

CITY OF COOS BAY Community Development Division

500 Central Avenue Coos Bay, OR 97420

> 541.269.8918 www.coosbay.org

STAFF REPORT

Site Plan Review (Type III)

TO:	Planning Commission
FROM:	Debbie Erler, Planner Community Development Department
HEARING DATE/ TIME/LOCATION:	Tuesday, February 11, 2020 at 6:00 p.m. Coos Bay City Council Chambers 500 Central Avenue, Coos Bay, OR 97420
APPLICANT:	Tim Novotny, Bay Cities Ambulance 3505 Ocean Boulevard, Coos Bay, OR 97420
OWNER:	Jehl, LLC., 5475 NE Dawson Creek Drive, Hillsboro, OR
LOCATION:	3505 Ocean Boulevard (T. 25S, R. 13W, S. 21CA, Tax Lot 5801)
SUBJECT:	SITE PLAN REVIEW APPLICATION #187-19-089 Proposed two-story 8,870 square foot addition, for office, light storage, and indoor parking garage uses.

I. APPLICANT'S REQUEST

The applicants are requesting approval of a two-story 8,870 square foot addition. The proposed addition will provide support services for the existing ambulance operation for office, light storage and indoor parking garage uses. The subject property is in the Commercial (C) district.

II. BACKGROUND

The property is currently developed with a building, attached garage and surface parking/landscaping for the existing ambulance service operation serving the Coos Bay area. These improvements are mostly oriented along or near Ocean Boulevard except for a lower parking lot located behind the main building. According to the Coos County Assessor's information, the main structure on the site was built in 1976.

The proposed addition which was original reviewed and approved in 2017 (land use and construction permits have since expired), would be constructed on a separate tax lot and behind and below the existing Bay Cities Ambulance facility. The existing gravel overflow parking area with a drainage catch basin already in place would become an improved (paved) parking area and fire truck turn around with any future development.

III. APPLICABLE REGULATIONS

Coos Bay Municipal Code

Title 12 Streets, Sidewalks & Public Places

Title 13 Public Utilities & Services

Title 15 Building & Fire Code Standards

Title 17 Development Code

Chapter 17.230 Commercial (C) and Mixed-Use Districts

Chapter 17.365 Site Plan Review

Title 18 Engineering Design Standards

IV. STAFF RECOMMENDATION

Staff prepared the following report based on the applicant's submittal, information available at City Hall and the Coos Bay Municipal Code, including the 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 #187-19-089 as found on pages 10-11 of this staff report.

V. SECTION 17.320 DECISION CRITERIA, STATEMENT OF FACT/FINDINGS AND CONCLUSIONS

The following is a list of the decision criteria applicable to the request. According to Chapter 17.365 of the City of Coos Bay Municipal Code (CBMC) a Site Plan Review request must be supported by the applicable decision criteria. Each criterion is followed by statements of facts and findings.

APPROVAL CRITERION 1. The proposed use is permitted within the district in which it is located.

STATEMENTS OF FACT AND FINDINGS:

1A. "Ambulance service" is a permitted use in the Commercial (C) zoning district. The proposed detached accessory structure is an extension of the primary use.

CONCLUSION: The existing use is permitted, the proposed off-street parking exceeds the requirement; Therefore, the criterion has been satisfied.

APPROVAL CRITERION 2. The proposal meets the lot, yard, building, height and other dimensional requirements of the district within which it is located.

STATEMENTS OF FACT AND FINDINGS:

- 2A. As presented, the proposal satisfies all dimensional standards of the Commercial district (setbacks, lot coverage and height) as outlined in CBMC Chapter 17.230.030).
- 2B. The additional improvements to the ambulance service operation, under this review, would occur on a separate tax lot. Although the stand-alone new structure proposes to meet all development standards (setbacks, height, lot coverage, et cetera), A c c e s s a n d parking areas will cross between the two tax lots.

This will necessitate either a tax lot consolidation to merge the two lots into one or a cross access and parking easement agreement between the two properties.

CONCLUSION: The proposed development meets the lot, yard, building, height and other dimensional requirements of the Commercial. The proposed development crosses a separate tax lot; Therefore, the criterion has been satisfied, subject to the following Condition:

Either a tax lot consolidation to merge the two lots into one or a cross access and parking easement agreement between the two properties.

APPROVAL CRITERION 3. The proposal meets the screening, buffering and landscape strip requirements, as set forth in Chapter <u>17.335</u>CBDC, Supplemental Development Standards.

STATEMENTS OF FACT AND FINDINGS:

- 3A. The proposed project does not include fences or hedges; therefore, CBMC 17.335.020(1) does not apply.
- 3B. The proposed site plan does not include an outside trash or storage area. If at any time an outdoor trash or storage area is added, compliance with CBMC 17.335.030 <u>Solid waste</u>, must be verified to comply with screening and removal regulations.
- 3C. Street lighting and parking lot lighting is not proposed with this project. If at any time exterior lighting is proposed, compliance with CBMC 17.335.040 Lighting must be verified to comply with the following:
 - (1) Street lighting shall be a required component of all residential, commercial and industrial developments within the city of Coos Bay. Lighting plans shall be a required component of complete preliminary subdivision, partition and site plan applications. All lighting plans shall be approved by the director.
 - (2) Lighting, including permitted illuminated signs, shall be designed and arranged so as to not:
 - (a) Reflect or cast glare into any residential zone;(b) Rotate, glitter, or flash; or

- (c) Conflict with the readability of traffic signs and control signals.
- (3) Lighting on any site shall not cause more than one footcandle measured at any property line.
- 3D. All development shall continue to comply with the noise standards established in CBMC 17.335.050 <u>Noise</u>.
- 3E Landscape standards are outlined in CBMC 17.335.060 Landscaping. The existing landscaping and existing vegetation along the property boundaries of the property, provides the required 15 percent landscaping. The existing landscaping is flexible and take advantage of natural features and addresses the use and function of the use and function of the development.

The existing landscape areas provide an attractive variety in tree and shrub species, texture, color, height and density. Existing vegetation provides mature evergreen foliage that provide screening between the abutting property to the south, southeast and southwest.

The proposed new parking lots are not along a public road of way, but are setback along the south property line.

Maintenance of landscaped areas is the ongoing responsibility of the property owner. Required landscaping must be continuously maintained in a healthy manner. Plants that die must be replaced with in-kind materials unless otherwise authorized by the review authority. Vegetation shall be controlled by pruning, trimming or otherwise so that it will not interfere with the maintenance or repair of any public utility, restrict pedestrian or vehicular access, or obstruct sight distance at intersections.

UPPER LOT LANDSCAPE AREAS











SITE PLAN REVIEW #187-19-089

LOWER LOT LANDSCAPE AREA AND NATURAL VEGITATION



CONCLUSION: There is adequate existing landscape areas and native vegetation provided I to satisfy the standards outlined in 17.335.060 Landscaping; Therefore, the criterion has been satisfied, subject to the following Condition:

Maintenance of landscaped areas is the ongoing responsibility of the property owner. Required landscaping must be continuously maintained in a healthy manner. Plants that die must be replaced with in-kind materials unless otherwise authorized by the review authority. Vegetation shall be controlled by pruning, trimming or otherwise so that it will not interfere with the maintenance or repair of any public utility, restrict pedestrian or vehicular access, or obstruct sight distance at intersections.

APPROVAL CRITERION 4. Minimum parking and loading space requirements are met, as required by Chapter <u>17.330</u> CBDC, Off-Street Parking and Loading Requirements.

STATEMENTS OF FACT AND FINDINGS:

4A. There are 44 existing off-street parking spaces. The proposed development will include 13 off-street parking spaces south of the proposed structure for a total of <u>57 off-street parking space</u>, including three ADA compliant spaces/aisles.

The total does not include areas within the existing and proposed garages that will generally be reserved for ambulance and other service vehicles.

The off-street parking requirement for the combined existing and proposed uses is approximately 43 spaces based on the below calculations:

SITE PLAN REVIEW #187-19-089

Existing (Approximate): Garage/bay = 2,500 square feet = <u>5 spaces</u> Office area (including upper floor converted staff quarters) 2,800 square feet at 1 space per 250 square feet = <u>11</u> <u>spaces</u>

Proposed:

1 space per 500 square feet of garage space (4,100 square feet) = <u>8 spaces;</u>

1 space per 250 square feet of office space (4,700 square feet) = $\underline{19 \text{ spaces}}$.

CONCLUSION: Based on existing and proposed building square footage and uses, the proposed off-street parking exceeds the requirement; Therefore, the criterion has been satisfied.

APPROVAL CRITERION 5. Improvement requirements are provided in accordance with the applicable sections of the Coos Bay development code.

STATEMENTS OF FACT AND FINDINGS:

- 5A. A Public Works "Site Development Permit" is required in preparing the property for development. Temporary erosion control measures are necessary and shall be in place for the duration of any site work and/or development.
- 5B. Comments from the City of Coos Bay Fire Department were as follows: Fire service access road must meet Oregon Fire Code for width (20 feet), grade (<10%), surface (paved), and length (over 150 long requires an approved turn-around).

CONCLUSION: Prior to issuance of construction permits, all Engineering, building and Fire Code standards/regulations must be verified; Therefore, the criterion has been satisfied, subject to the following Conditions:

- 1. A Public Works "Site Development Permit" is required in preparing the property for development. Temporary erosion control measures are necessary and shall be in place for the duration of any site work and/or development.
- 2. The required Fire service access road must meet Oregon Fire Code for width (20 feet), grade (<10%), surface (paved), and length (over 150 long requires an approved turn-around).

APPROVAL CRITERION 6. All conditions of any applicable previous approvals, e.g. conditional use, have been met.

STATEMENTS OF FACT AND FINDINGS:

6A. All previously approved land use, site development and construction permits from 2017 have expired. Therefore, there are no outstanding conditions of approval from previous reviews.

CONCLUSION: All land use, site development and construction permits approved in 2017 have expired; Therefore, there are no previous approved regulations or conditions of approval and the criterion has been satisfied,

APPROVAL CRITERION 7. Development subject to site plan review has provided underground public and private utility lines including but not limited to those for electricity and communication.

STATEMENTS OF FACT AND FINDINGS:

7A. The City of Coos Bay does not have jurisdiction over the following utilities:

> Electricity- Pacific Power Internet, cable and telephone- Charter Communications Internet and telephone- Frontier Natural gas -Northwest Natural Potable water – Coos Bay North Bend Water Board

CONCLUSION: It is the owner's responsibility to ensure that adequate utilities can serve the proposed structure; This criterion can be satisfied as noted in conditions of approval criterion #8.

APPROVAL CRITERION 8. Public water, sewer and stormwater lines have been installed in conformance with the standards of the city code. Public water, sewer and stormwater lines within or along the frontage of a development have been extended to the extreme property lines of that development unless it can be demonstrated to the public works department that such extensions are impractical or infeasible or inappropriate; and

STATEMENTS OF FACT AND FINDINGS:

8A. Comments received from the City of Coos Bay; Engineering Department are as follows:

> Comments provided below are based on information provided by applicant and/or applicant's representative. Comments are subject to change if City staff is presented with more detailed information.

Site Development:

Project narrative specifies that there is no intention of the applicant to place fill on the site. However, if fill is to be placed then the fill material and methods of installation shall be constructed per all requirements as described in Coos Bay Municipal Code (CBMC) 18.30: Site Grading and Erosion Control. If fill material is placed within the footprint of future structures then the applicant may be required to submit a geotechnical report, per CBMC 18.30.30 Grading and Fill Requirements which states that "

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A report prepared by an Oregon licensed geotechnical engineer, or (depending on the nature of the project) a certified engineering geologist is required when fills in excess of 12 inches are planned within future building areas. The specified fill material shall be placed and compacted in accordance with the recommendations of the report. Any required testing shall be as recommended in the report". This report is required prior to any structural permit issuance.

Drainage:

Project narrative states that there is an existing Private Storm drainage system onsite. Drainage from the new building and the storm collection systems are to be installed and shall adhere to CBMC Chapter 18.25 STORMWATER MANAGEMENT SYSTEMS. A stormwater analysis has been provided by Stuntzner Engineering & Forestry, LLC; this support was prepared by Ralph Dunham a professional engineer. The summary of the analysis is that a detention system should be installed: "In summary, a simple detention system may be designed, should it be deemed necessary, in the site storm system to limit the runoff to existing conditions based upon the proposed development."

The project must submit updated stormwater analyses that follows the City's current hydrologic and hydraulic criteria prior to structural permit issuance. Additionally, the project shall incorporate onsite detention facilities that not only account for increased volume due to the proposed project but also the duration of the flows (it appears that current analysis only accounts for volume). By updating either the hydrologic methodology or the detention analysis this may cause the detention basin to be larger than what is currently shown on the plans and thus applicant will be responsible to revise the site plan accordingly.

Additionally, on the site plan submitted with the land use application it was not clear as to where the water quality feature is proposed. This must also be clarified along with updated calculations to be submitted prior to structural permit issuance. CBMC 18.20 states: "Plans for permanent stormwater management shall be provided for every street improvement and land development proposal that disturb 1,000 square feet or more". Permanent water quality features will be required for this project. 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.

It is not apparent where the Post Construction Water Quality measures is located nor are there any details to the how it will be constructed. Prior to permit issuance the applicant shall submit plans reflecting the location and details of the permanent water quality feature. 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. Design and manual for the permanent storm water control do not need to be included with land use applications but will be required prior to issuance of Site Development permit.

Sanitary Sewer:

Private sanitary sewer shall be installed to the City of Coos Bay Municipal Code (CBMC) and standards and in accordance with the approved specifications. And submitted to city for review prior to permit issuance.

Portions of the downstream Sanitary Sewer system, in which the project is tying into, has been identified in the City's Sewer Master Plan as being deficient. To allow a connection to the system the applicant can provide a "payment in lieu". The payment will be based on the Equivalent Dwelling Units (EDU's) methodology already established in the 2006 City report titled, Wastewater Collection and Storm Drainage System Development Charge Study.

The cost per EDU is \$6,647 plus a technology fee of 5% of the total cost of the EDU charge amount. Submit for approval calculation of equivalent dwelling units (EDU) for review and approval. Calculation must be based on methodology already established in the 2006 City report titled, "Wastewater Collection and Storm Drainage System Development Charge Study" and must be prepared by a licensed engineer. The payment in lieu shall be due prior to issuance of building permit Should applicant not agree with the approved methodology for calculating EDUs, the applicant can follow the appeal process that is also located in the study.

CONCLUSION: Based on existing and proposed building square footage and uses, the proposed off-street parking exceeds the requirement; Therefore, the criterion has been satisfied.

APPROVAL CRITERION 9. Proposed phasing plans do not exceed six years and all required public infrastructure is installed in the first phase of the development.

STATEMENTS OF FACT AND FINDINGS:

1. Phasing in not proposed for this project; therefore, this criterion does not apply.

CONCLUSION: Phasing is not proposed; Therefore, the criterion does not apply.

Based on the adopted Findings and Conclusions, as supported by the applicant's submittal, attached hereto and incorporated herein by reference as "Attachment A", approve land use application #187-19-089 subject to the following Conditions:

PRIOR TO ISSUANCE OF DEVELOPMENT/CONSTRUCTION PERMITS

- 1. The applicant shall secure all building and other applicable permits, as required, from the City of Coos Bay or the State of Oregon.
- 2. A tax lot consolidation to merge the two lots into one <u>or</u> a cross access and parking easement agreement between the two properties is required in the event that one or both properties were to be sold separately.
- 3. Revised access plans must be submitted that verifies compliance with Fire Code requirements, including the fire service access road must meet Oregon Fire Code for width (20 feet), grade (<10%), surface (paved), and length (over 150 long requires an approved turn-around).
- 4. The applicant shall update the storm water analysis that not only evaluates the increased volume but also the duration of the flows. By updating either the hydrologic methodology or the detention analysis this may cause the detention basin to be larger than what is currently shown on the plans and thus applicant will be responsible to revise the site plan accordingly. Additionally, on the site plan submitted with the land use application it was not clear as to where the water quality feature is proposed. This must also be clarified along with updated calculations to be submitted prior to structural permit issuance.
- 5. The applicant shall submit plans reflecting the location and details of the permanent water quality feature.
- 6. 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. Design and manual for the permanent storm water control do not need to be included with land use applications but will be required.
- 7. Submit for approval calculation of equivalent dwelling units (EDU) for review and approval. Calculation must be based on methodology already established in the 2006 City report titled, "Wastewater Collection and Storm Drainage System Development Charge Study" and must be prepared by a licensed engineer.
- 8. If fill material is placed within the footprint of future structures then the applicant may be required to submit a geotechnical report, per CBMC 18.30.30 Grading and Fill Requirements which states that "A report prepared by an Oregon licensed geotechnical engineer, or (depending on the nature of the project) a certified engineering geologist is required when fills in excess of 12 inches are planned within future building areas. The specified fill material shall be placed and compacted in accordance with the recommendations of the report. Any required testing shall be as recommended in the report".

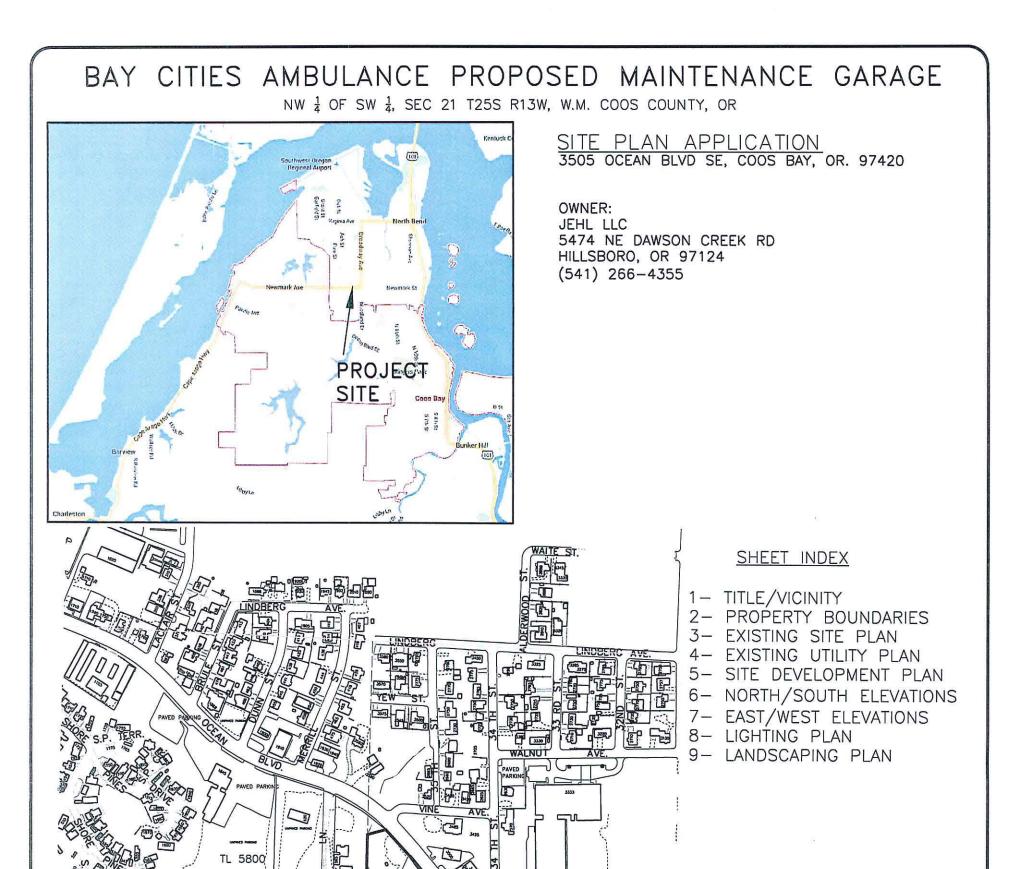
STANDARD CONDITIONS OF APPROVAL

- 9. The proposed site plan does not include an outside trash or storage area. If at any time an outdoor trash or storage area is added, compliance with CBMC 17.335.030 regarding Solid waste, must be verified to comply with screening and removal regulations.
- 10. Maintenance of landscaped areas is the ongoing responsibility of the property owner. Required landscaping must be continuously maintained in a healthy manner. Plants that die must be replaced with in-kind materials unless otherwise authorized by the review authority. Vegetation shall be controlled by pruning, trimming or otherwise so that it will not interfere with the maintenance or repair of any public utility, restrict pedestrian or vehicular access, or obstruct sight distance at intersections.
- 11. It shall be the responsibility of the applicant to ensure that all applicable resource agency permits and approvals are obtained prior to commencement of work. The resource agencies may include but are not limited to Department of Environmental Quality, Army Corps of Engineers, Department of State Lands, State Historic Preservation Office, local tribes, etc.

Debbie Erler, Planner 1

DATE MAILED: February 4, 2020

c: Applicant



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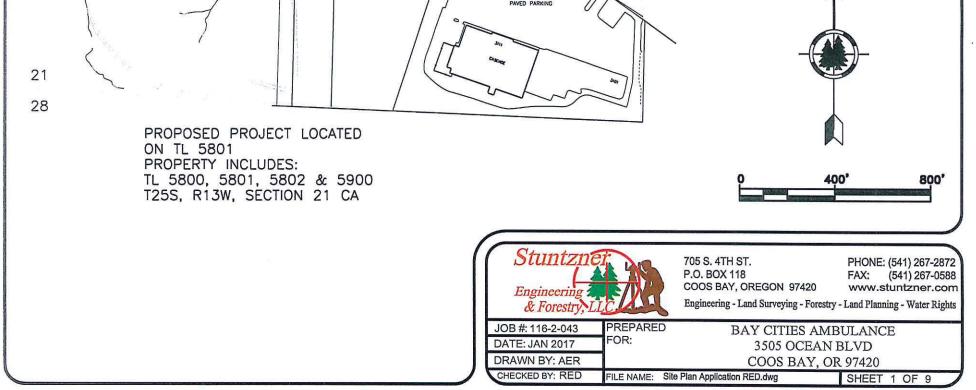
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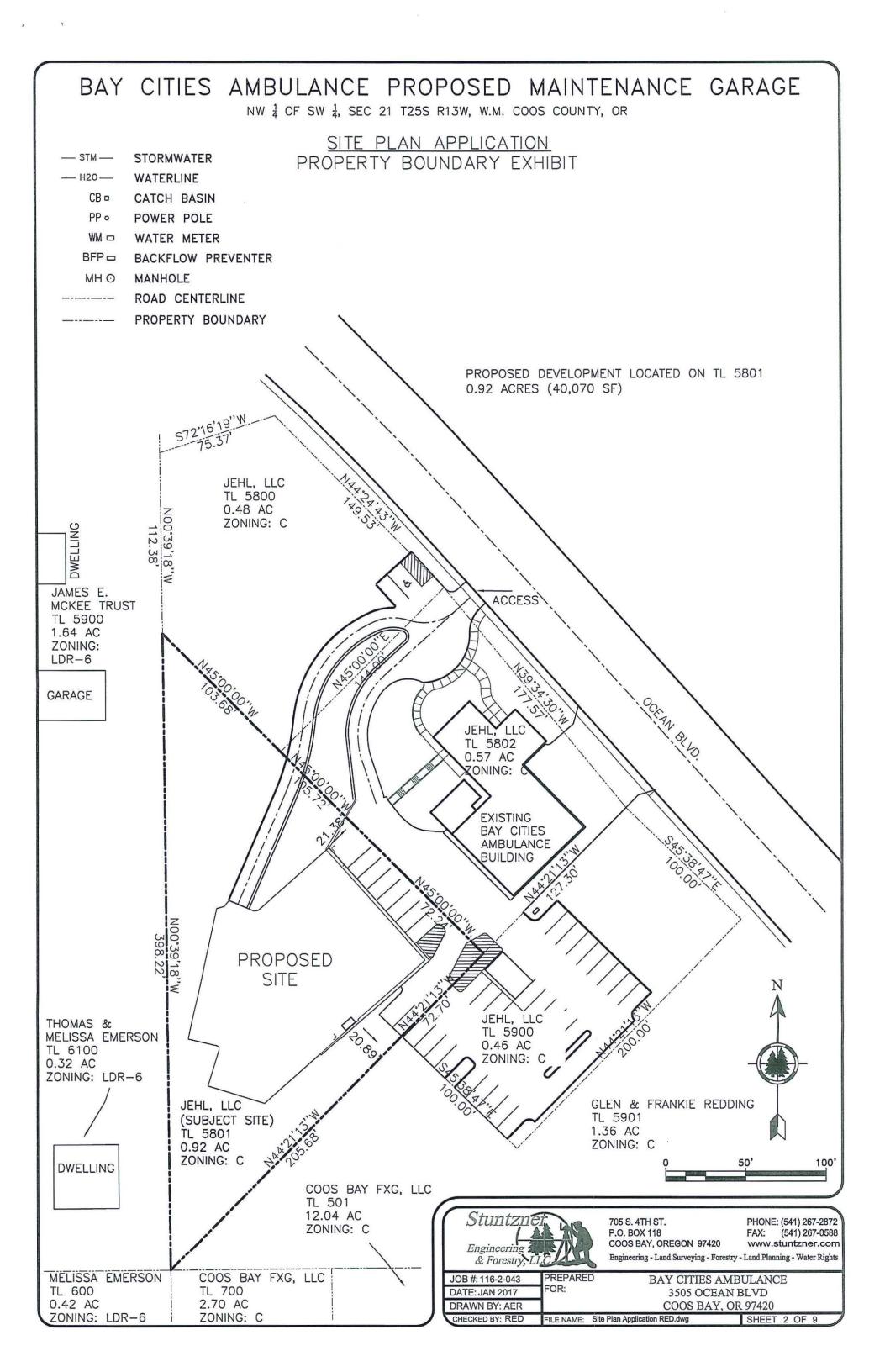
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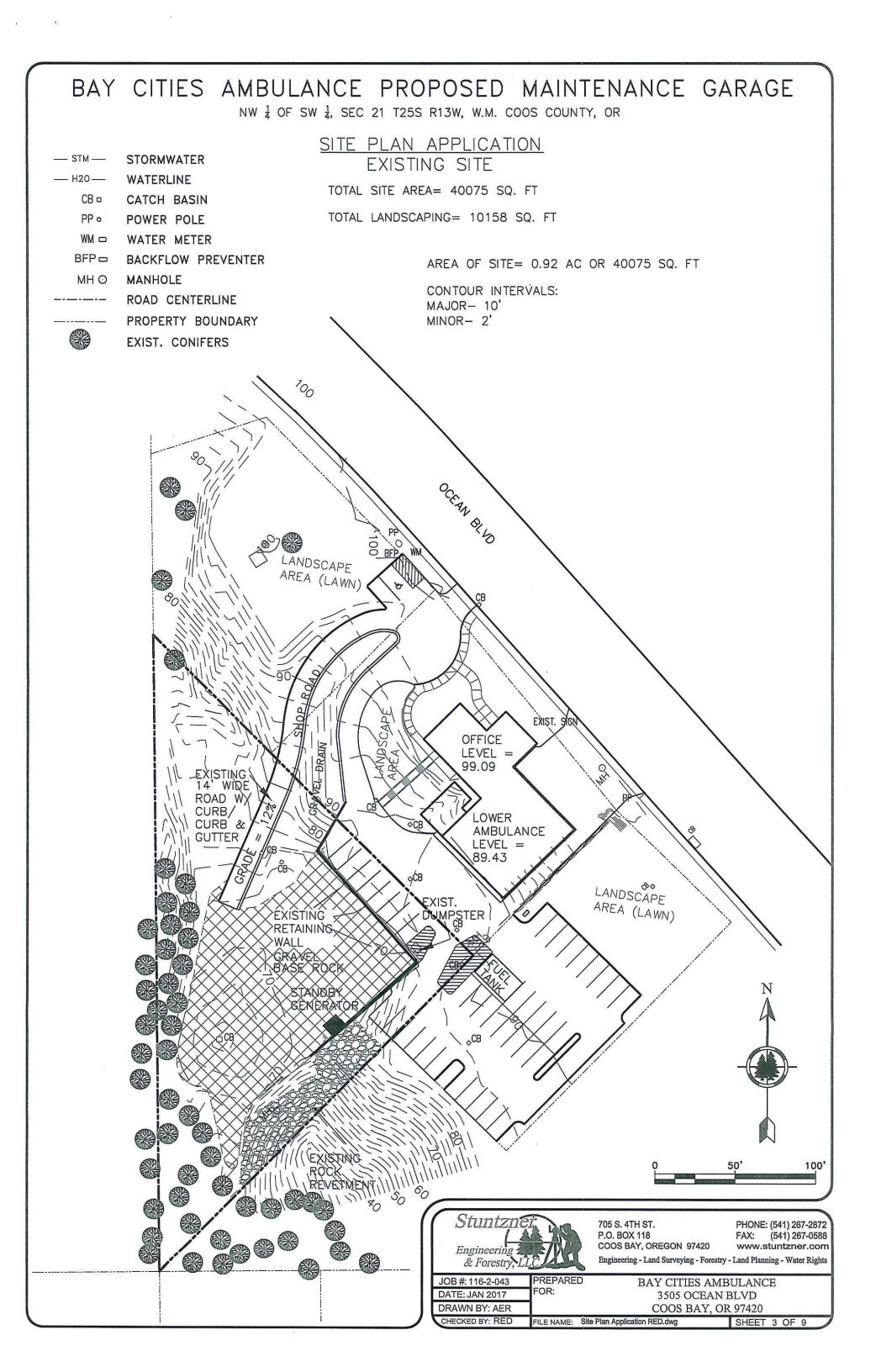


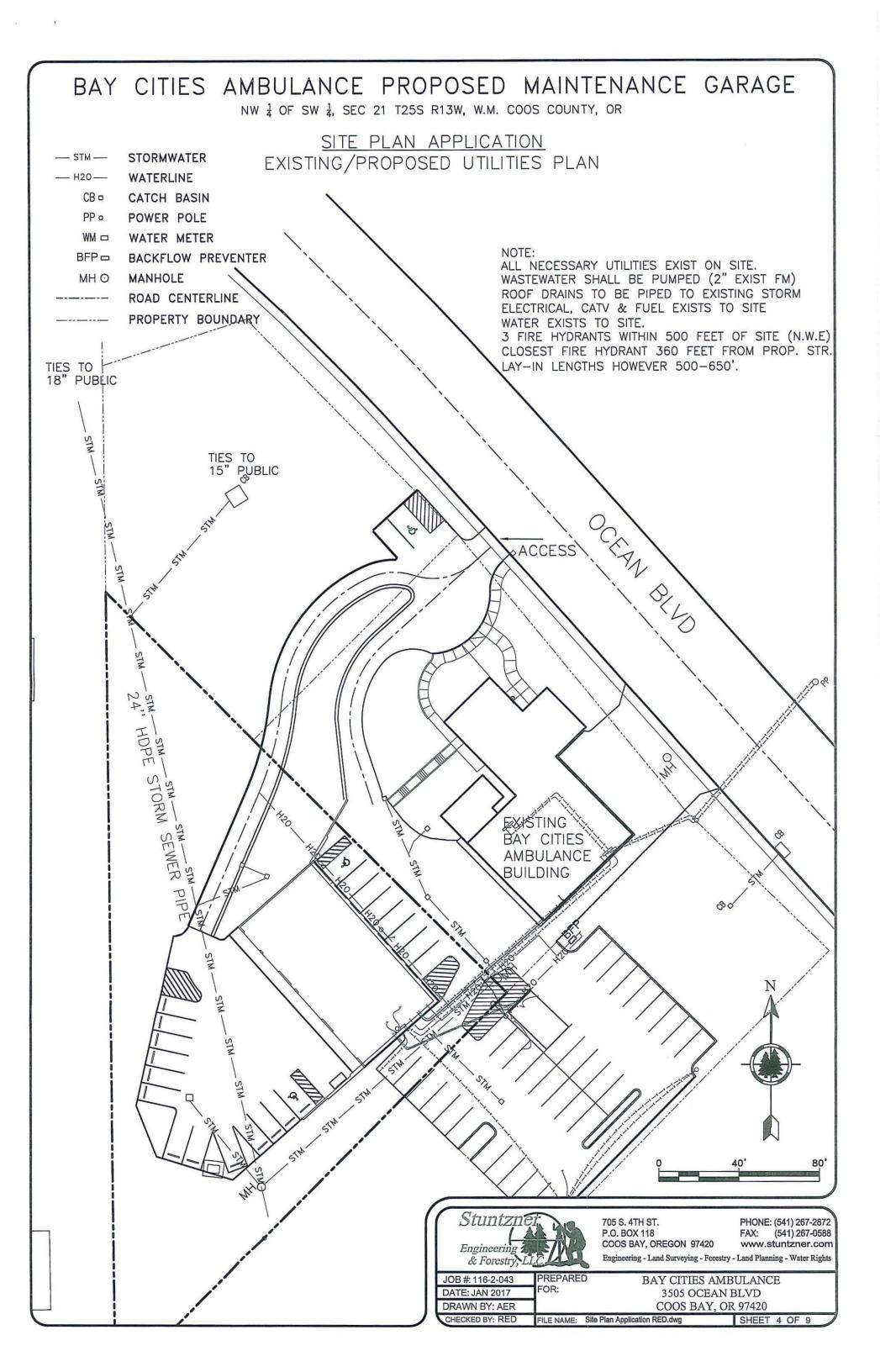
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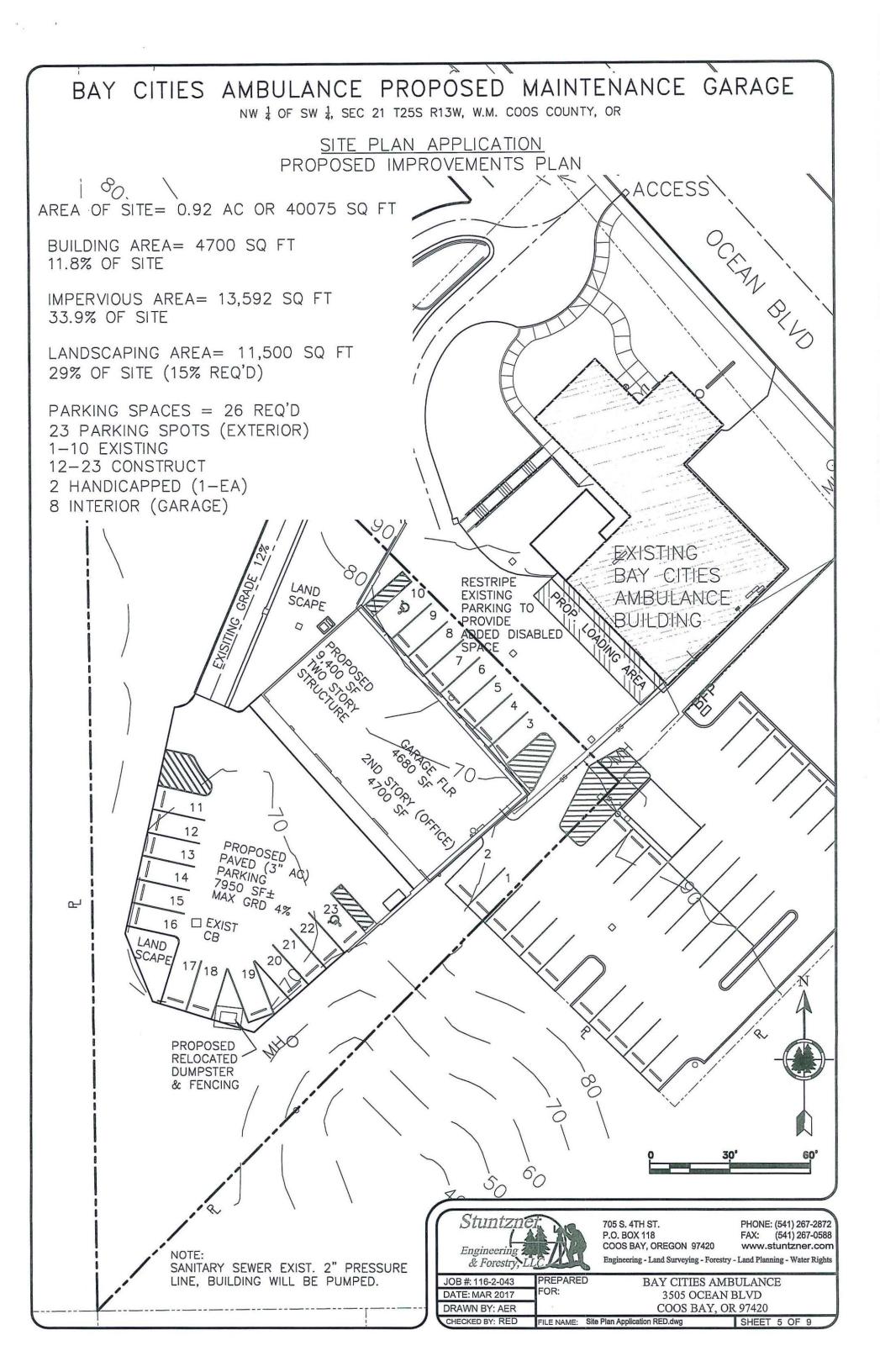
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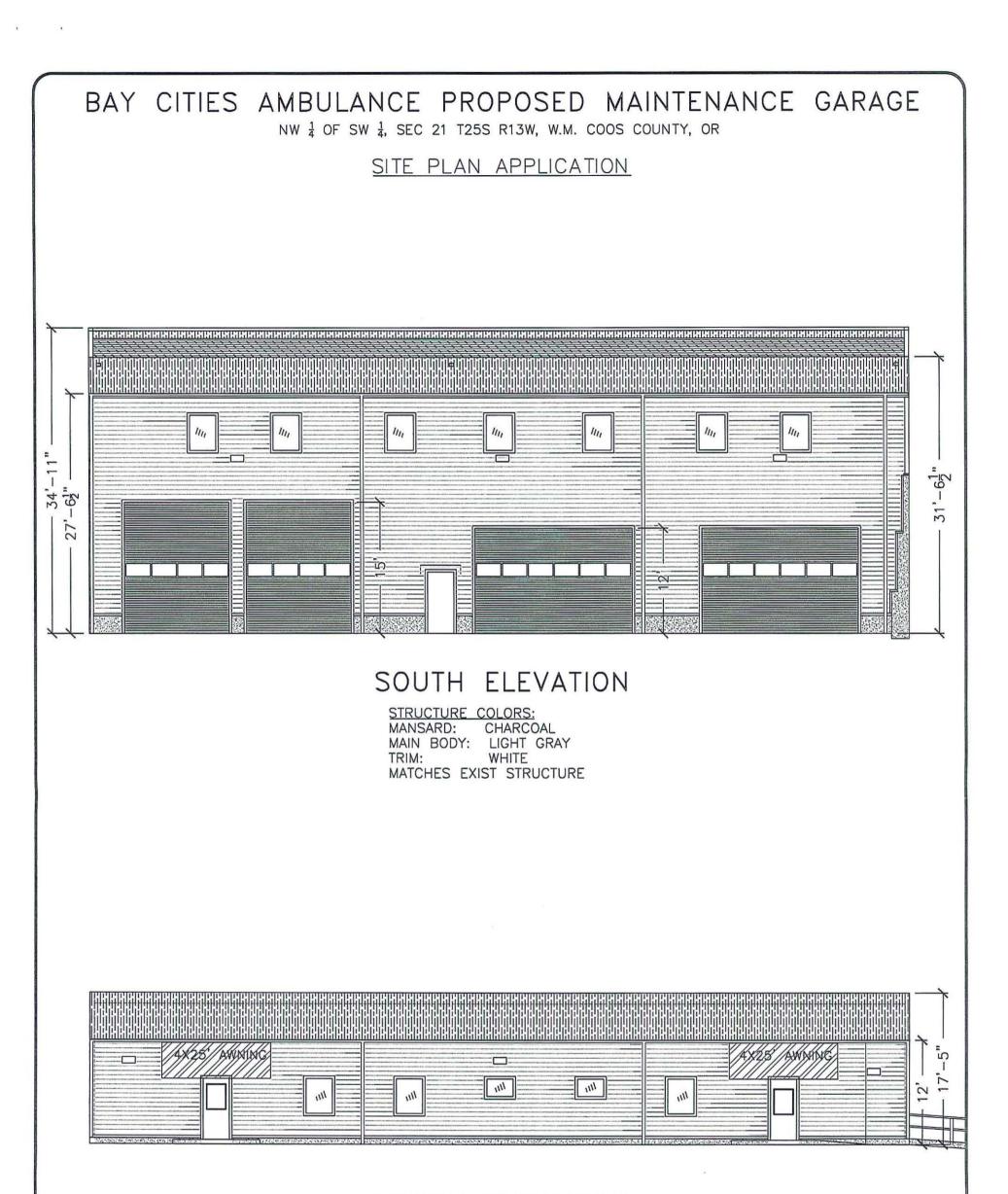
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NORTH ELEVATION

 GENERAL EXTERIOR MATERIALS;

 MANSARD:
 METAL CAP & VERT. SIDING

 MAIN WALLS:
 HARDI-PLANK

 TRIM:
 4" & 6" CEDAR OR MAN. CEDAR IMITATION.

 WINDOWS:
 WHITE VINYL, MIXTURE OF SINGLE HUNG, FIXED AND CASEMENT.

 CASEMENT ON SOUTH EXPOSURE.

 ROOF:
 SINGLE PLY MEMBRANE.

