



Coos County Community Development

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TECHNICAL REVIEW COMMITTEE (TRC) MEETING AGENDA

Thursday, November 12, 2026 | 8:30 a.m. – 10:30 a.m.
Scheduled Application Reviews

1. 8:30 – 9:00 a.m. | P-26-003

Proposal: Tentative two-parcel partition

Property owner: School District 13

Location: T24S R13W Section 11, Tax Lot 900

Access / existing conditions: Viking Lane; existing school and related outbuildings

2. 9:00 – 9:30 a.m. | P-26-005

Proposal: Tentative two-parcel partition

Property owner: Bandon Coast Living LLC

Location: T29S R15W Section 12, Tax Lot 600

Access / existing conditions: Beach Loop Road; described as undeveloped forest property

3. 9:30 – 10:00 a.m. | SUB-26-001

Proposal: Tentative 11-lot Cedar Ridge subdivision

Property owner: Benjamin and Teresa Huff

Location: T26S R13W Section 2C, Tax Lot 206

Access / existing conditions: Access proposed through Cedar Crest subdivision

4. 10:00 – 10:30 a.m. | SUB-26-002

Proposal: Tentative 16-lot subdivision; new public street and water/sewer extensions

Property owner: 91139 Cape Arago LLC

Location: T25S R13W Section 30, Tax Lot 5200

Access / existing conditions: Grinnell Lane; demolition of existing structures proposed

Copies of the applications and tentative maps are provided for committee review. The following applications are scheduled for Technical Review Committee (TRC) consideration on Thursday, November 12, 2026, in 30-minute intervals. Applicants and their surveyors/representatives will be copied on this notice. The land division 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 the Ordinance. 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.
- l. Affected Utility Companies
- m. Special Assessment

The responsibility of the TRC is to 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 to the meeting.

Notice provided to TRC member and property owners, applicants, surveyors, and consultants identified below. Verify addresses and roles before distribution.

- **P-26-003**

Owner: School District 13 (owner) — info@nbend.k12.or.us

Applicant: Bonneville Power Administration (applicant) —

Surveyor / consultant: Charles Kanzig (DOWL; contact) — nkanzig@DOWL.com

- **P-26-005**

Owner: Bandon Coast Living LLC (owner); Russ Harris (applicant) — harris.russ@gmail.com

Surveyor / consultant: Clyde F. Mulkins (Mulkins & Rambo LLC) — mandrllc@frontier.com

- **SUB-26-001**

Owner: Benjamin and Teresa Huff (owners) — kiethhuffdmd@gmail.com

Applicant: Doug Backman (applicant) — dougbackmanconstructioninc@hotmail.com

Surveyor / consultant: Clyde F. Mulkins (Mulkins & Rambo LLC) — mandrllc@frontier.com

- **SUB-26-002**

Owner: 91139 Cape Arago LLC (owner) — jmlucatero@gmail.com

Applicant: Oregon Architecture (applicant) — mark@oregonarchitecture.biz

Surveyor / consultant: Mark McKechnie (consultant; surveyor not confirmed) — mark@oregonarchitecture.biz

COMMUNITY DEVELOPMENT TENTATIVE REVIEW

ITEMS MISSING OR REQUIRING CORRECTION / VERIFICATION FOR

➤ PARTITION P-26-003

Item	Required clarification or correction	Applicable criterion
1.	Provide an easement exhibit or clear cross-reference identifying the location and effect of recorded access, utility and waterline easements on both resulting parcels.	§6.2.350; §6.2.500
2.	Establish that Viking Lane provides legally adequate access for the proposed parcel and anticipated use.	§6.2.475
3.	Obtain Roadmaster comments on Viking Lane's roadway classification, construction standards, maintenance and anticipated traffic.	§6.2.550(5); Chapter VII
4.	Provide or verify written confirmation of adequate potable water service from the Coos Bay–North Bend Water Board.	§6.2.550(1)
5.	Obtain Onsite comments addressing sewage disposal feasibility and any necessary site evaluation or plat notation.	§6.2.550(2)
6.	Clarify how drainage from proposed paved, parking and storage areas will be managed.	§6.2.550(3)–(4)
7.	Confirm whether any mapped natural hazards, wetlands, drainageways or other protected resources affect the proposed parcel.	§6.2.350; §6.2.550

➤ PARTITION P-26-005

Item	Required clarification or correction	Applicable criterion
1.	Provide evidence supporting an adequate potable water supply, or clarify and substantiate any requested waiver.	§6.2.550(1)
2.	Obtain Roadmaster review of the proposed 60-foot access easement and required roadway improvements.	§§6.2.475, 6.2.550(5), Chapter VII
3.	Clarify whether the proposed partition is a single two-parcel division or part of a phased land division.	§6.2.350(3)
4.	Confirm legal access rights and provide proposed easement and maintenance provisions for Parcel 2.	§§6.2.475, 6.2.500
5.	Confirm whether stream protection, drainage or natural hazard standards apply to either proposed parcel or the access improvements.	§§6.2.350, 6.2.550
6.	Confirm the required septic notation and any necessary Onsite review for the proposed parcels.	§6.2.550(2)

➤ **SUBDIVISION SUB-26-001**

Item	Required Information or Correction	Applicable Criteria
1.	Demonstrate adequate potable water supply for all 11 lots. The map identifies two existing wells producing a reported combined 41 GPM and states that a community water system is proposed. Provide the required evidence of water quantity and quality, including the applicable test-well and hydrology documentation. Clarify the system design, regulatory approvals, and ongoing maintenance arrangements.	§6.2.550(1); §6.2.800(3)(p)
2.	Verify sewage disposal compliance. The map states that no sewage disposal facility will be provided to purchasers. Confirm that this notation satisfies the applicable tentative plat requirements and obtain Onsite review to determine whether additional evidence of septic suitability is necessary for the proposed residential lots.	§6.2.550(2); §6.2.800(3)(q), where applicable
3.	Obtain Roadmaster review of Cedar Ridge Road and the existing access network. The map depicts a proposed 60-foot right-of-way for Cedar Ridge Road and access through Cedar Crest Subdivision. Determine applicable roadway classification, construction standards, grades, surfacing, drainage and required improvements.	§6.2.475; §6.2.550(5); Chapter VII
4.	Verify legal access through Cedar Crest Subdivision. Confirm that recorded rights-of-way and dedications provide continuous legal access from the County road system to all 11 proposed lots. Determine whether existing roads must be improved to accommodate the subdivision.	§6.2.475; Chapter VII
5.	Clarify the status of the proposed subdivision road. Determine whether Cedar Ridge Road will be dedicated for public use or remain privately owned and maintained. If private, provide applicable restrictions, maintenance agreements and covenants.	§6.2.350(2)(b)(iii); §6.2.475(2); Chapter VII
6.	Clarify existing utilities and drainage facilities. The map identifies culverts and wells, but does not fully establish the locations, sizes and grades of all existing utilities and drainage facilities within or immediately adjoining the subdivision. Provide additional information where applicable.	§6.2.350(2)(a)(ix)
7.	Verify natural features and hazards. The map provides topographic information. Confirm whether watercourses, wetlands, hazards, unstable slopes or other regulated natural features affect the proposed lots or road improvements.	§6.2.350(2)(a)(xiv); §6.2.475(3)
8.	Evaluate stormwater drainage. Determine whether the proposed subdivision road, culverts and residential development require additional drainage improvements to prevent adverse impacts to adjoining properties or existing drainage facilities.	§6.2.550(3)–(4)

9.	Provide proposed covenants and maintenance provisions. Clarify whether covenants will address the community water system, private roads, shared utilities or other common infrastructure. Submit draft documents where applicable.	§6.2.350(2)(a)(xiii); §6.2.475(2)(b); §6.2.800(3)(r)–(s)
10.	Clarify public dedications and common areas. Identify any land or facilities proposed for public dedication or common ownership and provide the required dimensions, purposes and restrictions.	§6.2.350(2)(a)(x)
11.	Confirm subdivision phasing. Determine whether all 11 lots will be developed in one phase. If phased development is proposed, identify phase boundaries and applicable final plat schedules.	§6.2.350(3)(a)
12.	Evaluate erosion prevention. Determine whether proposed road construction, clearing or grading requires erosion control measures, particularly near drainage facilities or slopes.	§6.2.550(7)
13.	Obtain fire protection comments. Confirm emergency vehicle access, roadway turnaround requirements and any applicable fire protection standards for the proposed subdivision.	§6.2.475; §6.2.550(5); applicable fire standards
14.	Establish conditions for final plat approval. Include requirements for water availability, community water system maintenance, roadway improvements, recorded easements, covenants, monumentation and construction or bonding of required improvements.	§6.2.800

Additional observations from the correct map

One additional point deserves attention: §6.2.800(3)(p) requires specific evidence for individual or community well supplies, including test-well production and a hydrology report. For 11 lots, the ordinance's one-well-per-five-lots provision may require at least three qualifying test wells if that option applies. The map currently identifies two. This should be addressed with the applicant and the appropriate reviewing authority before concluding that the proposed water supply complies

➤ SUBDIVISION SUB-26-002

Item	Required Information or Correction	Applicable Criteria
1.	Submit the correct deed and current property report for Tax Lot 5200. The deed included on pages 18–19 describes Lots 8, 9 and 10, Block 5, Plat of Charleston, with tax lots in Township 26 South, Range 14 West. It does not establish ownership of the Grinnell Lane property. Provide the recorded deed and a property/title report less than six months old identifying ownership, liens, easements, restrictions and rights-of-way affecting the proposed subdivision.	§6.2.350(2)(a)(iv), (xi), (xv)
2.	Verify that all 16 lots satisfy the UR-2 minimum lot area and dimensional requirements. The tentative drawings identify lots ranging from approximately 5,087 to 6,147 square feet. The applicant states that the minimum is 5,000 square feet.	§6.2.525(1), (2), (5); applicable UR-2 development standards

	However, confirmation of the minimum width, depth, frontage and setbacks. Because the lots are relatively close to the stated minimum, confirm that no required lot area is being counted toward another use contrary to the urban lot-area provisions.	
3.	Obtain Roadmaster review and approval of the proposed public street. The application proposes a new street within a 60-foot right-of-way connecting to Grinnell Lane. The preliminary street plans include roadway profiles and associated drainage infrastructure. Confirm that the proposed street classification, pavement width, sidewalks, grades, intersection design and turnaround satisfy the applicable urban road standards.	§6.2.350(2)(b)(ii); §6.2.550(5)–(6); Chapter VII
4.	Verify legal access and proposed public dedication. The application identifies Grinnell Lane as the existing public road and proposes a new public street. Confirm the legal status and width of Grinnell Lane, the proposed street dedication, and whether any additional right-of-way or frontage improvements are necessary.	§6.2.350(2)(a)(viii), (x); §6.2.475; Chapter VII
5.	The preliminary drawings show proposed water connections, individual meters and fire hydrants. Obtain documentation from the Coos Bay–North Bend Water Board confirming that adequate capacity and an approvable connection are available for all 16 lots.	§6.2.350(2)(b)(vii); §6.2.550(1)
6.	The plans depict a proposed sanitary sewer extension, manholes and individual service laterals. Obtain confirmation from Charleston sewer service provider that the proposed 16-lot development can be served and that the proposed connection, pipe sizes, grades and capacity are acceptable.	§6.2.350(2)(a)(ix), (b)(vii); §6.2.550(2)
7.	Resolve the proposed utility easement widths. The civil utility drawings identify 10-foot public utility easements along portions of the proposed lots. Section 6.2.500(2) generally requires utility easements for water mains, sewers and electrical lines to be at least 15 feet wide, except for the specified pole tieback exception. Clarify whether these are easements subject to that requirement, whether utilities are located within public rights-of-way, and whether the proposed easements require revision.	§6.2.350(2)(a)(xi); §6.2.500(2)
8.	Demonstrate adequate stormwater management and drainage discharge. The engineering plans identify storm drain pipes, catch basins, manholes and an outfall. Provide sufficient documentation to establish that the proposed drainage system has adequate capacity, that the discharge location is lawful, and that the development will not create adverse drainage impacts to adjoining properties or public facilities. Obtain the appropriate reviewing agency's approval of the drainage design.	§6.2.350(2)(a)(ix); §6.2.550(3)–(4)

9.	Verify the required tentative plat information. The submitted civil drawings include a sheet titled Tentative Plat, along with grading, street and utility plans. Confirm that the tentative plat itself, or clearly referenced accompanying sheets, identifies all required information, including adjacent ownership, zoning and Comprehensive Plan designation, natural features, existing easements, public dedications and applicable restrictions.	§6.2.350(1)–(2)
10.	Clarify the proposed subdivision name. The application narrative describes the subdivision but does not clearly establish a proposed subdivision name. Confirm that the name is shown on the tentative plat and is acceptable for recording purposes.	§6.2.350(2)(b)(i)
11.	Confirm pedestrian and bicycle improvements. Because the subdivision is in an urban residential zoning district, determine whether sidewalks, pedestrian connections or bicycle facilities are required. Confirm that the proposed street cross-section and improvements comply with the applicable urban transportation standards.	§6.2.350(2)(b)(vi); §6.2.500(3); §6.2.550(6); Chapter VII
12.	Clarify proposed restrictions and covenants. Provide drafts of any covenants, restrictions or maintenance agreements affecting the subdivision, including any privately maintained stormwater facilities or common infrastructure. If none are proposed, confirm that in writing.	§6.2.350(2)(a)(xiii)
13.	Verify existing structures and demolition requirements. The applicant states that existing structures will be demolished. Confirm the location of existing structures, required demolition permits, utility disconnections and whether any structures or improvements must be removed before final plat approval. Demo permits are required.	§6.2.350(2)(a)(viii); §6.2.375(5)
14.	The preliminary grading plan identifies proposed finished-floor elevations and changes to existing grades. Confirm that the proposed grading provides adequate drainage and identify required erosion control measures during construction.	§6.2.550(3), (7)
15.	Determine whether the property is affected by wetlands, drainageways, unstable slopes or other natural features requiring additional review. The submitted grading information does not independently establish the absence of regulated hazards. This is in a Tsunami area that will require signs.	§6.2.350(2)(a)(xiv); §6.2.475(3)
16.	Clarify development phasing. Confirm whether all 16 lots and the associated public improvements will be developed in one phase. If multiple phases are proposed, provide phase boundaries and proposed final plat schedules.	§6.2.350(3)

17.	Obtain fire protection review. The preliminary utility plan identifies two proposed fire hydrants. Obtain comments from the applicable fire authority regarding hydrant locations, fire flows, emergency access, street design and turnaround requirements.	§6.2.550(1), (5); applicable fire protection standards
18.	Establish final plat and improvement conditions. Require the final plat to conform to the approved tentative plan and address street dedication, approved utility connections, drainage facilities, easements, required improvements or bonding, monumentation and applicable agency approvals.	§6.2.800; §6.2.825