

**CITY OF COOS BAY**  
**PLANNING COMMISSION MINUTES**  
**Tuesday, February 9, 2016 at 6:00 P.M.**  
**Coos Bay City Hall, 500 Central Avenue, Coos Bay**

**ATTENDANCE**

**COMMISSIONERS:** Chairman Phil Marler, Commissioners Christine Coles, Katherine Flores, Jeff Marineau, Rex Miller and John Peery

**ABSENT:** Commissioner Jim Berg

**STAFF:** Tom Dixon, Planning Administer  
Debbie Erler, Planner

**SIGNED-IN GUESTS:** Karisha Taylor, 1800 S 28<sup>th</sup> Street, Coos Bay  
Bonnie Montoya-May, 208 Park Avenue, Coos Bay

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**APPROVAL OF MINUTES**

Approval of the Planning Commission minutes of November 10, 2015 and January 12, 2016.

**MOTION:** Commissioner Miller – Approve the Planning Commission minutes of November 10, 2015 as submitted.

**SECOND:** Commissioner Peery

**VOTE:** Unanimous                      **ABSTAIN:** Commissioner Flores and Marineau

Chairman Marler and Commissioner Marineau noted the following corrections: Page 1, Item “C” should be 2016 (not 2014) and motion should be from “Commissioner” Marineau (not Chairman).

**MOTION:** Commissioner Marineau – Approve the Planning Commission minutes of January 12, 2016 as amended.

**SECOND:** Commissioner Coles

**VOTE:** Unanimous                      **ABSTAIN:** Commissioner Berg

**CCI/PUBLIC COMMENTS**    None

**PUBLIC HEARING**

**ITEM A: Site Plan and Architectural Review (SPAR) and Conditional Use Permit (CUP) #187-ZON15-043 Continued:** The applicant is requesting approval of a Conditional Use Permit and Site Plan and Architectural Review application to make tenant improvements to 6,082 square feet of the lower level of an existing building for a child care facility. The site is located in the R-4P (Residential/Professional District) zoning district which requires a Conditional Use Permit when a child care facility requires State of Oregon licensure or certification and provides services for more than 13 children. The CBCA is proposing an enrollment of 90 children.

Chairman Marler asked if there were any objections to the Planning Commission hearing the item on jurisdictional grounds. He asked if any Planning Commissioner had ex parte contact or conflict of interest to report.

Chairman Marler opened the public hearing.

Tom Dixon read the disclosure statement and summarized the amended staff report and amended power point. The application was heard in detail at the January 12, 2016 Planning Commission hearing. The Planning Commission requested additional information regarding off-street parking, the enclosed play area and the drop-off and pick-up area.

Mr. Dixon stated the applicant provided a traffic report that indicated the proposed use would generate 450 average daily trips, which is under the 500 average daily trips that would require a traffic impact study. He stated the applicant provided additional information regarding the playground that addressed fencing/access, play equipment and landscaping. The revised site plan shows the traffic patterns and dedicated parking spaces. He stated there are still five conditions of approval that must be addressed prior to occupancy.

Commissioner Coles asked if the Fire Department had issues with the proposed use. Mr. Dixon stated the Fire Department received notice, but did not provide any comments.

Karisha Taylor, 1800 South 28<sup>th</sup> Street, Coos Bay, stated she will be the Acting Director for the facility. She stated the applicant is out of state at a funeral.

Commissioner Miller stated the site plan is small and hard to read. He asked about the drop-off area. Ms. Taylor stated there will be two dedicated (5 minute) parking spaces provided for drop-off and pick-up, but other parking spaces are available in the parking lot. Parents will be required to sign their children in and out which requires them to come to a registration window and then the child/children will enter the building. They intend to keep the transfer process down to five to seven minutes per family by having someone at the gate to assist with getting the child/children into the building. She said the traffic will enter off Elrod Avenue and exit onto South 4<sup>th</sup> Street.

Commissioner Miller asked about the proposed trees. Ms. Taylor stated the trees will be potted and under six feet in height. There are existing Arborvitae along the back wall and they will have community baskets so the children can experience gardening.

Chairman Marler closed the public hearing.

Commissioner Miller stated

**MOTION:** Commissioner Flores - Based on the Findings, Conclusions and Conditions, as supported by the applicant's revised site plan, attached hereto and incorporated herein by reference as Attachments A1, approve Site Plan & Architectural Review and Conditional Use Permit #187-ZON15-043, allowing the use of 6,082 square feet of an existing building to provide a children's learning academy at 465 Elrod Avenue, subject to the following Conditions:

1. The applicant shall secure all building and structural permits, as required, from the City of Coos Bay or the State of Oregon including (if necessary) a fire, life, and safety plan approved by the City's Fire Chief or the designated reviewer.

2. It is the responsibility of the applicant to obtain any necessary approvals from the Coos Bay-North Bend Water Board and to confirm that plumbing fixtures are adequate, the existing meter is properly sized, and to identify any cross connection hazards.
3. Compliance with ADA parking standards is required and shall be provided prior to issuance of any certificate of occupancy.
4. The applicant shall provide a copy of a recorded agreement that commits the parking lot or lots located adjacent to the CBCA site to be used by all the tenants of 465 Elrod Avenue and shall continue to be used as a parking lot during the occupancy of the children's academy.
5. Applicant shall obtain sign permits from the City of Coos Bay prior to installation of any primary signage.

**SECOND:** Commissioner Marineau  
**VOTE:** Unanimous

**ITEM B: Variance #187-ZON15-055 – 551 N 2<sup>nd</sup> Street** - The applicant is requesting approval of a Variance to allow the reduction of both side yard setbacks from six (6) feet to four (4) feet for a two-story residence in the Residential-Professional (R4-P) zone.

Chairman Marler asked if there were any objections to the Planning Commission hearing the item on jurisdictional grounds. He asked if any Planning Commissioner had ex parte contact or conflict of interest to report.

Chairman Marler opened the public hearing.

Tom Dixon read the disclosure statement and outlined the applicant's request. The applicant/owner Daniel Wilson, 2222 Leavenworth Street #304 San Francisco, California is requesting approval of a variance to reduce the side yard setbacks to four feet each in order to allow the construction of a two-story, single-family residential dwelling. The CBMC Chapter 17.150.010, Yards, requires a minimum side yard setback of six (6) feet for a two-story residence in the R4-P zone district. The variance request proposes four (4) feet setbacks on each of the two side yards.

Commissioner Berg thanked staff for looking at the request creatively. He asked if the proposed four (4) feet setbacks comply with building and fire code. Mr. Dixon stated that the type of construction (fire walls) will determine the minimum setback for compliance with building and fire codes.

Commissioner Marineau stated this application is a good use of the variance process and he knows it will improve the neighborhood.

The Planning Commissioners discussed surrounding uses (duplex, tri-plex, commercial, etc.). Commissioner Marineau asked that an aerial map be included in every application to help orientate the Planning Commission on the subject property location and the surrounding uses/development.

Daniel Wilson stated he grew up in the area, the property has been in his family for decades and he would like to do something with the property, and this is a good use of the property.

Bonnie May, owner of 208 Park Avenue, stated she loves seeing infill and she loves the old neighborhoods. She said her five unit structure was built in 1892 on the property lines (zero lot line). She said she is concerned about being able to access her building for maintenance and hopes there will not be a gate installed. She said there is a parking issue in the area and she would have liked to purchase the lot for extra parking. She added that the property on the other side (owner Debbie Krieger) has the same issues and is concerned about fire safety between the structures and drainage.

Commissioner Marineau stated current building and fire codes have much stricter standards for development.

Mr. Dixon stated that his research on the area found that no permits were issued for the structures to the north and south of the subject property for alterations, additions or additional living units.

Chairman Marler closed the public hearing.

**MOTION:** Commissioner Berg - Based on the adopted Findings and Conclusions, as supported by the applicant's submittal, attached hereto and incorporated herein by reference as Attachments "A", approve Variance application #187-ZON15-055 allowing four (4) foot setbacks on both side yards of a two-story residence as proposed.

**DISCUSSION:** Commissioner Miller stated he would be concerned about the landscaping between the buildings obstructing emergency access. Other than that it looks great and it is a good idea.

**SECOND:** Commissioner Marineau  
**VOTE:** Unanimous

### **ADMINISTRATIVE**

Mr. Dixon updated the Planning Commission on the Development Code Rewrite. He said the document will be before the City Council on February 16, 2016. He asked that the Planning Commissioners attend the hearing if available and/or write a letter of support for the Development Code.

### **COMMISSION COMMENTS**

Commissioner Berg stated the Boat Building Center is working hard and they are working on the Tall Ship event which will bring about 12 Tall Ships to our community.

Commissioner Miller stated plum trees are already blooming a couple weeks early this year.

Commissioner Coles stated she teaches at the college and she takes her class on a field trip to the Boat Building Center. She said Tom Leahy leads the tour and he talks with the students about the center and boat building process. The students then write a report for a mid-term from memory, and the best mid-terms are given to the Boat Building Center for their newsletter. She added that the new Boardwalk/City Dock sub-committee for the Park's Commission had their first meeting and she thinks it was a good start.

**STAFF COMMENTS**

Tom Dixon stated the application for the March public hearing is regarding a proposed expansion of commercial uses in the Medical Park (MP) to include professional services (uses). The Medical Park is currently restricted to medically related uses only.

**ADJOURNMENT**      6:53 p.m.

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Phil Marler, Planning Commission Chairman  
City of Coos Bay  
Coos County, Oregon

ATTEST:

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Debbie Erler, Planner  
City of Coos Bay