



**Coos County Community Development**  
Mailing Address: 250 N. Baxter, Coquille, Oregon  
Office Location: 60 E. Second St., Coquille OR 97423  
Planning, Building and Enforcement  
Phone: 541-396-7770

**NOTICE OF LAND USE DECISION**

**You have received this notice because you are an adjacent property owner or an interested party, and this notice is required to be provided pursuant to ORS 215.416. The proposal identified in this decision will be located on the subject property. Notice to Mortgagee, Lienholder, Vendor, or Seller: ORS Chapter 215 (ORS 215.513) requires that if you receive this notice, you must promptly forward it to the purchaser.**

**Tuesday, October 08, 2024**

**Dear Recipient:** This land use notice is being sent to property owner(s), applicant(s), adjacent property owners (with notice distances from the subject property determined by zone area: Urban 100 feet, Rural 250 feet, and Resource 750 feet), special taxing districts, interested agencies, and any person who has requested notice. It informs any interested party about a decision or proposed action related to the use or development of land within the specified area, as identified under the subject property information.

The purpose of this notice is to inform you about the proposal and decision, provide information on where you can obtain further details, and outline the requirements if you wish to appeal the Director's decision to the Coos County Hearings Body. Any person who is adversely affected, aggrieved, or entitled to written notice may appeal the decision by filing a written appeal in the manner and within the time period provided below, pursuant to Coos County Zoning and Land Development Ordinance (CCZLDO) Article 5.8. If you are mailing any documents to the Coos County Planning Department, the address is 250 N. Baxter, Coquille, OR 97423.

Please read all information carefully as this decision is important. (See the attached vicinity map for the location of the subject property.) This notice ensures that all affected or interested parties are aware of the decision and have an opportunity to review the details and provide any input or appeal as necessary.

File No: P-24-009  
Proposal: Request for a land use authorization for a two-parcel partition.  
Applicant(s): ABOVE ALL PROPERTY MANAGEMENT LLC  
Surveyor: Stephan Stys, Estabrook Land Surveying  
Staff Planner: Jill Rolfe, Planning Director

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**Decision: Approved with Conditions.** All decisions are based on the record. This decision is based on the existing record and will become final and effective at the close of the appeal period unless a complete application, along with the required fee, is submitted to the Planning Department by 5 p.m. on **Wednesday, October 23, 2024.** Appeals are based on the applicable land use criteria.

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**Subject Property Information:**

Account Number: 513302  
Map Number: 26S1310A0-00100  
Property Owner: ABOVE ALL PROPERTY MANAGEMENT LLC  
62952 MAJOR DR  
COOS BAY, OR 97420-6310  
Situs Address: 93200 SNEDDEN LN COOS BAY, OR 97420

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This notice shall be posted from October 8, 2024 to October 23, 2024

Acreage: 4.71 Acres  
Zoning: RURAL RESIDENTIAL-2 (RR-2)  
Special Considerations: NATIONAL WETLAND INVENTORY (NWI)  
NH LANDSLIDE (NHLND)  
NH TSUNAMI (NHTHO)

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**Criteria**

This decision complies with the Coos County Zoning and Land Development Ordinance (CCZLDO), specifically:

- **General Compliance:** Section 1.1.300 - Compliance with Comprehensive Plan and Ordinance Provisions, and Article 6.1 - Lawfully Created Lots or Parcels.
- **Development Standards:** Chapter IV, Section 4.3.225 General Siting Standards and Section 4.3.230 Additional Siting Standards (2) Rural Residential (RR) (a) Minimum Lot Size ii. 2 acres in the RR-2 district
- **Land Division Review:** Chapter VI Lots and Parcels (Survey Standards Chapter VIII)
- **Road Standards:** Chapter VII Transportation, Access and Parking
- **Special Development Considerations:** Properties within Special Development Considerations and/or overlays must comply with the applicable review process outlined in Article 4.11.

Please note that civil matters, including property disputes that fall outside the criteria listed in this notice, will not be considered. The mailing of this notice to you precludes an appeal directly to the Land Use Board of Appeals.

Mailed notices to owners of real property required by ORS 215 shall be deemed given to those owners named in an affidavit of mailing executed by the person designated by the governing body of a county to mail the notices. The failure of the governing body of a county to cause a notice to be mailed to an owner of a lot or parcel of property created or that has changed ownership since the last complete tax assessment roll was prepared shall not invalidate an ordinance. Failure of an issue to be raised in a hearing, in person or in writing, or failure to provide statements of evidence sufficient to afford the Approval Authority an opportunity to respond to the issue precludes raising the issue in an appeal to the Land Use Board of Appeals.

The application, staff report, and any conditions can be found at the following link:

<https://www.co.coos.or.us/community-dev>. The application and all documents and evidence in the record, including the staff report and applicable criteria, are available for inspection at no cost in the Planning Department, located at 60 E. Second, Coquille, Oregon. Copies may be purchased for 50 cents per page. The decision is based on the application submittal and information on record.

For more information, please contact Staff at (541) 396-7770.

**Reviewed by:** \_\_\_\_\_

Jill Rolfe, Planning Director

**Date:** Tuesday, October 08, 2024

**EXHIBITS**

Exhibit A: Conditions of Approval

Exhibit B: Vicinity Map

The following Exhibits are only emailed or mailed to applicant, surveyor of record, representative, TRC, Planning Commission, Board of Commissioners and DLCD. Exhibit C is available upon request or on the website.

Exhibit C: Staff Report

**EXHIBIT "A"**  
**Conditions of Approval**

The applicant shall comply with the following conditions of approval with the understanding that all costs associated with complying with the conditions are the responsibility of the applicants and that the applicants are not acting as an agent of the county. If the applicant fails to comply or maintain compliance with the conditions of approval the permit may be revoked as allowed by the Coos County Zoning and Land Development Ordinance. Please read the following conditions of approval and if you have any questions contact planning staff. It is the applicants' responsibility to ensure that all necessary federal, state, and local permits are obtained.

The applicant has met the applicable criteria, with the following conditions:

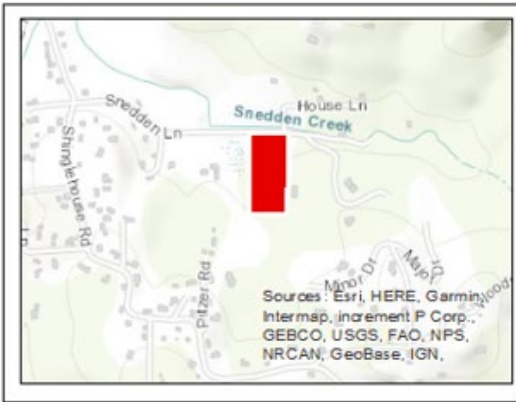
1. Prior to submittal of the Final Plat the following conditions as discussed by the TRC shall be completed:
  - a. The missing information in the form of a signed application, water and septic information, and traffic plan. The property owner needs to be clarified.
  - b. The access to Parcel 2 will need to be drawn as a panhandle to meet the street frontage requirement. The acreage will need to be adjusted with Parcel 1 to show the 30 feet removed from Parcel 1. If this area is going to provide access to an adjacent parcel, then it will need to be shown as 40 feet and adjusted accordingly. The road will need to be platted with the appropriate width and all standards found in Table 7.2 shall be met.
  - c. The Landslide Hazard, Floodplain and Tsunami shall be depicted on the map. A sign (obtained from Coos County Emergency Management) shall be placed to show the appropriate evacuation route shall be installed and the located shown on the map or pictures provided.
  - d. Letter from Coos Bay-North Bend Water Board confirming services shall be supplied.
  - e. All legal easements, including the deed number, location and dimensions shall be shown on the plat.
  - f. The Maps shall be sent to Community Development, Surveyor's Office, Assessor's Office and Road Department electronically prior to submitting the final to give an accurate review.
  - g. On the current plan the applicant has separated the dwelling and the accessory structure. This is not permitted but the applicant will submit a compliance determination to site a single-family dwelling on Parcel 2 prior to receiving the Planning Director's signature on the final plat.
  - h. Applicant constructs or bonds for required improvements;
  - i. County Roadmaster inspects construction unless improvements are bonded;
  - j. Taxes shall be paid prior to final plat signature and a \$300 fee is required to be submitted to the Assessor's Office for land division review.
2. All Final Plat shall meet the requirements SECTION 6.2.800 FINAL PLAT REGULATION AND REQUIREMENTS. Planning staff shall check off the requirements at the time of submittal and if not found to comply corrections shall be made prior to moving on to the Surveyor, Roadmaster and Assessor's Office for appropriate signatures. There may be corrections through the final plat process or taxes that are required to be paid. All landowners' signatures shall be on the final plat.

**EXHIBIT "B"**  
**Vicinity Map and Tentative Partition Map**  
 (not to scale)

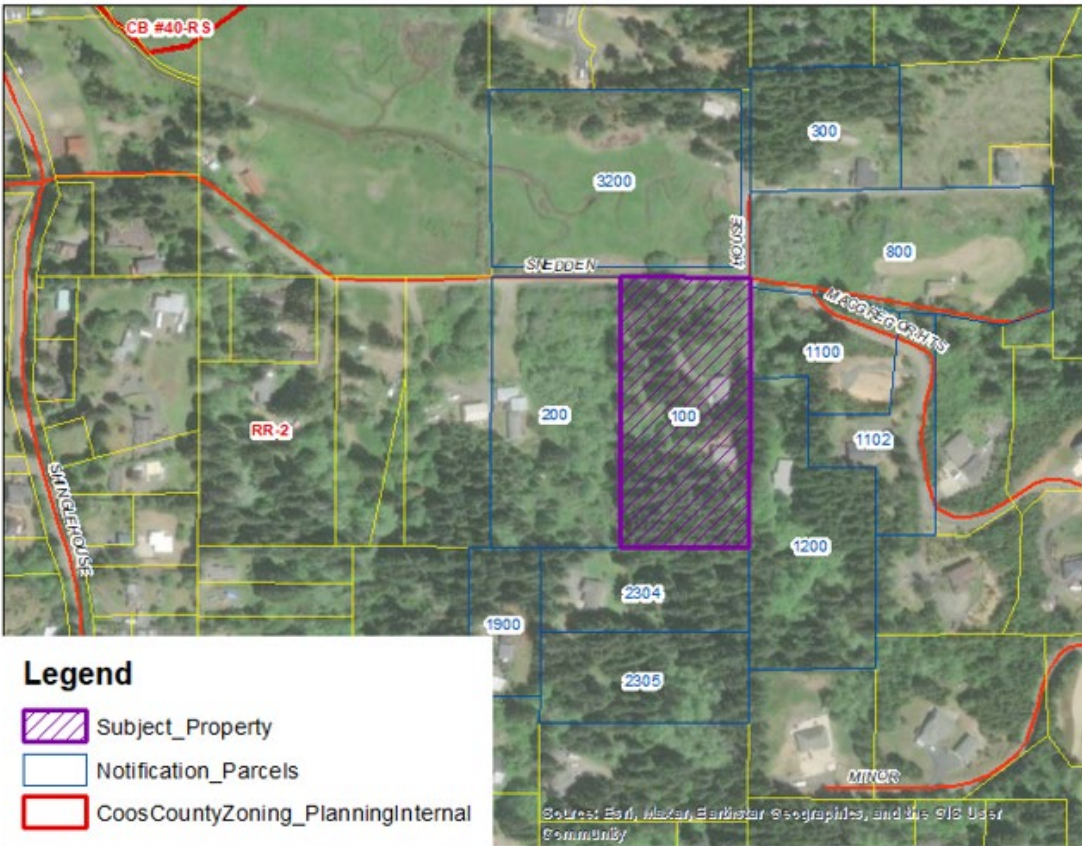


**COOS COUNTY PLANNING DEPARTMENT**

Mailing Address: 250 N. Baxter, Coquille, Oregon 97423  
 Physical Address: 60 E. Second, Coquille Oregon  
 Phone: (541) 396-7770  
 TDD (800) 735-2900



File: P-24-009  
 Applicant/ Owner: ABOVE ALL PROPERTY MANAGEMENT LLC  
 Estabrook Land Surveying  
 Date: 7/8/2024  
 Location: Township 26S Range 13W  
 Section 10A TL 100  
 Proposal: Partition



# TENTATIVE PARTITION PLAT LOCATED IN THE NE 1/4 OF SECTION 10, TOWNSHIP 26 SOUTH, RANGE 13 WEST, W.M., COOS COUNTY, OREGON.

**NARRATIVE**  
 THE PURPOSE OF THIS SURVEY WAS TO PARTITION THE UNIT OF LAND DESCRIBED IN COOS COUNTY DEED RECORDS INSTRUMENT NUMBER 2023-07196.  
 THE PROCEDURE WAS TO LOCATE AND TO RECORD MONUMENTS PER CS NO. 19841 AND 19842 TO THEN DIVIDE THE PROPERTY INTO 2 PARCELS WHILE MAINTAINING AN EGRESS/EGRESS EASEMENT ALONG WITH WATER AND ELECTRIC UTILITY EASEMENTS IN FAVOR OF PARCEL 2.  
 I THEN MONUMENTED THE NEW PARCELS AS DIRECTED BY THE OWNER OF THE PROPERTY.  
 EQUIPMENT USED WAS A TRIMBLE 570 ROBOTIC TOTAL STATION, PEB GPS AND TSC7 DATA COLLECTOR.  
 ASSISTING PERSONNEL WERE CEDAR PATRIOT.

**BASIS OF BEARINGS**  
 THE BASIS OF BEARINGS IS ASSUMED PER CS NO. 19841

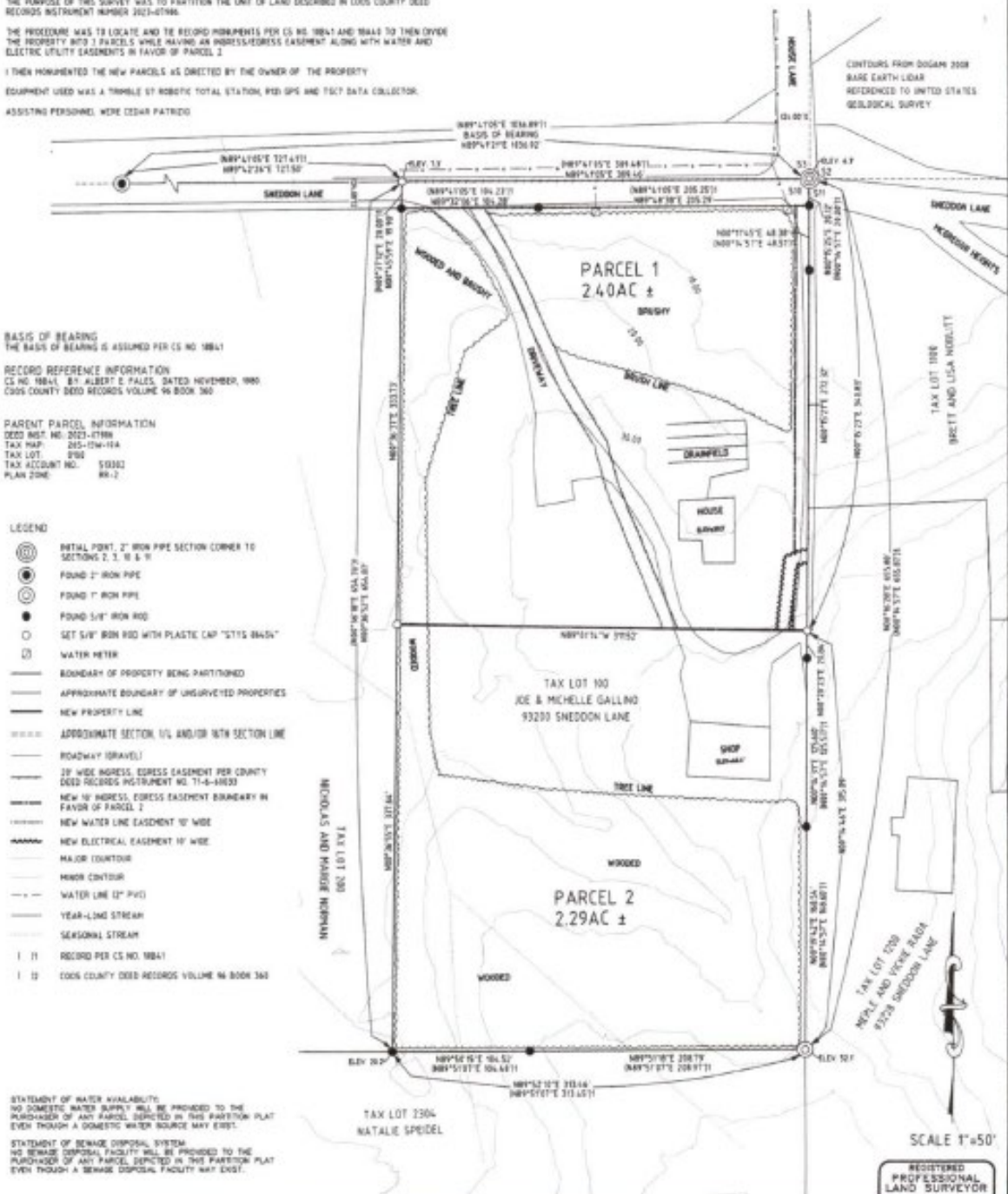
**RECORD REFERENCE INFORMATION**  
 CS NO. 19841, BY ALBERT E. FALES, DATED NOVEMBER, 1980  
 COOS COUNTY DEED RECORDS VOLUME 16 BOOK 360

**PARENT PARCEL INFORMATION**  
 DEED INSTR. NO. 2023-07196  
 TAX MAP: 205-124-114  
 TAX LOT: 890  
 TAX ACCOUNT NO.: 53932  
 PLAN ZONE: RR-2

- LEGEND**
- METAL POINT, 2" IRON PIPE SECTION CORNER TO SECTIONS 2, 3, 6 & 9
  - FOUND 2" IRON PIPE
  - FOUND 1" IRON PIPE
  - FOUND 3/4" IRON ROD
  - SET 5/8" IRON ROD WITH PLASTIC CAP "STYS BACK"
  - WATER METER
  - BOUNDARY OF PROPERTY BEING PARTITIONED
  - APPROXIMATE BOUNDARY OF UNSURVEYED PROPERTIES
  - NEW PROPERTY LINE
  - APPROXIMATE SECTION 1/4 AND/OR 1/8TH SECTION LINE
  - ROADWAY (DRIVEWAY)
  - 20' WIDE INGRESS, EGRESS EASEMENT PER COUNTY DEED RECORDS INSTRUMENT NO. 11-4-11023
  - NEW 10' INGRESS, EGRESS EASEMENT BOUNDARY IN FAVOR OF PARCEL 2
  - NEW WATER LINE EASEMENT 10' WIDE
  - NEW ELECTRICAL EASEMENT 10' WIDE
  - MAJOR CONTOUR
  - MINOR CONTOUR
  - WATER LINE 12" PVC
  - YEAR-LONG STREAM
  - SEASONAL STREAM
  - 1 11 RECORD PER CS NO. 19841
  - 1 12 COOS COUNTY DEED RECORDS VOLUME 16 BOOK 360

**STATEMENT OF WATER AVAILABILITY:**  
 NO DOMESTIC WATER SUPPLY WILL BE PROVIDED TO THE PURCHASER OF ANY PARCEL DEPICTED IN THIS PARTITION PLAT EVEN THOUGH A DOMESTIC WATER SOURCE MAY EXIST.

**STATEMENT OF SEWAGE DISPOSAL SYSTEM:**  
 NO SEWAGE DISPOSAL FACILITY WILL BE PROVIDED TO THE PURCHASER OF ANY PARCEL DEPICTED IN THIS PARTITION PLAT EVEN THOUGH A SEWAGE DISPOSAL FACILITY MAY EXIST.



REGISTERED PROFESSIONAL LAND SURVEYOR

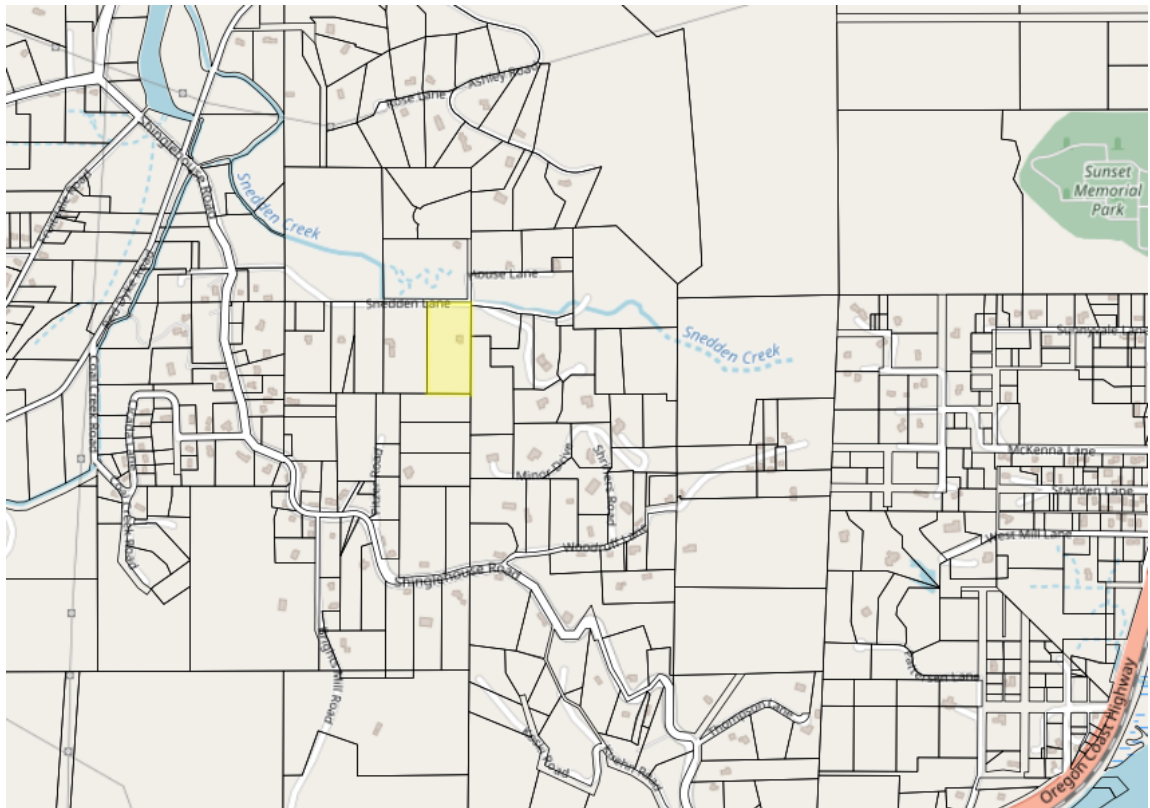
FOR REVIEW ONLY  
 OREGON  
 STEPHAN B. STYS  
 88424216  
 EXPIRES 06/30/24

	PO BOX 778 COOS BAY, OR 97420 541-234-6915 WWW.ESTABROOKLANDSURVEYING.COM	PREPARED FOR: JOE GALLINO 93200 SNEEDON LANE COOS BAY, OREGON 97420	DRAWN BY: GAC CHECKED BY: SRS JOB NO.: 2024-025 DATE: 4/15/2024 SHEET: 1 OF 1
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**EXHIBIT “C”  
STAFF REPORT  
FINDINGS OF FACT AND CONCLUSIONS**

**I. PROPOSAL AND BACKGROUND/PROPERTY HISTORY INFORMATION:**

- A. PROPOSAL:** The applicants' proposal is a request for Planning Director Approval for a two-parcel (2) partition, as provided by the Coos County Zoning and Land Development Ordinance (CCZLDO).
- B. LOCATION:** The subject property accessible off of Snedden Lane and is south of the city of Coos Bay.



**C. ZONING:** Rural Residential-2 (RR-2)

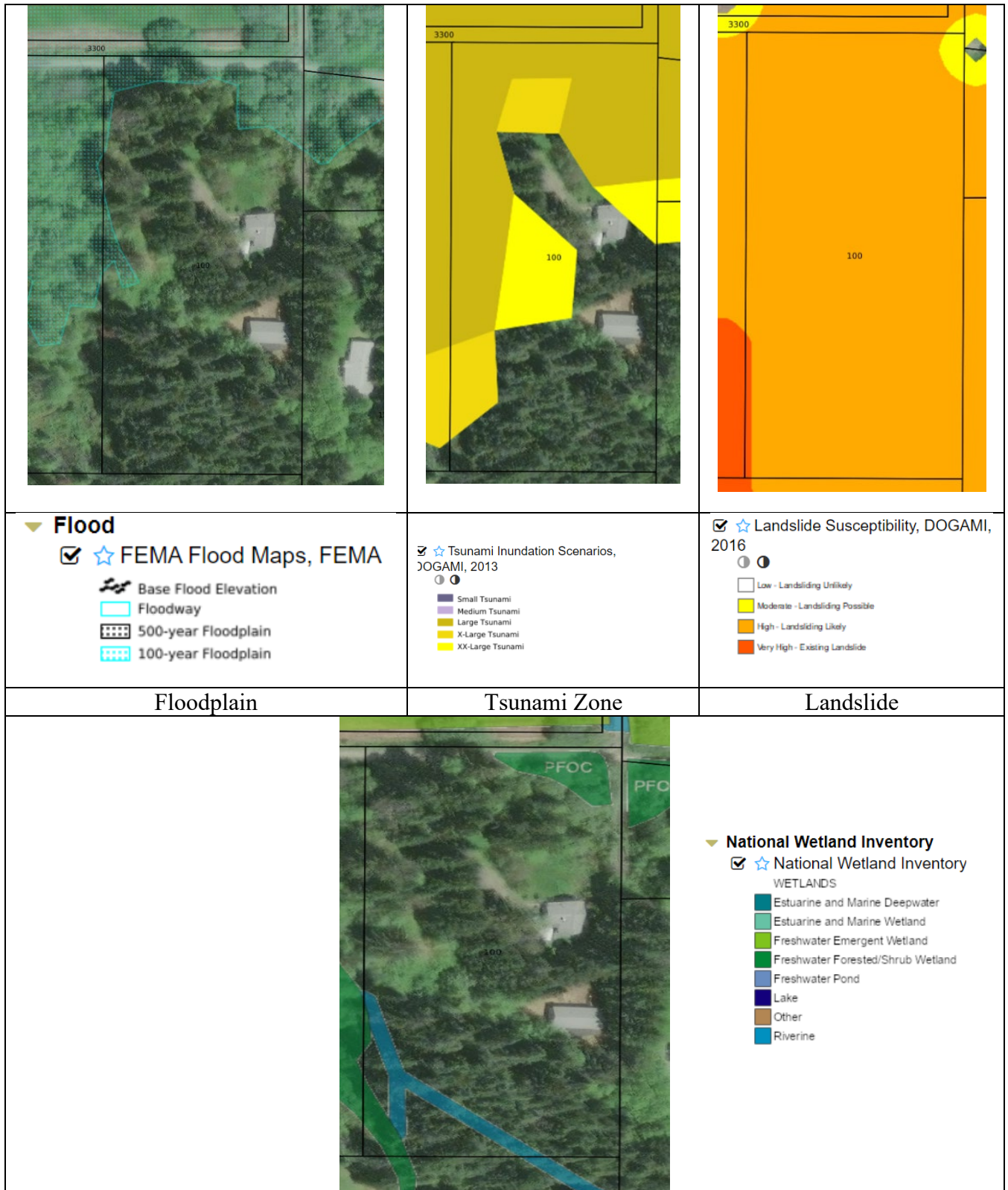
Rural Residential (RR)

There are two RR zonings: Rural Residential-5 (RR-5) and Rural Residential-2 (RR-2). The intent of the Rural Residential Districts includes justified sites plus "committed" areas. The County's plan prescribes and allocates a finite number of rural dwelling/units/acreage. The zoning ordinance will specify permitted uses and minimum lot sizes.

The purpose of the “RR-2” and “RR-5” districts are to provide for small to medium acreage dwelling sites outside of Urban Growth Boundaries, where a moderate intensity of land development is appropriate, but where urban services and facilities may not be available or necessary.

The “RR-2” district provides for continued existence of rural family life and to provide a transition of densities between urban development and exclusive agricultural and forestry uses.

**D. SITE DESCRIPTION AND SURROUNDING USES:** The subject property encompasses a total area of 4.71 acres. The property contains floodplain, wetlands, tsunami overlay zone and landslide.



The property has a history of various zoning approvals and developments. The development on this property consists of a 1964 single family dwelling and 1976 accessory structure. This is confirmed within the application that was submitted. The only permitting history shown is a 2000 Zoning Compliance Letter authorizing a septic repair/replace.

- E. **COMMENTS:** All comments are on file with the department. There were no comments received beyond the Technical Review Committee process. These comments are covered in that section of the report.

## II. **STAFF RESPONSE TO COMPLIANCE TO THE APPLICABLE CRITERIA:**

- **General Compliance: Section 1.1.300 - Compliance with Comprehensive Plan and Ordinance Provisions, and Article 6.1 - Lawfully Created Lots or Parcels.**

### ***A. COMPLIANCE PURSUANT TO SECTION 1.1.300:***

*It shall be unlawful for any person, firm, or corporation to cause, develop, permit, erect, construct, alter or use any building, structure or parcel of land contrary to the provisions of the district in which it is located. No permit for construction or alteration of any structure shall be issued unless the plans, specifications, and intended use of any structure or land conform in all respects with the provisions of this Ordinance, unless approval has been granted by the Hearings Body.*

**STAFF RESPONSE TO GENERAL COMPLIANCE:** Pursuant to the records available this property is in compliance.

### **B. SECTION 6.1.125 LAWFULLY CREATED LOTS OR PARCELS:**

*“Lawfully established unit of land” means:*

#### *1. The unit of land was created:*

- a. Through an approved or pre-ordinance plat;*
- b. Through a prior land use decision including a final decision from a higher court. A higher court includes the Land Use Board of Appeals;*
- c. In compliance with all applicable planning, zoning and subdivision or partition ordinances and regulations at the time it was created.*
- d. By a public dedicated road that was held in fee simple creating an interviewing ownership prior to January 1, 1986;*
- e. By deed or land sales contract, if there were no applicable planning, zoning or subdivision or partition ordinances or regulations that prohibited the creation.*
- f. By the claim of intervening state or federal ownership of navigable streams, meandered lakes or tidewaters. “Navigable-for-title” or “title-navigable” means that ownership of the waterway, including its bed, was passed from the federal government to the state at statehood. If a waterway is navigable-for-title, then it also is generally open to public use for navigation, commerce, recreation, and fisheries.*

**STAFF RESPONSE TO LAWFULLY CREATED LOTS AND PARCELS:** This property was lawfully created and determined to be lawfully created through a deed that was recorded prior to 1986 (Deed 76-5-6946) consistent with Section 6.1.125.1.e of the CCZLDO.

- **Development Standards: Section 4.3.230 Additional Siting Standards (2) Rural Residential (a) Minimum Lot Size (ii)**

## SECTION 4.3.230 ADDITIONAL SITING STANDARDS

This section has specific siting standards and criteria set by the zoning district for USES, ACTIVITIES and DEVELOPMENT:

- (2) *Rural Residential (RR) – The following siting standards apply to all USES, activities and development in the RR zoning districts:*
  - a. *Minimum Lot/Parcel Size:*
    - i. *5 acres in the RR-5 district*
    - ii. *2 acres in the RR-2 district*

**STAFF RESPONSE TO CRITERIA FOR PURPOSE:** The applicant has proposed to exceed the two-acre minimum parcel size. Therefore, the applicant has complied with this requirement. On the current plan the applicant has separated the dwelling and the accessory structure. This is not permitted but the applicant will submit a compliance determination to site a single-family dwelling on Parcel 2 prior to receiving the Planning Director's signature on the final plat.

- **Land Division Review: Chapter VI Lots and Parcels**

### **ARTICLE 6.2 LAND DIVISIONS**

*As authorized by law, including ORS Chapters 92, 197 and 215, subdivisions, land partitions and streets created for the purpose of partitioning land shall be approved in accordance with this Ordinance. This Article applies to all land within the unincorporated territory of the County. A person desiring to subdivide land, to partition land, or to create a street or a private road shall submit preliminary plans and final documents for approval as provided in this ordinance and state statutes.*

- *Section 6.2.375 Review of Tentative Plan:*
  1. *Distribution to Affected Bodies. The Planning Department shall furnish a copy of the tentative plan to all affected special districts and cities which have a coordination agreement with Coos County; and*
  2. *Within twenty (20) days of postmark, each city, special district and County Department receiving a copy of the tentative plan should submit a written statement to the Planning Department with respect to any matter, information, or recommendation deemed necessary for the applicant's or public's benefit.*
  3. *The Planning Department shall make copies of all written statements available to the applicant and others interested.*
  4. *Planning Director Review. The Planning Director, after reviewing the tentative plan and comments, may approve, conditionally approve, or disapprove any application. The Planning Director shall take action within forty-five (45) days of the date the application was accepted as complete, unless additional time is deemed necessary to complete the review.*
  5. *Criteria for Approval of tentative land division plan*
    - a. *A decision on the tentative land division plan application shall be made and notices shall be processed as required in Chapter 5.0 of this ordinance.*
    - b. *The preliminary plan shall be approved if the Approving Authority finds the following:*

- i. *The information required by this Article has been provided;*
    - ii. *The design and development standards this chapter have been met; and*
    - iii. *Applicable transportation standards in chapter VII have been or will be complied with;*
    - iv. *Minimum parcel/lot sizes and requirements have been complied with for the zoning district.*
    - v. *If the preliminary plan provides for development in more than one phase, the Approving Authority makes findings and conclusions that such phasing is necessary due to the nature of the development, and that the applicant will be able to comply with the proposed time limitations.*
  - c. *In granting tentative approval, the Approving Authority may impose conditions of approval deemed necessary to carry out the Comprehensive Plan and the provisions of this ordinance. Such conditions may include the construction of offsite public improvements, or money equivalent, deemed necessary, either immediately or in the future, as a result of the proposed development and shall be reasonably conceived to fulfill public needs emanating from the proposed development in the following respects:*
    - i. *Protection of the public from the potentially deleterious effects of the proposed development; or*
    - ii. *Fulfillment of the need for public service demands created by the proposed development.*
6. *Conditional Approval. The Planning Director may impose special conditions upon the approval of a tentative plan when it is established that such conditions are necessary to protect health, safety or welfare. Conditions may include but are not limited to the following:*
- a. *roadway and plat design modifications;*
  - b. *utility design modifications;*
  - c. *conditions deemed necessary to provide safeguards against documented geologic hazards;*
  - d. *other conditions deemed necessary to implement the objectives of the Comprehensive Plan.*
7. *Effective Date. Unless the action of the Planning Director is appealed, the action shall be effective upon the expiration of the appeal period pursuant to Article 5.8. Following approval of a tentative plan, the applicant may proceed with preparation of any required construction drawings. Development as per the tentative plan may yet be subject to approval of the supplemental information as required by Section 6.5.250(5) and approval of construction drawings as required by Section 6.5.350. [OR-92-07-012PL]*
8. *Duration of Preliminary Subdivision Plan Approval*
- a. *Approval of a preliminary subdivision plan shall be valid for twenty-four (24) months from the date of approval of the preliminary plan, provided that if the approved preliminary plan provides for phased development, the approval shall be valid for the time specified for each phase. Each phase shall be valid for an additional twenty-four (24) months from the date of approval of the preliminary plan. For example if there were three phases each phase has 24 months from the date of the decision of the prior*

*phase (decision of the first phase was on 10/11/13 then phase two has until 10/11/15 and phase three would have until 10/11/17 to be completed).*

*An applicant may choose to set a lesser time limit but this represents the maximum time allowed for phasing.*

- b. If any time limitation is exceeded, approval of the tentative plan, or of the phase of the preliminary tentative plan, and any subsequent phases, shall be void. Any subsequent proposal by the applicant for division of the property shall require new Administrative Action.*

9. *Granting of Extensions.*

- a. An applicant may request an extension of the validity of a tentative land division plan approval or, if the preliminary plan provides for phased development, an extension of the validity of a tentative approval with respect to the phase the applicant is then developing. Such request shall be considered a Ministerial Action and shall be submitted to the Director, in writing, prior to expiration of such approval, stating the reason why an extension should be granted.*
- b. The Director may grant an extension of up to twelve (12) months in the validity of a tentative plan approval or, if the tentative plan provides for phased development, an extension of up to twelve (12) months in the validity of a tentative plan approval with respect to the phase then being developed, if it is determined that a change of conditions, for which the applicant was not responsible, would prevent the applicant from obtaining final plat approval within the original time limitation.*

**STAFF RESPONSE TO CRITERIA:** The Planning Staff distributed copies of the tentative plan to all relevant special districts and cities that have a coordination agreement with Coos County, as required. This ensures that all affected parties are informed and have the opportunity to review the plan.

Comments were received from Coos Health and Wellness Environmental Health, stating that no comments were needed as the Coos Bay North Bend Water Board will serve the property; the Coos County Surveyor's Office, regarding platting and survey requirements; and the Assessor's Office, regarding mapping and taxes. The County Road Department did not provide written comments but participated in the Technical Review Committee meeting.

Staff provided copies of all written statements received at the Technical Review Committee meeting on July 9, 2024.

The Director reviewed the application, tentative plan, and all submitted comments, conditionally approving the plan after the Technical Review Committee meeting.

The Director, acting as the Approving Authority, determined that not all necessary information was provided, resulting in the imposition of conditions. Therefore, special conditions were applied where necessary to protect health, safety, and welfare, including modifications to roadway and plat design, utility design, and safeguards against geologic hazards. These conditions aligned with the objectives of the Comprehensive Plan. All issues were raised with the applicant's surveyor at the Technical Review Committee meeting.

The action of the Director will become effective upon the expiration of the appeal period, as defined in the notice of decision, unless an appeal is filed. Following approval, the applicant

**proceeded with the preparation of required construction drawings and the development process based on the tentative plan.**

**The approval of the preliminary plat is valid for 24 months, with specific timelines adhered to for phased developments. Any phase that exceeds the time limitation is subject to new Administrative Action as required. If a final plat cannot be completed and filed as required, an extension may be granted for up to 12 months when applicants provide valid reasons for delays beyond their control. Extensions are granted in accordance with the stipulated procedures.**

**The staff has adhered to all requirements of Section 6.2.375 in the review and approval process of the tentative plan. All steps were conducted in compliance with the ordinance, ensuring a thorough and lawful process.**

*SECTION 6.2.575 Land Division Technical Review Committee:*

- 1. Establishment. The land division Technical Review Committee (TRC) is established to act in a technical review capacity for the Board of Commissioners, and is authorized to perform such functions as provided for in this Ordinance. The TRC shall meet within 30 days of the application being deemed complete. The TRC shall consist of the following members or their duly authorized representatives:
  - a. Director or Planning Staff Member, who shall serve as Chair;*
  - b. Director – County Public Works (i.e., Roadmaster);*
  - c. County Surveyor;*
  - d. County Assessor;*
  - e. County Counsel;*
  - f. Health Department Staff (water and sanitation issues);*
  - g. County Planning Commission Chairman;*
  - h. Department of Environmental Quality (DEQ);*
  - i. Oregon Department of Transportation (if access is proposed from a state facility)*
  - j. Representative of Affected City (if located in an urban growth area); and*
  - k. Representative of Affected Special District.**
- 2. Responsibility of TRC. The TRC shall examine all tentative (preliminary) partition plats, subdivision plats, and planned unit development plats, and assist the Planning Director in rendering a decision relating to the approval, conditional approval, or disapproval of said applications. In case of a variance request, the TRC shall form a committee recommendation to the Planning Director. The applicant shall be given notice of any TRC meeting pertaining to his or her request. In the event a committee member is unable to attend the meeting written comments should be made prior the meeting.*

**STAFF RESPONSE TO CRITERIA: Members of the Technical Review Committee (TRC) met on July 9, 2024, to review Sections 6.2.400 through 6.2.550. The purpose of this review was to evaluate these sections in relation to the specific applications under consideration. The members present were Planning Staff, the Roadmaster, the County Surveyor, and staff from the County Assessor’s Office.**

**The TRC is responsible for examining all tentative (preliminary) partition plats, subdivision plats, and planned unit development plats. The committee assists the Planning Director in making**

decisions regarding the approval, conditional approval, or disapproval of these applications. In cases involving a variance request, the TRC makes a recommendation to the Director.

The Director has the authority to impose special conditions on the approval of a tentative plan when it is determined that such conditions are necessary to protect health, safety, or welfare. These conditions may include, but are not limited to, the following:

- a. Modifications to roadway and plat design;
- b. Modifications to utility design;
- c. Safeguards against documented geologic hazards;
- d. Other conditions deemed necessary to implement the objectives of the Comprehensive Plan.

During the TRC meeting, all conditions are discussed and will become conditions of approval. Applicants are given notice of any TRC meeting related to their request to ensure they have the opportunity to be informed and involved in the process. If a TRC member is unable to attend a scheduled meeting, they are encouraged to submit written comments prior to the meeting to ensure their input is considered.

The TRC reviews the plat in the following format:

#### **1. Roadway and Utility Design Modifications Required**

- a. Access requirements: Each proposed unit of land must have access via a county road. The access should extend to the nearest public road, whether a publicly dedicated road or highway. A local access road can provide this access only if it was open to public use as of January 1, 1986, and remains unrestricted. The local access road must meet the private road standards outlined in Article VII. However, if the road serves, or could in the future serve, more than three units of land in an urban unincorporated area or more than ten units of land in a rural residential area, the finished top surface width must be at least 18 feet, and turnouts will not be required.
  - i. If access is to a state highway, ODOT will be asked to participate.
  - ii. If access is from a city street, the city will be asked to participate.
  - iii. Panhandles may be allowed.
- b. Road standards:
  - i. Grading must be performed, and drainage facilities installed (e.g., French drains, catch basins, etc.).
  - ii. Street and road standards must conform to the improvements outlined in Chapter VII.
  - iii. Sidewalks, pedestrian paths, and bicycle ways are required when applicable.
  - iv. Slope easements are necessary when the right-of-way slope extends outside the normal right-of-way.
- c. Utility easements reviewed.
- d. Road naming if required.

The TRC has reviewed the access, which will involve a new private easement that will branch off another private easement known as Sneddon Lane. Sneddon Lane connects to Horse Lane, which is a public local access road. It appears that the current access to Parcel 1 will remain as a driveway solely serving the existing dwelling, while a new access and driveway will be created to serve Parcel 2. There may be additional floodplain requirements if further work on Sneddon Lane

is necessary to accomplish this development. The table below explains the driveway and road standards.

MINIMUM STANDARDS FOR NEW ROADS AND DRIVEWAYS IN RURAL TABLE 7.2 A

Classification of Roadway	Figure # Typical Cross-section	Average Daily Traffic	Right-of-Way Width	Sub grade Width	All-Weather Travel Surface	Construction		Maximum Grade	Centerline Maximum Degree of Curvature	Vertical Unobstructed Clearance	Minimum Access spacing
						Compacted Rock Depth	Asphalt Concert Depth				
Driveways	1	-	-	14'	12' (20' apron if intersects major collector or Arterial)	-	2" Optional	18%	-	50'/200'	-
Roadways serving a maximum of 3 dwelling units	2	0-150	40'	16'	12'	8" Min	2" Optional	18%	56 deg	13.5'	50'/200'

There was no parking or traffic plan submitted for review. As a result, this will be a condition of approval to determine if any additional road standards are required. The Roadmaster did not request any additional sidewalks or improvements. The large tentative plat was not provided, making it difficult to cover all requirements. An easement will need to be provided for access to Parcel 2, which must meet the panhandle standards. Under general lot standards, the minimum street frontage should be at least 30 feet. If the driveway will serve as access to more than one dwelling, it will need to meet the 40-foot requirement.

**Plat and Design Modifications Needed:**

- a. Survey standards (Chapter VIII)
- b. Map numbers and easements shown
- c. Lots and parcels must meet minimum lot standards
- d. Street frontage requirements (panhandle may be allowed)
- e. Urban Growth Boundary requirements
- f. Dimensional standards
- g. Any legal description concerns
- h. Other design and plat modifications not covered above

The Technical Review Committee (TRC) has completed its review of the plat and design for the proposed development and identified necessary corrections and actions.

The road will need to be monumented, and hazards must be shown on the plat. The draft final plat should be circulated through the department before submission to allow for any additional comments.

Before the Roadmaster can sign the plat, the road and access standards for land divisions need to be fully addressed. The TRC also noted that the initial point, legal description, and signature block must be accurately located on the final plat.

The access to Parcel 2 will need to be drawn as a panhandle to meet the street frontage requirement. The acreage will need to be adjusted with Parcel 1 to show the 30 feet removed from Parcel 1.

The final plat will need to be drawn to meet the standards of Section 6.2.800.

- 1. Geologic hazards that need to be considered.

- a. **Natural Hazards platted and considered during development**
- b. **Erosion prevention when necessary (cuts and fills for roads)**

**The Technical Review Committee (TRC) has completed its review for geological hazards and the property is located in the Landslide area. Only the highest landslide area is required to be shown and it is very small area. The property is also in a floodplain and tsunami overlay. All hazards shall be depicted in the notes on the final plat. Erosion measures do not appear to be needed for any of the driveway or access development.**

**Therefore, this criterion has been addressed.**

**2. Other conditions**

- a. **Taxes**
- b. **Health and safety (water and sewer)**
  - i. **Required to provide proof of adequate supply of potable water (6.2.550)**
  - ii. **Sewage disposal system information provided and complies with state law.**
- c. **Other items necessary for approval**

**The Technical Review Committee (TRC) has completed its review for other conditions and found if the tax statements have not been mailed by the time the final plat is submitted for approval, then pre-payment of taxes will still be required before the Assessor can sign the plat. There is a potential for additional tax on this property. Additionally, a processing fee of \$300.00 will be required before the Assessor signs the final plat.**

**Under the health and safety requirements, the applicant must demonstrate that potable water and the sewage disposal system comply with state law. A letter from Coos Bay-North Bend Waterboard is required.**

**The Environmental Health (EH) office has no objections to the proposed partition.**

**Therefore, the TRC did not find any other issue that needed to be addressed. All final plats shall be completed in accordance with Section 6.2.800 Final Plat Regulations.**

**III. CONCLUSION:**

After a thorough review, the land division request has been found to comply with all applicable zoning and land development standards as outlined in the Coos County Comprehensive Plan and Implementing Ordinance. The proposal meets the criteria for density, lot area, and dimensional standards of the Coos County Zoning and Land Development Ordinance and Transportation System Plan. All special development considerations and overlays have been properly identified and addressed.

The application was deemed complete following a detailed evaluation by the Technical Review Committee (TRC) even though the missing information was not provided, (July 9, 2024) and the staff has worked diligently to ensure that the process remains within statutory timelines. The final decision will be rendered by October 8, 2024, in accordance with the 150-day deadline, even though the review happened the application was not complete. Following the completion of the appeal period, the applicant will be required to submit a final partition plat in compliance with Section 6.2.800.

Overall, the proposed land division aligns with county development policies and objectives subject to the conditions outlined in this report.

#### **IV. NOTICE OF DECISION**

A notice of decision will be provided to property owners within 250 feet of the subject properties and the following agencies, special district, or parties: Libby RFPD, Port of Coos Bay and Coos Bay School District.

The following will receive the decision and all attachments: Property Owners and the Surveyor.

The following will receive the decision and all the attachments through email delivery: Applicant's Surveyor; Board of Commissioners; Planning Commission; Department of Land Conservation and Development; County Road Department; County Surveyor; County Assessor; and Oregon Department of Transportation.