construction." Failure to adequately meet minimal standards shall result in re-excavation and re-work of the trench and resurfacing to the

satisfaction of the City. If the applicant fails to rectify the problem, the director may cause the resurfacing to be done, and the costs therefore assessed against the applicant.

3) When the owner of an owner occupied single family residential property makes necessary repairs to or necessary replacement of a failed or failing sanitary sewer lateral, the following shall apply to that portion of the sewer lateral trench that cuts a City maintained asphalt/concrete street, curb, gutter, and sidewalk within a City right-of-way:

   a) At the time of permit application for replacement/repair of a sanitary sewer lateral, the owner may apply for City reimbursement of the owner's cost to install (material and labor) the asphalt/concrete pavement topping the trench. The owner shall provide their contractor's estimate for material and labor cost for the asphalt and/or concrete replacement. The City reimbursement of the reasonable cost for said material and labor shall only occur after the trench repair has been completed to the City's satisfaction in accordance with this policy. Prior to the City's payment, the applicant (owner) shall provide a copy of the actual invoice submitted to the owner by their contractor. Reimbursement shall not include cost for saw cutting, excavation, subgrade materials, piping, connection expenses, etc. The City reserves the right for the City to place, or have placed, the pavement topping should it be in the best interest of the City to do so.
   b) Should the owner self-perform the work in the right-of-way, the owner may request to use City traffic control signs. Signs will only be provided should the City have adequate signs available. This policy does not guarantee the availability of traffic control signs for use by owners. Owners are responsible for ensuring signs are installed/placed in accordance with State of Oregon Department of Transportation standards and approved Traffic Control Plan.

The Warranty Requirements in Section XIV shall apply to the applicant. The applicant will be responsible for failure of the asphalt patch in accordance with the Warranty Requirements should its failure be due to trench failure.

(Amended by Resolution 18-24; 080718)

VI Manner of Excavation for Moratorium & Non Moratorium Streets

1) The permittee shall perform utility construction in the ROW in such a manner so as to avoid unnecessary inconvenience or annoyance to the general public and occupants of neighboring properties. The permitee shall take appropriate measures to reduce, to the fullest practicable extent, noise, dust and unsightly debris. Between the hours of 6:00 p.m. and 7:00 a.m., the utility shall not, except in case of emergency, use any tool, appliance or other equipment producing noise of sufficient volume to disturb the peace or repose of occupants of neighboring properties.

2) No permittee shall perform any utility or service lateral construction or repair work at variance with, or in any way contrary to, the terms of their permit issued therefore. All trenches must be braced/shored in a manner consistent with OSHA requirements. Excavation shall not at any point extend underneath or beyond the width of the opening at ground level.

3) No damage or injury shall be done to pipes, cables or conduit in making excavation. Notice shall be given to all persons maintaining pipes, cables or conduit which are or may be endangered or affected by the excavation prior to the time excavation commences.

4) Damage or injury to any vegetation, tree or shrub or the roots thereof, shall be avoided. No root greater than three (3) inches in diameter shall be cut. If damage occurs, the permittee will be required to replace. Prior to any removal of a tree in the ROW, approval must be obtained through the City of Coos Bay Tree Board unless the work is an emergency. Any tree removed will be replaced at the expense of the permittee and may be planted, with concurrence of the Tree Board, at another location.

5) The permittee shall adequately barricade the area under construction, and shall install sufficient warning devices to protect the public.

6) All permittees shall call (811) or (1-800-332-2344) to utilize the Oregon Utility Notification Call Center (OUNCC) for locate requests, marking, positive response, etc. prior to excavation and with proper request times (i.e. 48-hours in advance). Permittees shall exercise appropriate caution to avoid damage and ensure safety. All permittees are subject to federal regulations, State of Oregon statues, Coos Bay Municipal Code, Coos Bay Engineering Design Standards for adherence to excavation rules and penalties.

7) Prior to commencing work, appropriate traffic control shall be installed and implemented by the permittee in accordance with the approved traffic control plan pursuant to the Manual of Uniform Traffic Control Devices (MUTCD Part 6 –Temporary Traffic Control) guidance or ODOT Traffic Control Plans Design Manual. If a public notification plan is required per Section IV 4, it will be implemented.

8) All excavated native material not meeting trench backfill standards shall be disposed of properly.

9) It shall be the responsibility of the permittee to employ good housekeeping on the project site from start to finish of construction. Additionally it shall be the responsibility of the permittee to employ temporary sediment and erosion control throughout the duration of construction.

10) All asphalt cuts shall be sawcut to create a clean and straight edge.

VII. Final Asphalt and Striping Restoration

Upon completion of the utility and service lateral work, the permittee shall restore pavement (per V above) and striping to the dimensions and methods in the permit and approved street and surface

repair plan. Any alternate material shall first be approved by the Department prior to placement. Under no circumstances shall the permittee attempt to skin patch on top of existing asphalt. Removed traffic markings or striping shall be restored using what was in place originally; see ODOT Specifications sections 00860 and 00865 and consult Department staff for material specifications. Temporary traffic markings or other means acceptable to the Department shall be used to maintain traffic safety until original striping and markings are restored.

VIII. Gravel Streets

When trenches are excavated in streets or alleys that have only a gravel surface, the permittee shall replace such surfacing on a satisfactory compacted backfill with gravel conforming to City specification aggregate base course. Gravel replacement shall be one (1) inch greater in depth to that which originally existed, but not less than four (4) inches. The surface shall conform to the original street grade. Where the completed surface settles, additional gravel base shall be placed and compacted by the applicant within fourteen (14) days after being notified by the City, to restore the roadbed surface to finished grade (see section XIV for warranty period). Some streets may have been treated with a special surface treatment to control dust and/or bind the aggregates together. In these cases, the permittee is responsible for installing the gravel surface using the same surface treatment that existed prior to the excavation work or a substitute acceptable to the Department. The Department shall note on the permit what, if any, surface treatment will be required.

IX. Driveway, Curbing & Sidewalk Restoration

Where excavations impact a driveway, curbing, sidewalk or signs, restoration of the same shall be in conformance with City standards. The permittee shall reference all applicable City of Coos Bay technical standards and details to restore these facilities. Directional drilling methods may be used to cross under a driveway, curb or sidewalk; however, there will be no tunneling or jetting for this purpose. When necessary to remove sidewalk sections, the concrete shall be removed to neatly sawed edges to full depth for sidewalks, curb, and gutter. The sawcuts shall be in straight lines either parallel to the curb or perpendicular to the alignment of the sidewalk or curb. Any removal shall be done to the nearest joint. Replaced sections may require doweling connections if required by the Department. Concrete provided for restoration shall be from a drum mix. The permittee shall contact Department staff to schedule an inspection of the forms prior to placement of concrete to confirm that the restoration follows City guidelines and standards.

X. Temporary Repair

Where construction and repair activities require a trench to be backfilled or covered for any reason, including restoring traffic, resuming construction, or awaiting asphalt restoration, the permittee shall safely maintain the trench and all traffic control until the following temporary pavement repairs are made on a suitable base in a safe manner. For local and neighborhood streets up to 45 days, use 6” compacted approved aggregate material; for > 45 days, discuss with Department staff for approved material. For arterial and collectors, less than 24-hours – 6” compacted approved aggregate material; 1 - 45 days – 6” compacted approved aggregate material topped by 1” cold patch asphalt; > 45 days, discuss with Department staff for approved material. Steel plates may be used under certain circumstances up to 30 days with prior approval from the City. All plates

need to be tacked down to the existing asphalt to prevent the plate from moving. This can be accomplished by adding asphalt to the edges of the plate or using spikes to nail it to the pavement. Depending on the type of street and weather conditions the City reserves the right to determine the type of temporary asphalt repairs required at that time.

XI. Concrete Street Restoration

Restoration requirements for concrete streets shall be determined on a case by case basis in consultation with Department staff. Concrete pavement, driveways, streets, and alleys shall be removed to neatly sawed edges (using a concrete saw) cut to full depth. For a utility-cut, the repair section needs to be kept at least 2 feet away from an existing joint or pavement edge. If the repair would fall within 2 feet of a joint or edge, extend the repair to joint or edge. The width of the concrete cut shall extend 12 inches (1 foot) beyond each side of the excavation. This is to allow a shoulder of at least 12 inches of subgrade on each side of the trench to minimize undermining of the existing concrete and to help support the concrete patch. Need for dowels, keyways, or tie bars shall be determined on a case by case basis considering the condition of existing and adjacent slabs. At a minimum, replacement concrete slabs to be installed upon completion of the trench shall be as listed in the latest edition of ODOT/APWA Standard Section 00756 (Plain concrete Pavement). Any alternate material shall be first approved by the Department prior to placement. New concrete shall be applied to the same thickness as existing conditions. Care shall be made not to undermine the existing panels. All joints shall be sealed with material approved by the City. Asphalt over concrete road cuts shall be discussed with Department staff before beginning work (except in the case of an emergency situation).

XII. Worksite Safety and Access

Any permit holder conducting utility or service lateral installation, repairs, and excavation shall take reasonable actions and precautions to ensure that such work does not endanger people or property. The work shall be in such a manner as to minimize the interference with the free and proper use of public streets, alleys, sidewalks, bridges, etc. The work shall not hinder with the operation of any other utilities. The permittee is responsible for following all Federal and Oregon OSHA requirements.

XIII. Exceptions

Valve and manhole repairs shall be exempt from the patching requirements of this policy. Valve and manhole patching requirements shall be per the City's engineering standards. All warranty and construction requirements shall be met. No longitudinal construction joints shall be allowed in the wheel path.

Potholing to find utilities, along with key holing, shall be allowed. To be exempt from this policy, cuts shall be a maximum of two-feet square (2'-0") with no longitudinal joints in the wheel path and shall be backfilled with approved fill from six inches above the utility to six inches below bottom of asphalt. Round vs. square cuts are preferred.

XIV Warranty Requirements

1) Permittees shall be responsible for the performance of their trenches in the ROW and their trench cut pavement repairs for three (3) years for moratorium streets and one (1) year for non-moratorium streets. Permittees shall be responsible for repair to failing or failed trenches and trench cut pavement repairs during the warranty period.

2) All curbs, sidewalks and structures damaged by the failure of permittees' trench or trench cut repair shall be repaired by the responsible permittee.

3) All warranty work requires permittee meet specification and testing requirements required in section V, as applicable.

4) The following defects identified by City staff shall be covered by the warranty:
    i) Sunken pavement patches greater than one-fourth inch as determined using a 12' straight edge; for moratorium streets use a method described in ODOT Specifications for pavement smoothness.
    ii) Poor workmanship.
    iii) Failure to meet compaction per standards in this policy.
    iv) Sunken or damaged curb and sidewalks in excavation work area.
    v) Sunken or damaged catch basins in excavation work area.

5) Notice of Warranty Repairs:
    i) If emergency warranty repairs are needed due to safety concerns, the permittee shall have twenty-four hours in which to make safe and start such repairs from time of verbal notice by the City.
    ii) For non-emergency repairs on arterial/collector roads the permittee shall have forty-eight hours in which to make safe and start such repairs.
    iii) Residential streets, the utility shall have up to seven days to make such repairs.

XV. No Dig/Trenchless Technology

To minimize damage to road surfaces and other surface infrastructure, implementation of no dig/trenchless technology is the preferred method for most utility work.

Trenchless Technology Plan Requirements

Applicants for work in the ROW planning to use trenchless technology shall submit plans prepared by a qualified professional. Any qualified professional, as defined in this policy, experienced in trenchless utility installation may prepare plans for simple work. Typical "simple work" includes borings of 100' or less perpendicular to street alignment and borings of 200' or less parallel to road and sidewalk surfaces. For longer distances, the applicant shall meet with Department staff to discuss the proposed operations. The Director may require the plan to be prepared by a qualified registered civil engineer, geotechnical engineer or geological engineer licensed in the State of Oregon and require additional studies or information than those required for "simple work". The plans for "simple work", at a minimum, shall address/consider the following:

1) The proposed bore path should be planned to allow sufficient room from other utilities or structures for workers to perform maintenance or operations on adjacent utilities. There shall be a 5' minimum horizontal and 18" vertical separation between the proposed utility and City sewers. However, additional separation may be required depending upon depth of new utility installation, environmental factors, and engineering conditions.

2) The determination of the locations of other utilities within or adjacent to the proposed bore path is the responsibility of the applicant. In preparing the plan for the path of the bore, the applicant shall consider the location of other structures such as manhole covers, valve box covers, meter boxes, telephone and cable television boxes, electrical transformers, conduit, or drop lines from utility poles, pavement patches, previous locator markers, heating oil tanks, utility vaults, and sewer lateral cleanouts.

3) Determine the need for traffic control and/or flaggers. Provide appropriate traffic control measures in accordance with the MUTCD & ODOT highway standards. A Traffic Control Plan shall be submitted with the utility or sewer permit application.

4) Include proposed potholing locations.

5) Include pavement restoration details (as needed) according to this policy. This includes repair of borehole entry pits and potholes.

Drilling Fluid Handling

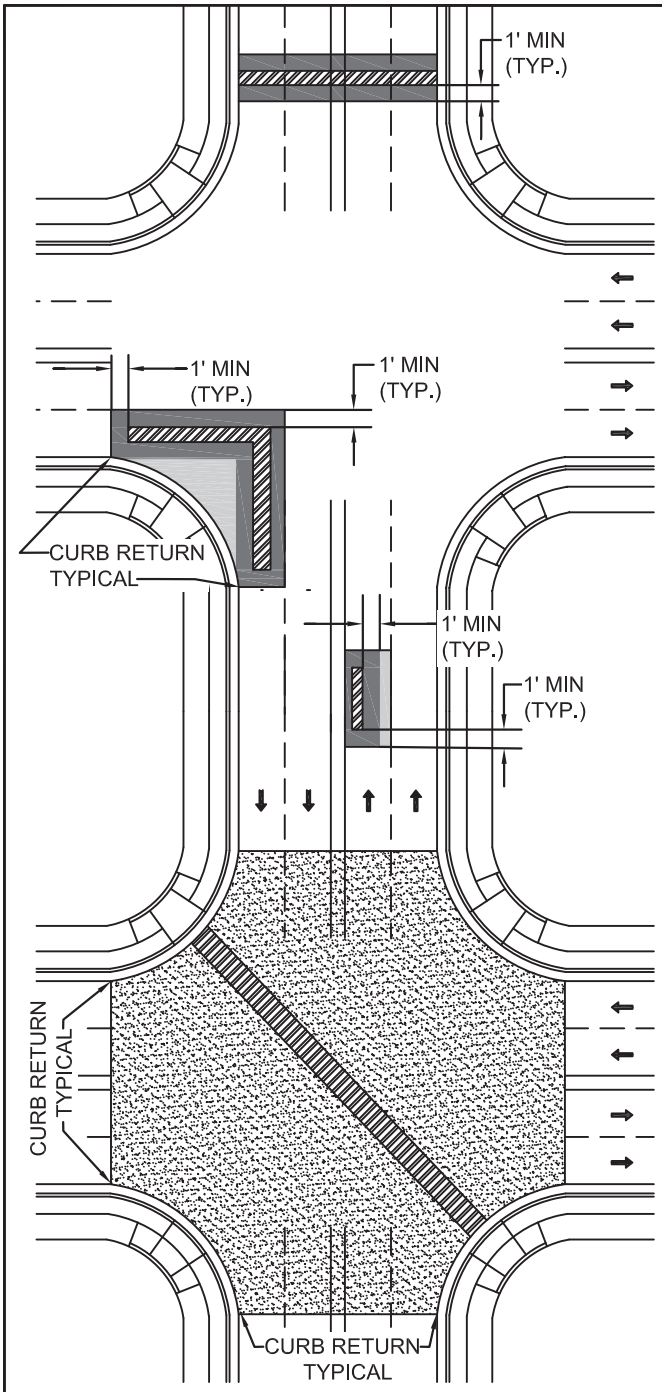
The trenchless technology contractor shall contain, handle, and dispose of drilling fluids in accordance industry and Oregon Department of Environmental Quality standards. Excess drilling fluid shall be confined in a containment pit at the entry and exit locations until recycled or removed from the site. Precautions shall be taken to insure that drilling fluid does not enter roadways, streams, municipal storm or sanitary sewer lines, and/or any other drainage system or body of water. Unintended surfacing of drilling fluid shall be contained at the point of discharge and recycled or removed from the site. Drilling fluids that are not recycled and reused shall be removed from the site and disposed at an approved disposal site.

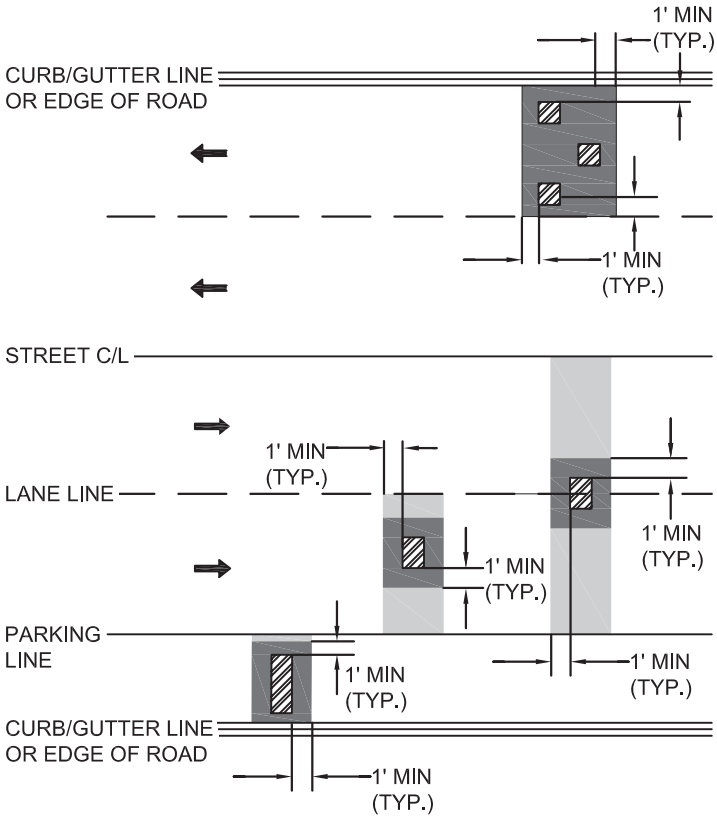
Settlement/Heaving Monitoring

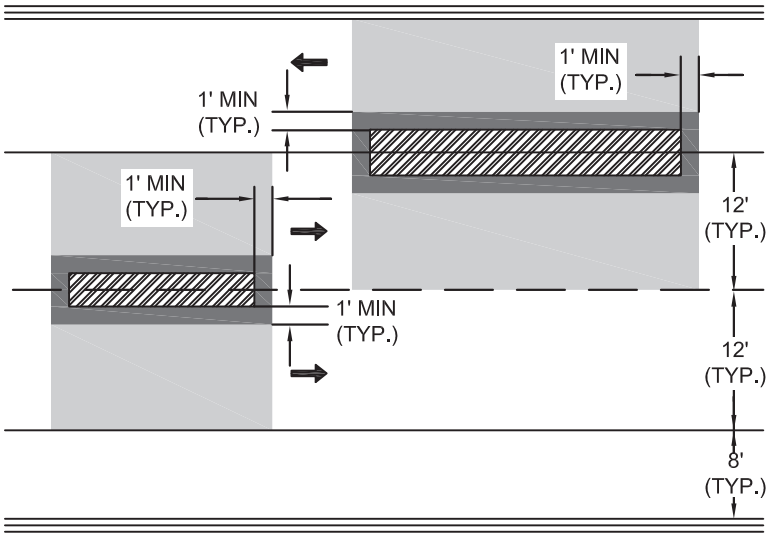
Trenchless technologies shall be performed in a manner that will minimize the movement of the ground in front of, above, and surrounding the boring operation; and will minimize subsidence of the surface above and in the vicinity of the boring. The applicant shall be responsible for the repair to City infrastructure resulting from heave or settlement caused by the use of the trenchless technology. All operations shall stop immediately whenever a vertical change in elevation of 1/2 inch or more, or any surface disruption is observed. The permittee shall then immediately report the amount of settlement to the Department.

Trenchless Technology Operations Guidelines

All construction work shall be performed in accordance with City requirements. The permittee shall ensure that all cleanup and restoration is in compliance with the City requirements for right of way restoration. In some cases determined by the Department, the permittee will televise, in the presence of Department staff, the City stormwater and wastewater components within five feet parallel to boring activity or crossed by the boring activity.







LEGEND

- UTILITY/STREET CUT
- CITY STANDARD RESTORATION REQUIREMENTS
- SITE RESTORATION TO BE CONDITIONED BY PUBLIC WORKS
- 2" MINIMUM GRIND AND OVERLAY

NOTE:
1. FOR DETAILED NOTES REFER TO DETAIL RD 1.1

LEGEND

- TRENCH LIMITS AT THE SURFACE OF PAVEMENT.
- WHEN PAVEMENT IS LESS THAN 3-YRS OLD, FULL-DEPTH PAVEMENT PATCH IS REQUIRED TO THESE LIMITS. NO JOINTS OR REDUCTION IN AREA ARE ALLOWED.
- 2" MINIMUM GRIND AND OVERLAY

NOTE:
1. FOR DETAILED NOTES REFER TO DETAIL RD 1.1

CIty of Coos Bay
ENGINEERING DEPARTMENT
500 Central Avenue
Coos Bay, Oregon 97420
541-269-8918

DRAWN BY: JESSICA SPANN

REVISIONS

REVISED BY:	DATE:

MORATORIUM STREETS AC REPLACEMENT DETAIL

DRAWING NO. RD 1.0

DATE DEC. 2017

NOTE:

1. THE EXISTING AC SHALL BE SAWCUT THROUGH ENTIRE AC SECTION PRIOR TO EXCAVATION.
2. WORK RESULTING IN IRREGULAR TRENCH WIDTHS OR INCIDENTAL DAMAGE TO THE ROADWAY SURFACE WILL REQUIRE ANOTHER SAWCUT AND SUBSEQUENT REMOVAL OF AC. THE SAWCUT LINE SHALL BE APPROVED BY PUBLIC WORKS DEPARTMENT PRIOR TO PERMANENT AC REPAIR.
3. IF ANY TRAFFIC MARKINGS ARE REMOVED THEY MUST BE REPLACED WITH EXISTING MATERIAL THERMOPLASTIC AND/OR TRAFFIC MARKING PAINT PROFILED METHYL METHACRYLATE (MMA) OR EQUAL TO.
4. PUBLIC WORKS DEPARTMENT SHALL BE NOTIFIED FOR INSPECTIONS, SEE PERMIT.
5. REFER TO STANDARD UTILITY TRENCH DETAIL AND STREET CUT - UTILITY STANDARD UTILITY TRENCH DETAIL FOR FURTHER DETAILS.
6. REFER TO COOS BAY MUNICIPAL CODE TITLE 18, ENGINEERING DESIGN STANDARDS FOR FURTHER SPECIFICATIONS.
7. MORATORIUM STREET RESTORATION REQUIREMENTS WILL BE DETERMINED ON A CASE BY CASE BASIS BY THE DIRECTOR. HOWEVER, RD 1.0 AND 1.2 ARE TYPICALLY MINIMUM REQUIREMENTS.

City of Coos Bay
ENGINEERING DEPARTMENT
500 Central Avenue
Coos Bay, Oregon 97420
541-269-8918

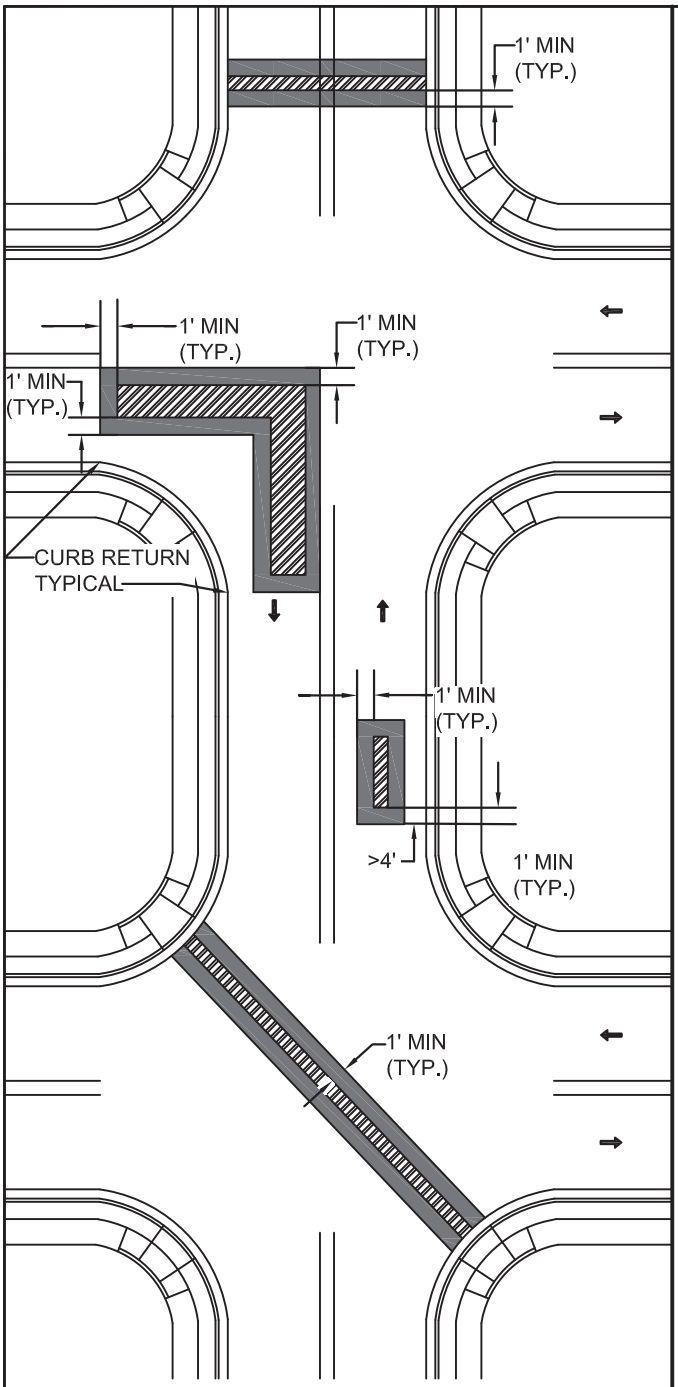
DRAWN BY: JESSICA SPANN

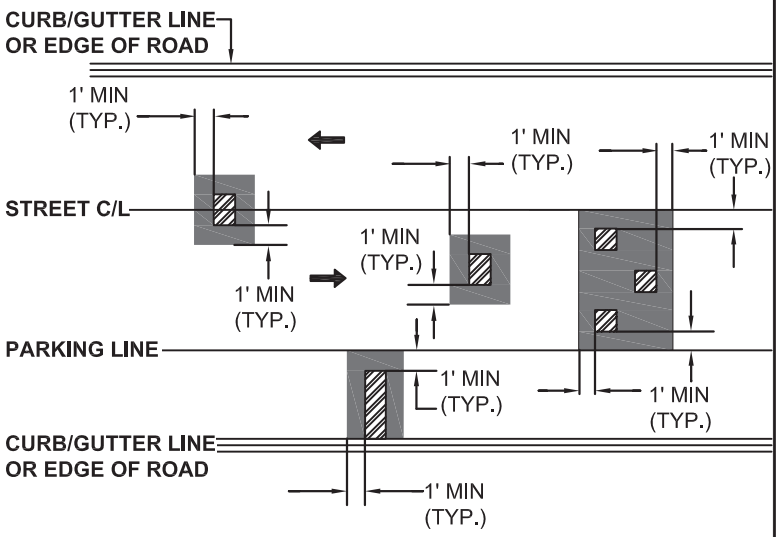
REVISIONS	
REVISED BY:	DATE:

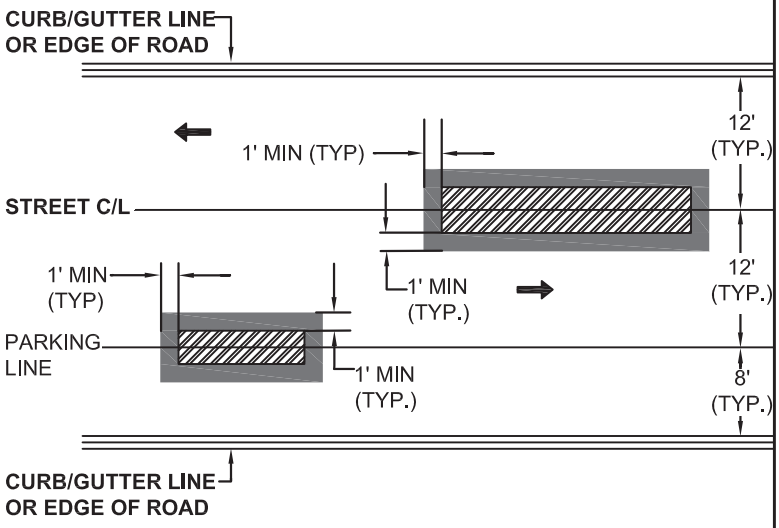
AC REPLACEMENT NOTES

DRAWING NO. RD 1.1

DATE DEC. 2017







LEGEND

UTILITY/STREET CUT

CITY STANDARD RESTORATION REQUIREMENTS

NOTE:

1. FOR DETAILED NOTES REFER TO DETAIL RD 1.1

LEGEND

TRENCH LIMITS AT THE SURFACE OF PAVEMENT.

WHEN PAVEMENT IS GREATER THAN 3-YRS OLD, FULL-DEPTH PAVEMENT PATCH IS REQUIRED TO THESE LIMITS. NO JOINTS OR REDUCTION IN AREA ARE ALLOWED.

NOTE:

1. FOR DETAILED NOTES REFER TO DETAIL RD 1.1

City of Coos Bay
ENGINEERING DEPARTMENT
500 Central Avenue
Coos Bay, Oregon 97420
541-269-8918

DRAWN BY: JESSICA SPANN

REVISIONS

REVISED BY:	DATE:

NON-MORATORIUM STREETS AC REPLACEMENT DETAIL

DRAWING NO. RD 1.2

DATE DEC. 2017

SOUTHERN OREGON TRANSPORTATION ENGINEERING, LLC
319 Eastwood Drive - Medford, Or. 97504 – Phone (541) 608-9923 – Email: Kim.parducci@gmail.com

Date: April 16, 2018

To: Hollering Place
Hilary Baker, Design Associate (Crow/Clay & Associates)
Newmark Avenue
Coos Bay, Oregon 97420

Re: Scoping Letter for the Hollering Place Traffic Analysis Scope of Work

The proposed project includes two sites bounded by Empire Avenue on the east, the Bay on the west, Newmark Avenue on the north, Holland Avenue on the south, and intersected by S Mill Street. Proposed development includes a cultural / visitor center with a parking lot on the upper portion of the site, 2- two story vacation homes with first floor parking and second floor living areas, 10 vacation cabins, a restaurant with interior seating for 40, an outdoor events building, and 2 – two story mixed retail / residential buildings.

Access is currently provided to Empire Boulevard for a small portion of the site, but the main access points will be on Newmark Avenue, Holland Avenue, and Mill Street. A traffic impact analysis is required to evaluate development impacts at site access points and at intersections impacted by 25 or more peak hour trips. The City would like to have the intersection of Empire Boulevard and Newmark Avenue specifically evaluated to address the skewed intersection geometry and what type of improvements would be recommended, including whether or not a roundabout would be a viable option. The TIA shall be prepared by a licensed engineer in the State of Oregon and follow the City's current TIA guidelines. The general format is as follows and pertains to City of Coos Bay facilities.

1. A TIA shall evaluate existing, design, and future year scenarios with and without proposed development. The design year(s) shall include each phase of development through ultimate build out with a future year of 2028.

2. The study area shall include site access points and any intersection where the proposed development contributes 25 or more trips during the a.m. and p.m. peak hours to determine compliance with City performance standards.

3. Development trip generations shall utilize the most recent edition of the Institute of Transportation Engineers (ITE) *Trip Generation* to estimate daily and peak hour trips to/from the development. All assumptions and adjustments regarding pass-by, diverted link, and internal trips shall be calculated in accordance with ITE methodology and documented in the analysis.

4. Trip distributions into and out of the transportation system must either follow existing traffic patterns or use a current transportation model. If alternate splits are used to distribute development trips then justification must be provided and approved by the City prior to submittal of the TIA.

5. Turning movement counts where signal modifications or signals are being proposed shall be a minimum of 12-hours long, with 15-minute breakdowns in the a.m. and p.m. peak hours, unless pre-approved for a lesser time. For all other intersections, counts shall be at least 2-hours long and taken during the a.m. and p.m. peak periods, with 15-minute breakdowns. Counts must be no longer than two years old to be applicable, unless older data is determined by the City to be more reliable than current counts.

6. In-process or previously approved development traffic in the surrounding area shall be included as background traffic if not already included in existing count data, and will be provided by the City.

7. All traffic volumes shall be seasonally adjusted to represent peak conditions in accordance with ODOT's *Analysis Procedures Manual* (APM). For design year and future year analyses, area growth shall be assumed at 1% per year.

8. Level of service analyses shall follow operational procedures per the current *Highway Capacity Manual* (HCM). Ideal saturation flow rates greater than 1800 vehicles per hour per lane shall be justified by field measurements. Queue lengths reported in the analysis shall be determined from simulations and reported as the 95th percentile length rounded to the nearest 25' increment, in accordance with ODOT's APM. Actual peak hour factors shall be used for existing conditions and calculated for each intersection or approach depending upon the peaking characteristics of an intersection. For new intersections, default peak hour factors shall be used in accordance with ODOT's APM.

9. Intersection sight distance shall be evaluated at site driveways and proposed new approaches in accordance with the American Association of State Highway and Transportation Officials (AASHTO) *Policy on Geometric Design* methodologies.

10. Left and right turn lanes shall be evaluated on facilities where none are currently provided and follow procedures outlined in ODOT's APM.

11. Stop-controlled intersections shall be evaluated for signal warrants per the *Manual on Uniform Traffic Control Devices* (MUTCD) if the level of service is determined to be below performance standards.

12. Pedestrian, bicycle, and transit services shall be evaluated on-site and within the study area to address compliance with the City's Transportation System Plan goals and policies.

13. The TIA shall determine all improvements and/or mitigation measures necessary to meet City performance standards. For each phase of development, improvements shall be identified to accommodate additional traffic generated by this project.

It is recommended that the TIA format follow the City's Traffic Impact Analysis Guidelines provided with this scoping letter.

Sincerely,

Kimberly Parducci, PE PTOE
Southern Oregon Transportation Engineering, LLC

Attachments: City of Coos Bay Traffic Impact Analysis Guidelines

City of Coos Bay

Public Works and Development Department

500 Central Avenue, Coos Bay, OR 97420

PH 541-269-8918 – FAX 541-269-8916

www.coosbay.org

Traffic Impact Analysis Guidelines

STUDY AND REPORT FORMAT

1) Introduction and Summary

    a) Purpose of the report and study objectives
    b) Executive summary
        (1) Site location and study area
        (2) Development description
        (3) Principal findings
        (4) Conclusions
        (5) Recommendations

2) Proposed Development

    a) Site location
    b) Land use and intensity
    c) Site plan (readable version shall be provided)
        (1) Access geometrics
    d) Development phasing and timing

3) Study Area Conditions

    a) Study area
        (1) Area of significant traffic impact
        (2) Influence area
    b) Land use
        (1) Existing land use
        (2) Anticipated future development
    c) Site accessibility
        (1) Existing and future area roadway system

4) Analysis of Existing Conditions

    a) Physical characteristics
        (1) Roadway characteristics
        (2) Traffic control devices
        (3) Transit service

(4) Pedestrian/bicycle facilities
(5) Existing transportation demand management

b) Traffic volumes
(1) Daily, morning, and afternoon peak periods (two hours), and others as required

c) Level of service
(1) Morning peak hour, afternoon peak hour, and other as required
d) Safety
e) Data sources

5) Projected Traffic

a) Site traffic forecasting (each horizon year)
(1) Trip generations
(2) Mode split
(3) Pass-by traffic (if applicable)
(4) Trip distribution
(5) Trip assignment
b) Non-site traffic forecasting (each horizon year)
(1) Projections of non-site traffic by ODOT or other source. For larger developments and study areas, a more comprehensive method may be required which includes: trip generation, trip distribution, modal split and trip assignment.
c) Total traffic (each horizon year)

6) Traffic and Improvement Analysis

a) Site access
b) Level of service analysis
(1) Without project including programmed improvements (each horizon year)
(2) With project including programmed improvements (each horizon year)
c) Roadway improvements
(1) Improvements programmed by the City of Coos Bay, ODOT or others to accommodate non-site traffic
(2) Additional alternative improvements to accommodate site traffic
d) Traffic Safety
(1) Sight distance
(2) Acceleration/deceleration lanes, left-turn lanes
(3) Adequacy of location and design of driveway or site access
e) Pedestrian considerations
f) Speed considerations
g) Traffic control needs
h) Traffic signal needs (base plus each year in five-year horizon)
i) Conformance with the City of Coos Bay Transportation System Plan

7) Conclusions

8) Recommendations

    a) Site access
    b) Roadway improvements
        (1) Phasing
    c) Conformance with the City of Coos Bay Transportation System Plan
    d) Other

9) Appendices

    a) Traffic counts
    b) Capacity analyses worksheets
    c) Traffic signal needs studies
    d) Accident data and summaries

The traffic impact analysis shall be prepared under the supervision of a Professional Traffic Engineer or qualified Civil Engineer registered in the State of Oregon. The report shall be sealed and signed by the engineer.

The latest edition of the Institute of Transportation Engineers' "Trip Generation" shall be used for selecting trip generation rates.

All assumptions shall be discussed in the study narrative. All data sources shall be referenced and all supporting data will accompany the study.