



CITY OF COOS BAY  
Community Development Division

500 Central Avenue  
Coos Bay, OR 97420

541.269.8918  
[www.coosbay.org](http://www.coosbay.org)

## STAFF REPORT

### Type III - Conditional Use

Notice is hereby given that a public hearing will be held by the City of Coos Bay Planning Commission as follows:

**REVIEWER:** Debbie Erler, Planner  
Community Development Division

**HEARING  
DATE/TIME:** Tuesday, April 11, 2017 at 6:00 p.m.

**LOCATION:** Coos Bay City Council Chambers  
500 Central Avenue, Coos Bay

**SUBJECT  
PROPERTY:** **2650-2668 Koos Bay Blvd, Coos Bay, OR 97420**  
NE Corner of Koos Bay Blvd. & Walnut Ave.  
(T.25, R.13, S.22DA - Tax Lot 1700)

**SUBJECT:** **LAND USE APPLICATION – Conditional Use #187-ZON17-022**  
Change of use from Single-Family Dwelling to Administrative Office for  
Group Residential Care and Treatment Facility in the Medium Density  
Residential (MDR) zoning district.

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#### I. APPLICANT'S REQUEST

The applicant is requesting approval to convert an existing single-family dwelling at 2668 Koos Bay Blvd. to an administrative/counseling office for a Group Residential Care and Treatment Facility at 2650 Koos Bay Blvd. No change is proposed to the exterior of the structures. The applicant proposes to convert the existing bedrooms in the single-family dwelling to offices and insulate the garage to provide for additional counseling space if needed. There are two four-unit multiple residential structures on-site at 2650 Koos Bay Blvd. The use of the multiple residential structures will not change and will be occupied by participants of the Fresh Start program as multiple residential.

#### II. BACKGROUND/HISTORY

The existing two-story structures at 2650 Koos Bay Blvd. were constructed in 1968 as multiple residential. The single-family dwelling at 2668 Koos Bay Blvd. was also constructed in 1968.

Adapt purchased the property in September of 2016. According to the applicant's submittal they have provided treatment for addictions since 1971. Their research has identified a need to treat clients in North Bend and Coos Bay that do not meet the criteria for residential care, but are still in need of intensive outpatient services and housing through a day treatment program. Clients in Fresh Start program will be provided housing while receiving outpatient day treatment care on-site.

### **III. APPLICABLE REGULATIONS**

Coos Bay Municipal Code Chapter CBMC 17.225 Medium Density Residential District  
Coos Bay Municipal Code Chapter CBMC 17.325 Conditional Use  
Coos Bay Municipal Code Chapter CBMC 17.340 Off-Street Parking

### **IV. STAFF RECOMMENDATION**

Staff prepared the following report based on the applicant's submittal, information available at City Hall and the City of Coos Bay Land Development Code (CBMC Title 17). Staff finds there is sufficient evidence in the record upon which an approval can be based; therefore, staff is recommending approval of application #187-ZON2017-022 as found on page 5 of this staff report.

### **V. DECISION CRITERIA FOR CONDITIONAL USE STATEMENTS OF FACT/ FINDINGS AND CONCLUSIONS**

It is the responsibility of the director or designee to review each plan for compliance with the applicable provisions of this chapter and any other applicable regulations.

The following is a list of the decision criteria applicable to the request. According to Chapter 17.325.040 of the City of Coos Bay Municipal Code (CBMC) a Conditional Use request must be supported by each of the criteria followed by findings or justification statements that may be adopted by the Planning Commission to support their conclusions. Although each of the findings or justification statements specifically apply to at least one of the decision criteria, any of the statements may be used to support the Commission's final decision.

Based on their conclusions the Commission must approve, conditionally approve or deny the application. Conditions may be imposed by the Commission in order to address concerns about the compatibility of the proposed use.

### **VI. STATEMENTS OF FACT / FINDINGS AND CONCLUSION**

**DECISION CRITERION 1: The characteristics of the site are suitable to accommodate the proposed use and necessary mitigation of potential adverse impacts considering size, shape, location, topography and natural features.**

#### **STATEMENTS OF FACT AND FINDINGS:**

- A1. The property is located in the Medium Density Residential District (MDR). As outlined in CBMC Use Table 17.235.020 an 'Administrative Service' and 'Group residential care facility and treatment facility' are conditionally permitted uses in the zone.
- A2. The current use of the structures at 2650 Koos Bay BLvd. is multiple residential (2 structures with 4 living units per building) and the current use of the structure at 2668 Koos Bay BLvd is a single-family dwelling.

- A3. According to the applicant's submittal the use of the two multiple residential structures will not change. The existing living units will be occupied by the programs participants. No changes are proposed to the exterior of the structures.
- A4. According to the applicant's submittal the existing single-family dwelling at 2668 Koos Bay Blvd. will be converted to an administrative office for the program. The conversion would require minimum change to the existing structure as only remodeling to insulate the garage to provide for additional counseling space is needed.
- A5. The on-site office will operate Monday-Friday between 8:00 a.m. to 5:00 p.m. Two full time counselors will work from the converted office space. The other rooms of the house will be used for office supplies, IT needs, and common areas such as reception and break rooms.
- Counselors will meet with each of the 16 clients for 4 hours per day of counseling, group therapy, and skill building. The remaining time of the employees will be spent in regular office functions expected of an addictions treatment counselor or spent with clients in the community. Staff may work with clients/residents in their homes at times outside of office hours to provide additional support and guidance.
- A6. Zoning in the surrounding area is residential to the north and commercial to the east in the City of North Bend; Mixed Use across Koos Bay Blvd to the west and Medium Density Residential (MDR-16) and Industrial-Commercial (I-C) to the south (*Attachment B - aerial map with zoning*).
- A7. The property is accessed from Koos Bay Blvd and the structures are located approximately 18-feet below street level (*Attachment C - aerial map with topography*).
- A8. The undeveloped right-of-way of Walnut Avenue to the south and North 10<sup>th</sup> Street to the east provide an additional buffer between properties. Due to steep elevation changes it is unlikely the right-of-ways would be developed beyond a possible access driveway.
- A9. There are currently 12 off-street parking spaces available on site. The off-street parking demand for the existing 8 unit apartment building is 12 (1.5 per living unit) and the existing single-family dwelling required two off-street parking spaces, but the garage will be converted to extra counselling area. Since the proposed office would be used by participants of the program (occupants of the living units) and is not open to the public, the administrative office would be considered accessory to the main use and would not require additional off-street parking area.

**CONCLUSION:** Due to the existing multiple-family use and the limited interior changes needed to accommodate the proposed conversion of the single-family dwelling to an administrative office use, staff concurs that the property is suitable to accommodate the proposed use of an Administrative Office and Group Residential Care and Treatment Facility; Therefore, this criterion is satisfied.

**DECISION CRITERION 2: All required public facilities (i.e., water, sanitary waste, drainage and roads) have adequate capacity to serve the proposed use;**

**STATEMENTS OF FACT AND FINDINGS:**

- B1. Access and all utilities are existing (electrical, sanitary sewer, storm sewer and water service) and no changes are needed or proposed.
- B2. According to the Coos Bay/North Bend Water Department and the City of Coos Bay Engineering Department, the existing utilities are adequate to service the proposed change of use to the single-family dwelling.

**CONCLUSION:** This criterion has been satisfied.

**DECISION CRITERION 3: The proposed use complies with the applicable requirements of the zone except as otherwise approved by variance or other means consistent with this title; and**

**STATEMENTS OF FACT AND FINDINGS:**

- C1. The property is located in the Medium Density Residential (MDR-16) zoning district. The purpose of the zoning district (per CBMC17.225.010) is to provide for residential development opportunities with a minimum density of eight units per net acre and a maximum density of 16 units per net acre. The district is further intended to facilitate use of public transit, reduce the burdens of automobile related problems, and encourage efficient use of commercial services and public open space.
- C2. According to the applicant's submittal the use of the existing two multiple residential structures (4 living units per structure), will not change. The 8-unit apartment complex will house participants of the Fresh Start program in compliance with the zoning district.
- C3. According to the applicant's submittal the existing single-family dwelling at 2668 Coos Bay Blvd. will be converted to an administrative office for the program. The conversion would require minimum change to the existing structure, as only remodeling to insulate the garage to provide for additional counseling space is needed.
- C4. According to the applicant's submittal no change is proposed to the footprint of any of the three structures. No change is proposed to the number of living units.

**CONCLUSION:** Staff finds that the proposed conversion of the single-family dwelling to an administrative office for the proposed Group Residential Care and Treatment Facility use satisfies this criterion.

**DECISION CRITERION 4:** The establishment, maintenance or operation of the proposed use will not, under the circumstances of the particular case, be significantly detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the city.

**STATEMENTS OF FACT AND FINDINGS:**

- D1. Due to the existing multiple-family use associated this the site and the limited interior changes needed to accomidate the proposed conversion of the single-family dwelling to an administrative office use, staff finds that the property is suitable to accommodate the proposed use of an Administrative Office and Group Residential Care and Treatment Facility.
- D2. The proposed change of use will require a permit(s) to verify compliance with the commercial construction standards and ADA and fire safety requirements. Permits may be required from State Building Codes if changes to the electrical or plumbing is proposed.

**CONCLUSION:** Staff finds that the proposed use is similar to uses in the surrounding area and would not be detrimental to the health, safety or general welfare of residents in the area or citizens working in the area provided that all work is performed legally and with appropriate building permits; Therefore, this criterion can be satisfied, subject to compliance with all building and fire code regulations.

**VII. RECOMMENDATION**

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 land use application #187-ZON17-022 allowing the existing single-family dwelling at 2668 Koos Bay Blvd. to be converted to an 'Administrative Office' for the proposed 'Group Residential Care and Treatment Facility' at 2650 Koos Bay Blvd., subject to the following Condition:

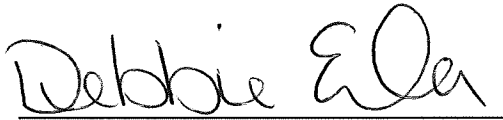
*The converted structure at 2668 Koos Bay Blvd. must comply with all building code regulations regarding the change of use, including ADS standards and fire and safety regulations prior to occupancy of the "Administrative Office".*

## EXPIRATION AND EXTENSION OF DECISIONS (CBMC 17.130.140)

1. Except as otherwise expressly provided by the Coos Bay Development Code or the decision in question, decisions made pursuant to this chapter expire two years after the effective date of the decision unless, within that time, the applicant or a successor in interest files an application for an extension of the decision or submits an application for project review or a building permit, or undertakes substantial development of the use authorized by the decision. Approval of a preliminary subdivision or partition shall expire within five years from the date of approval.
2. An application for extension of a decision is subject to a Type I process. An applicant for an extension shall submit the requisite fee, a completed application review form provided for that purpose by the city, and text describing how the application complies with the approval criteria for an extension, and basic facts and other substantial evidence to support the text.
3. The Community Development Director may approve a single one-year extension of a decision if he or she finds that the relevant facts and the law have not changed substantially since the original approval, or that the application can comply with the law in effect on the date the application for the extension was filed by complying with applicable additional and/or modified conditions of approval, and those additional conditions and/or modifications are adopted.

### TRANSFER PROHIBITED (CBMC 17.325.050):

An approved conditional use permit is specific to the subject property and cannot be transferred to another property.



Debbie Erler, Planner 1  
Community Development Department

4.4.17

Date

cc: Property owners in notice area, Applicant, affected agencies  
Dave Perry, DLCD

**ATTACHMENTS:** A - Application, including site plan  
B - Aerial map with zoning  
C - Aerial map with topography

G:\DCS\PLANNING\LAND USE APPLICATIONS\STAFF REPORTS\2017\SRZON17-022 CUP -2650 & 2668 KOOS BAY BLVD.DOCX



# City of Coos Bay

Community Development · 500 Central Avenue · Coos Bay, Oregon 97420  
Telephone 541.269.1181 · Fax 541.269.8916 · coosbay.org

## LAND USE DEVELOPMENT REVIEW APPLICATION

For Office Use Only	
STAFF CONTACT	PROJECT NO(S): <u>187-20N17-022</u>

Type of Review (Please check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Annexation                  | <input type="checkbox"/> Home Occupation            | <input type="checkbox"/> Subdivision   |
| <input type="checkbox"/> Appeal and Review           | <input type="checkbox"/> Legislative/Text Amendment | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Architectural Design Review | <input type="checkbox"/> Lot Line Adjustment        | <input type="checkbox"/> Vacation      |
| <input checked="" type="checkbox"/> Conditional Use  | <input type="checkbox"/> Partition                  | <input type="checkbox"/> Variance      |
| <input type="checkbox"/> Cultural Resources          | <input type="checkbox"/> Planned Unit Development   | <input type="checkbox"/> Zone Change   |
| <input type="checkbox"/> Estuarine Use/Activities    | <input type="checkbox"/> Site Plan Review           | <input type="checkbox"/> Other _____   |

Pre-Application applications require a different application form available on the City website or at City Hall.


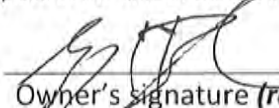
Site Location/Address: <b>2668 KOOS BAY BLVD</b>	Assessor's Map No./Tax Lot(s): <b>25-13-22 DA/ 1700</b>
	Zoning: <b>MDR-16</b>
	Total Land Area: <b>1,700</b>

Detailed Description of Proposal: see attached

Applicant/Owner Name: <b>ADAPT</b> <small>(please print)</small>	Phone: <b>541672-2691</b>
Address: <b>PO BOX 1121</b>	Email: <b>jerryo@adapt-or.org</b>
City State Zip: <b>ROSEBURG, OR, 97470</b>	
Applicant's Representative: <b>JERRY O'SULLIVAN</b> <small>(please print)</small>	Phone: <b>541 672-2691</b>
Address: <b>PO BOX 1121</b>	Email: <b>jerryo@adapt-or.org</b>
City State Zip: <b>ROSEBURG, OR 97470</b>	

- Provide evidence that you are the owner or purchaser of the property or have the written permission of owner(s) to make an application.
- Copy of the deed for the subject property.
- Address the Decision Criteria or Goals/Standards outlined in the Coos Bay Municipal Code chapter(s) related to your request.
- Additional information: Date construction is expected to begin; estimated completion date of the total project and of individual segments; and anticipated future development.
- Type II requires three (3) **complete hard-copy sets** (single sided) of application & submitted documents must be included with this application.  
**One (1) complete set** of digital application materials must also be submitted electronically or on CD in Word format.  
Additional copies may be required as directed by the Coos Bay Director of Community Development.
- Type III requires **Ten (10) complete hard-copy sets** (single sided) of application & submitted documents must be included with this application.  
**One (1) complete set** of digital application materials must also be submitted electronically or on CD in Word format.  
Additional copies may be required as directed by the Coos Bay Director of Community Development.

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

	<u>3/1/17</u>		<u>3-1-17</u>
Applicant's signature	Date	Owner's signature (required)	Date



# Adapt

*an oregon leader in the prevention  
and treatment of addictions since 1971*

Debbie Erler/Community Development  
500 Central Avenue  
Coos Bay, Oregon 97420

P.O. Box 1121  
621 W. Madrone St.  
Roseburg, OR 97470

(541) 672-2691  
Fax (541) 673-5642

[www.adaptoregon.org](http://www.adaptoregon.org)

Dear Community Development:

Adapt respectfully requests a Conditional Use Permit for a property we acquired in September 2016. Adapt, an Oregon leader in prevention and the treatment of addictions since 1971, has identified a need to treat clients in North Bend and Coos Bay that are not suitable for residential care but still in need of intensive outpatient services and housing through a day treatment program called Fresh Start. Clients in Fresh Start will be provided housing while receiving outpatient day treatment care on-site. By providing housing, we will give our clients who are at risk of becoming or are homeless the best possible chance of a successful recovery. We are seeking the permit for a single-family house at 2668 Koos Bay Blvd. This is adjacent to a multiple family dwelling (2 separate 4 unit apartment buildings for a total of 8 apartments), we also own at 2650 Koos Bay Blvd. The single-family house for which we are requesting a conditional use permit, will be used to provide counseling services to clients in our Fresh Start Program. The 8-unit apartment buildings will house clients in compliance with its zoning. This on-site office would pose minimum change to the existing property, as only remodeling to insulate the garage to provide for additional counseling space is needed. Therefore the site will retain its residential character. This on-site office will operate Monday-Friday between 8AM-5 PM. Two full time counselors will work from this house by converting the bedrooms into office space. The other rooms of the house will be used for office supply, IT needs, and common areas such as reception and break rooms. Counselors will meet with each of the 16 clients for 4 hours per day of counseling, group therapy, and skill building. The remaining time of the employees will be spent in regular office functions expected of an addictions treatment counselor or spent with clients in the community. Staff may work with clients/residents in their homes at times outside of office hours to provide additional support and guidance for clients.

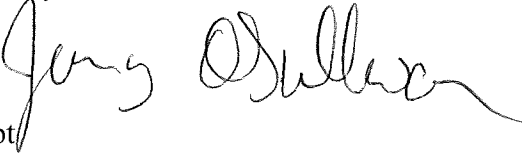


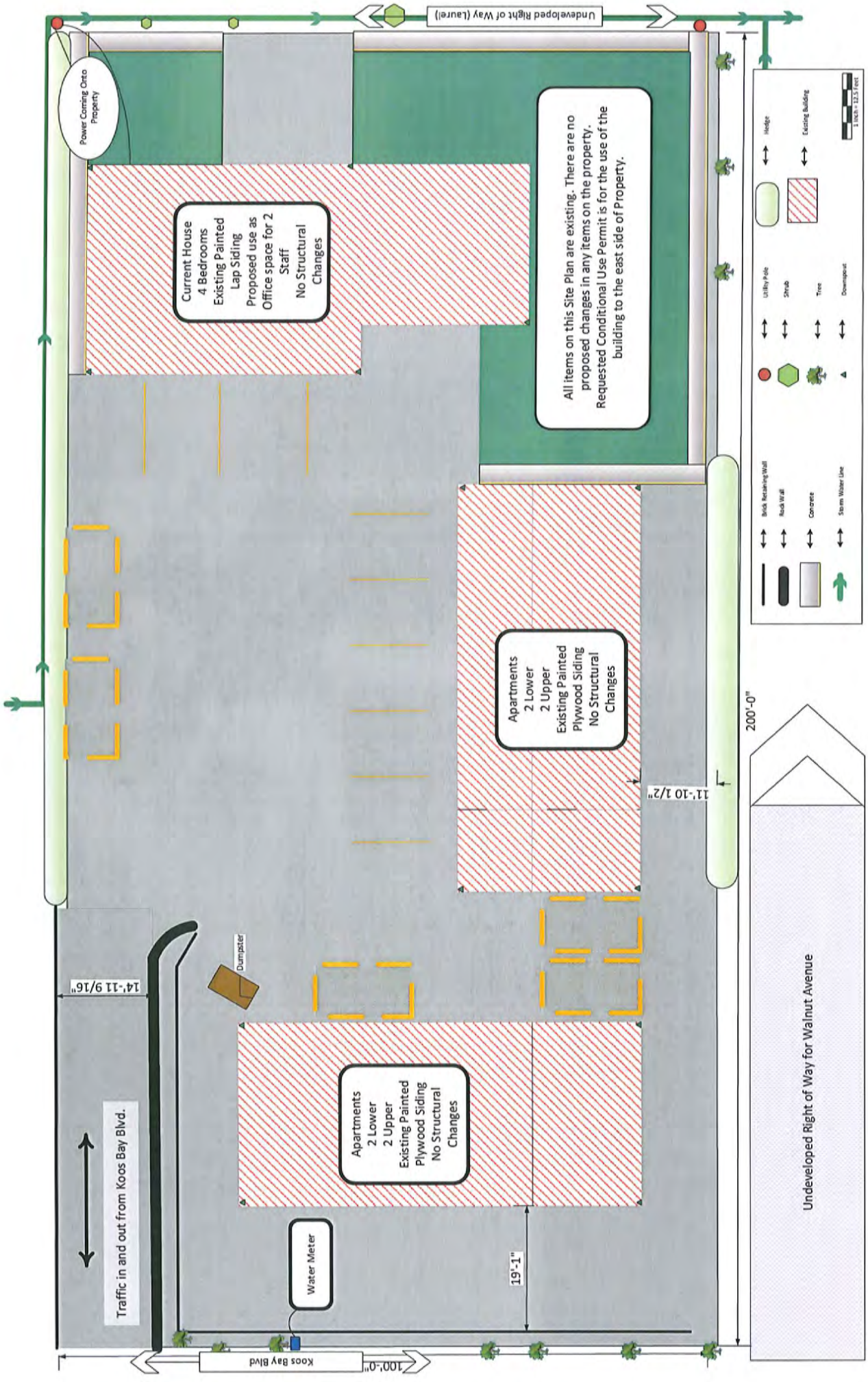
Adapt finds that the site proposed for conditional use will satisfy the specific conditions set forth by the City of Coos Bay Community Development.

- A. The characteristics of the single family house are suitable to accommodate counseling services and office space. By using this house on-site where clients are living close by in the multi-family 8-unit complex, we optimize treatment without causing any adverse impacts on the site or surrounding areas. Though operating as an office, instead of a house, the site will retain its residential character and parking availability will remain the same as before.
- B. All required public facilities including water, sanitary waste, drainage, and roads have adequate capacity to serve the proposed use as only 2 counselors will be working from the house five days a week, 8 hours a day. Previously, this site was used to house an entire family. Therefore, there will be even less demand on public facilities than before conversion of the building.
- C. The proposed use will change from residential use to nonresidential use for administrative service and require very little alteration of the existing building. The site will retain its residential character. Though we are closing the garage, there is ample space for 2 counselors to park their vehicles in front. (Previously the renters used the garage for storage and parked in front of the garage). Original parking for residents living in the units will not be altered and will be sufficient for our clients living in the apartments.
- D. The operation of the proposed use will not in any way be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood or be detrimental to the property and improvements in the surrounding areas.

Thank you for consideration of this request. Please do not hesitate to contact us should you require additional information.

Sincerely,

  
Adapt



Power Coming Onto Property

Current House  
4 Bedrooms  
Existing Painted  
Lap Siding  
Proposed use as  
Office space for 2  
Staff  
No Structural  
Changes

All items on this Site Plan are existing. There are no proposed changes in any items on the property. Requested Conditional Use Permit is for the use of the building to the east side of Property.

Apartments  
2 Lower  
2 Upper  
Existing Painted  
Plywood Siding  
No Structural  
Changes

Apartments  
2 Lower  
2 Upper  
Existing Painted  
Plywood Siding  
No Structural  
Changes

Traffic in and out from Koos Bay Blvd.

Dumpster

Water Meter

14'-11 9/16"

19'-1"

11'-10 1/2"

200'-0"

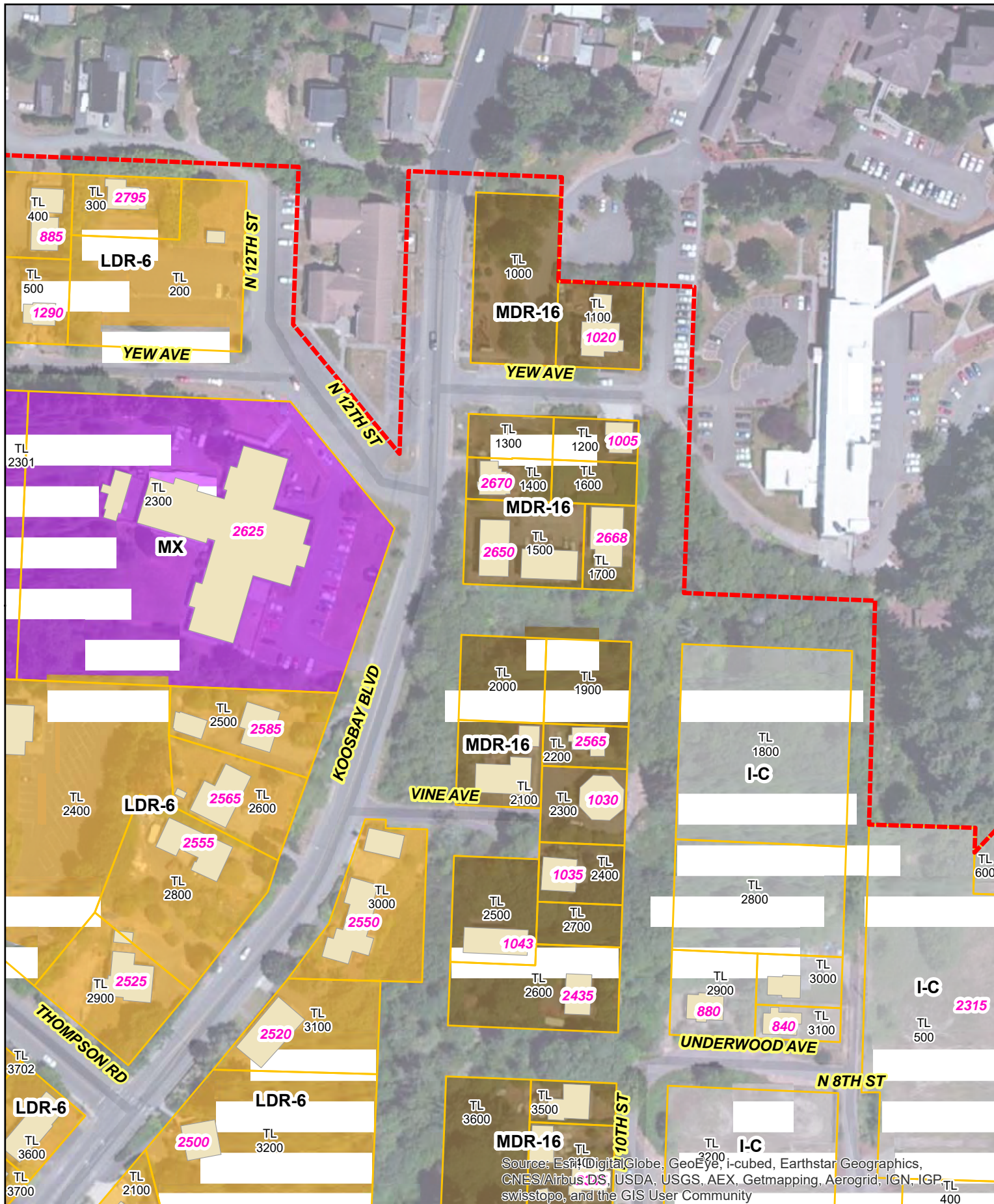
Undeveloped Right of Way for Walnut Avenue

Legend:

- Brick Retaining Wall
- Rock Wall
- Concrete
- Storm Water Line
- Utility Pole
- Shed
- Tree
- Downspout
- Hedge
- Existing Building

Scale: 1 inch = 12.5 feet





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Date: 3/29/2017

Image Date: 7/6/2010



1 inch = 147 feet





Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



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Date: 3/29/2017

Image Date: 7/6/2010



1 inch = 40 feet