

**CITY OF COOS BAY**  
**PLANNING COMMISSION MINUTES**  
**Wednesday, November 14, 2017 at 6:00 P.M.**  
**Coos Bay City Hall, 500 Central Avenue, Coos Bay**

**ATTENDANCE**

**COMMISSIONERS:** Chairman Rex Miller, Commissioners Jim Berg, Christine Coles, Bill Davis, Chris Hood, Jeff Marineau and John Peery.

**ABSENT:** None

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

**SIGNED-IN GUESTS:**

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Chairman Miller welcomed Bill Davis to the Commission.

**APPROVAL OF MINUTES**

Approval of the Planning Commission minutes of August 8, 2017; September 13, 2017; and October 13, 2017.

**MOTION:** Commissioner Coles – Approve the Planning Commission's minutes of August 8, 2017, September 13, 2017 and October 13, 2017 as submitted.  
**SECOND:** Commissioner Hood  
**VOTE:** Unanimous **ABSTAIN:** Commissioner Davis

**CCI/PUBLIC COMMENTS** None

**PUBLIC HEARING**

**ITEM A: SITE PLAN REVIEW (SPR) #187-ZON17-055 - CONTINUED**

Improvements to the south side bleacher area of Marshfield High School's Susick Stadium including: the installation of permanent seating, a roof cover over the spectator and bleachers area, a new press box, restrooms, a memorial plaza, and enhanced access for ADA mobility in the Urban Public district.

Chairman Miller opened the public hearing.

Planning Administrator Tom Dixon updated the Planning Commission on the applicant's request. He stated the applicant and the City has come to tentative agreements regarding the conditions of approval and they will work out the details as the project progresses. He summarized the changes to the proposed changes as outlined in the amended report of November 13, 2017.

Stephanie Martell, H.E.G. Architects, stated that they are in agreement with the staff recommendations at this time. She said in regards to Condition #3, the manhole is only a few years old, they will ensure at that phase of construction, that the sidewalk meets the setback requirement so the manhole does not need to be relocated. Regarding Condition #4 the cost estimate was favorable to the School District and it has been submitted to the City for review and it is still in negotiations and they are hoping an agreement will be in place prior to the issuance of a building permit. She said the School District is in agreement with Condition #5 regarding the storm line.

Chairman Miller closed the public hearing.

**MOTION:** Commissioner Coles – Continue the public hearing on Site Plan Review #187-ZON17-055 to the November 14, 2017 public hearing before the Planning Commission. Based on the adopted Findings and Conclusions, as supported by the applicant's submittal, attached hereto and incorporated herein by reference as Attachments A through D, approve a Site Plan Review, identified as #187-ZON17-055, for improvements to the south side bleacher area of Marshfield High School's Susick Stadium including: the installation of permanent seating, a roof cover over the spectator and bleachers area, a new press box, restrooms, a memorial plaza, and enhanced access for ADA mobility, with the following Conditions:

1. The applicant shall secure all building, site development, and other applicable permits, as required, from the City of Coos Bay or the State of Oregon, and in particular City of Coos Bay Municipal Codes 13.15, 18.20 and 18.25.
2. The project design shall substantially adhere to the site and elevation plans presented with the original application except as modified by necessity to address conditions of approval.
3. Relocate Sanitary Sewer Manhole 34AD-4 from the proposed structure's foot print. The manhole must be relocated at a minimum horizontal distance from the permanent structure in accordance with City standards, which is based on the depth of the manhole. The minimum horizontal distance from the structure with depths 5 feet or less is 7.5 feet. For each additional 5 feet of cover over 5 feet (rounded up), the horizontal distance will increase in 5 feet increments from the center of manhole.
4. The City of Coos Bay and the applicant shall negotiate a cost associated with the replacement of a portion of the storm water pipeline between MH's 34AD10S to 34AD20S and 34AD20S to 34AD9S. The City has agreed to pay for half of the cost negotiated (2017 dollars).
5. Prior to Building Permit issuance, the applicant must enter into an agreement for the Coos Bay School District to take ownership and the privatization of the Sanitary Storm Sewer system from MH 34AD-12S to MH 34AD-9s.

**SECOND:** Commissioner Peery  
**VOTE:** Unanimous      **ABSTAIN:** Commissioner Davis

**ITEM B: Conditional Use #187-ZON17-073 – 875 South 12<sup>th</sup> Street, Coos Bay, OR**

The applicant is requesting approval to convert a portion of the existing single-family dwelling to a “Vacation Rental” defined in the Coos Bay Municipal Code as a ““Bed and breakfast house” which means a hotel in what was built as a single-family dwelling and which offers up to six bedrooms for transient guests.

Chairman Miller opened the public hearing.

Debbie Erler, Planner read disclosure statement and summarized the applicants request. She read into the record two letters of objection to the proposed use. The letters outlined changes to the residential character of the neighborhood, traffic, noise and property values as reasons for the objections.

Applicant Judith Moody outlined her request and insured the Planning Commission that she has complete control over who she rents the room to and will keep a tight control on the occupancy and she will continue to occupy the structure.

The Planning Commission discussed the possible problems with vacation rentals where the entire structures are rented regarding traffic and noise. They discussed that regulations need to be put in place to help control the impacts to neighborhoods.

Chairman Miller closed the public hearing.

**MOTION:** Commissioner Coles – Add Finding “A8” regarding letter of opposition received from Steve Auer on November 7, 2017, owner of 1200 Ingersoll Avenue, expressed concern with change of use from residential to commercial, additional on-street parking to South 12<sup>th</sup> Street, which is strip paved, with no turn around; and Finding “A9” regarding letter of opposition received from Donald K. Strother on November 13, 2017, owner of 894 South 12<sup>th</sup> Street, expressed concern on-street parking, a delay in the passage of large service/emergency vehicles and change to the existing low-traffic volume and absence of commercial enterprise.

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

**MOTION:** Commissioner Coles - Based on the Statement of Facts and Findings as revised, Conclusions, and the applicant’s submittal, attached hereto and incorporated herein by reference as Attachments A, approve Conditional Use application #187-ZON17-073 for 875 South 12<sup>th</sup> Street allowing the conversion of a portion of the existing single-family dwelling (one-bedroom and one-bathroom) to an owner-occupied “Bed and Breakfast House”, subject to the following Condition:

*The structure must comply with all applicable building and fire code regulations, including fire and safety regulations prior to the change in occupancy.*

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

**ITEM C: Conditional Use #187-ZON17-076 - 400 Highland Avenue, Coos Bay, OR**

The applicant is requesting approval to expand the preschool's scope and hours of operation to include child care for ages two months to five years and expand hours of operation to 7:00 a.m. to 6:00 p.m. The maximum capacity will be 38 children with six staff members. The space utilized will be the existing education wing adjacent to the sanctuary at the second floor of the building that exist into Highland. No change is proposed to the r exterior of the existing structure to accommodate the use.

Chairman Miller opened the public hearing.

Ms. Erler read disclosure statement and summarized the applicants request.

The applicant explained how the facility will be operated and indicated that they may ask the City for a 15-minute loading zone during drop-off and pick-up times to help facilitate that process.

Commissioner Marineau stated his office is in the area and they have never had a problem with the existing facility.

Chairman Miller closed the public hearing.

**MOTION:** Commissioner Coles - Based on the Findings and Conclusions, and the applicant's submittal, attached hereto and incorporated herein by reference as "Attachments A", approve Conditional Use application #187-ZON17-076 for 370 market Avenue (400 Highland Avenue) allowing the expansion of the existing preschool's occupancy to 38 children and expand the hours of operation to 7:00 a.m. to 6:00 p.m., subject to the following Condition:

*The structure must comply with all building and fire code regulations regarding the increase in occupancy, including fire and safety regulations, prior to expanding use.*

**SECOND:** Commissioner Berg  
**VOTE:** Unanimous

**ADMISTRATIVE**

Ms. Erler reminded Planning Commissioner Berg and Marineau that their terms will end in December.

**COMMISSION COMMENTS**

Commissioner Hood stated he believes the decision criteria for the Site Plan Review does not adequately address all the possible issues and he would like to see changes made when the Ordinances amendments are proposed. He said Vacation Rentals are a commercial use that can adversely affect a neighborhood. He said there is a big difference between a typical bed and breakfast where the owner is on-site and a vacation rental where someone rents the entire structure and the City needs to have regulation to help control the use because the State does not regulate the difference between renting by the day or by the month. He added that the City may need to amend the Comprehensive Plan and Ordinance to address Goal 5 and working with the local Tribes.

Commissioner Peery stated he would have been against the Bed and Breakfast Conditional Use request tonight if it was for the entire structure, due to problems they were having on Prefontaine Avenue with a "Vacation Rental" that involved use of the entire structure.

**ADJOURNMENT** 7:20 p.m.



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Rex Miller, Chairman  
Planning Commission  
City of Coos Bay  
Coos County, Oregon



ATTEST:

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Debbie Erler, Planner

**APPROVED AS SUBMITTED DECEMBER 12, 2017**