

LAND USE PERMIT APPLICATION – BALANCE OF COUNTY  
COOS COUNTY PLANNING DEPARTMENT

COMPLETED BY STAFF

Received By: <u>UMB</u>	<input type="checkbox"/> COMP PLAN AMENDMENT
Date Submitted: <u>11/20/19</u>	<input type="checkbox"/> ZONE CHANGE
Application No.: <u>AC 019-048 + D19-007</u>	<input type="checkbox"/> TEXT AMENEDMENT
Fee: <u>1632<sup>00</sup></u>	<b>CONDITIONAL USE REVIEW</b>
Fee Paid: <u>1632<sup>00</sup></u>	<input type="checkbox"/> HEARINGS BODY
Receipt No.: <u>214435</u>	<input type="checkbox"/> ADMINISTRATIVE
	<input type="checkbox"/> VARIANCE
	<input type="checkbox"/> LAND DIVISION *
	<input type="checkbox"/> HAZARD REVIEW *
	<input type="checkbox"/> FARM OR FOREST REVIEW *
	<input type="checkbox"/> FAMILY/MEDICAL HARDSHIP*
	<input type="checkbox"/> HOME OCCUPATION/COTTAGE INDUSTRY
	<b>*Supplemental Application required</b>
	STAFF NOTES:

Please type or clearly print all of the requested information below. Please be sure to include any supplemental application for if required.

I. APPLICANT

Name: Rhonda Holtby  
Mailing Address: P.O. Box 891  
City Burns State OR Zip 97720  
Daytime Phone 541.413.0449  
Email: rhonda.holtby@burnspainte-nsn.gov

II. OWNER(S)

Name: Rhonda Benjamin Holtby  
Mailing Address: P.O. Box 891  
City Burns State OR Zip 97720  
Daytime Phone 541.413.0448  
541.216.9022  
Email: rhonda.holtby@burnspainte-nsn.gov  
ben.holtby@gmail.com

III. PROPERTY - If multiple properties are part of this review please check here  and attached a separate sheet with property information.

Location or Address: 63433 Sea Spray Dr., Coos Bay OR 97420  
No. Acreage 0.83 acres Tax Acct.

Township: 26S Range: 14 Section: 01 1/4 Section: "DB" 1/16 Section: 3 Tax lot: 300

Zone:

Water Service Type: Well

Sewage Disposal Type:

School District: Coos Bay School District

Fire District: Charleston Fire District

IV. REQUEST SUMMARY (Example: "To establish a template dwelling in the Forest Zoning District.")

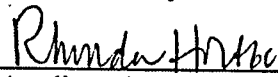
V. ATTACHED WRITTEN STATEMENT. With all land use applications, the "burden of proof" is on the applicant. It is important that you provide information that clearly describes the nature of the request and indicates how the proposal complies with all of the applicable criteria within the Coos County Zoning and Land Development Ordinance (CCZLDO). You must address each of the Ordinance criteria on a point-by-point basis in order for this application to be deemed complete. A planner will explain which sections of the Ordinance pertain to your specific request. The information described below is required at the time you submit your application. The processing of your application does not begin until the application is determined to be complete. An incomplete application will postpone the decision, or may result in denial of the request. Please mark the items below to ensure your submittal is complete.

Application Check List: Please make off all steps as you complete them.

- A.  A written statement of intent, attached to this application, with necessary supporting evidence which fully and factually describes the following:
1.  A complete explanation of how the request complies with the applicable provisions and criteria in the Zoning Ordinance. A planner will explain which sections of the Ordinance pertain to your specific request. You must address each of the Ordinance criteria on a point-by-point basis in order for this application to be deemed complete.
  2.  A description of the property in question, including, but not limited to the following: size, vegetation, crops grown, access, existing buildings, topography, etc.
  3.  A complete description of the request, including any new structures proposed.
  4.  If applicable, documentation from sewer and water district showing availability for connection.
- B.  A plot plan (map) of the property. Please indicate the following on your plot plan:
1.  Location of all existing and proposed buildings and structures
  2.  Existing County Road, public right-of-way or other means of legal access
  3.  Location of any existing septic systems and designated repair areas
  4.  Limits of 100-year floodplain elevation (if applicable)
  5.  Vegetation on the property
  6.  Location of any outstanding physical features
  7.  Location and description (paved, gravel, etc.) of vehicular access to the dwelling location
- C.  A copy of the current deed, including the legal description, of the subject property. Copies may be obtained at the Coos County Clerk's Office.

I certify that this application and its related documents are accurate to the best of my knowledge. I am aware that there is an appeal period following the date of the Planning Director's decision on this land use action. I understand that the signature on this application authorizes representatives of the Coos County Planning Department to enter upon the subject property to gather information pertinent to this request. If the application is signed by an agent, the owner's written authorization must be attached.

If this application is refereed directly to a hearings officer or hearings body I understand that I am obligated to pay the additional fees incurred as part of the conditions of approval. I understand that I/we are not acting on the county's behalf and any fee that is a result of complying with any conditions of approval is the applicants/property owner responsibility. I understand that conditions of approval are required to be complied with at all time and an violation of such conditions may result in a revocation of this permit.

  
\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Applicant/Owner Signature

Date Received: \_\_\_\_\_  
Receipt # \_\_\_\_\_

## COOS COUNTY ROAD DEPARTMENT



### ACCESS/DRIVEWAY/ROAD/ PARKING VERIFICATION PERMIT

THIS FORM NEEDS TO BE SUBMITTED TO COOS COUNTY PLANNING DEPARTMENT  
225 N. ADAMS STREET OR MAILED TO: 250 N. BAXTER, COQUILLE OR 97423

**All new and replacement dwellings, commercial or industrial development requires this form.  
Other development may require verification of access.**

Payment for this permit can be submitted to the Cos County Planning Department in the form of cash or check

For Office Use Only: FILE # \_\_\_\_\_

FEE: \_\_\_\_\_

Applicant/Agent (print name): David Douglas - Vacasa, LLC

Mailing address: PO Box 1338, Boise ID 83701-1338

Phone: 458-209-7232

Email: david.douglas@vacasa.com

Land Owner (print name): Benjamin Holtby

Mailing address: PO BOX 891 Burns, OR 97720

Phone: 541-216-9022

Email: ben.holtby1@gmail.com

#### LOCATION

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

63433 Sea Spray Dr, Coos Bay, OR 97420

Site address

Zone (s) \_\_\_\_\_

Acreage \_\_\_\_\_

**EXISTING IMPROVEMENTS** Describe any improvements to the property such as any roads, structures, etc.

The home has both paved and gravel areas for parking

Applicant Signature: Rhonda Holtby

*Through applying for this application I authorize the Coos County Roadmaster or designee to enter upon the property subject of the application to conduct a site visit necessary for processing the requested application. The applicant shall contact the Coos County Road Department to arrange for the site visit once the access, driveway, road and/or parking requirements have been met. If you would like to schedule a visit or inquire further about requirements including bonding please contact 541-396-7660. This signed form must be returned to the Planning Department prior to the issuance of a zoning compliance letter.*

#### Coos County Road Department Use Only

Roadmaster or designee: \_\_\_\_\_

Driveway  Parking  Access

Bonded

Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

Comments and Requirements

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ersion 10/2016

**NOTICE:** The Applicant is responsible for providing enough information in this application for staff to make reasonable findings.

**REQUIRED SUBMITTALS**

- 1. All permits shall contain the following:

- a. Property boundaries;
  - b. Location of all structures on the subject property;
  - c. Required parking spaces;
  - d. Current utilities and proposed utilities; and
  - e. Roadmaster may require drawings and specs from the Oregon Standards Specification Manual (OSSC) (current edition).
2. In addition Parking Plans shall contain the following:
- a. The location and design of bicycle and pedestrian facilities shall be indicated on the site plan if this is a parking plan;
  - b. Location of existing and proposed access point(s) on both sides of the road where applicable;
  - c. Pedestrian access and circulation will be required if applicable. Internal pedestrian circulation shall be provided in new commercial, office, and multi-family residential developments through the clustering of buildings, construction of walkways, landscaping, accessways, or similar techniques;
  - d. All plans (industrial and commercial) shall clearly show how the internal pedestrian and bicycle facilities of the site connect with external existing or planned facilities or systems;
  - e. Distances to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property;
  - f. Number and direction of lanes to be constructed on the road plus striping plans;
  - g. All planned transportation features (such as sidewalks, bikeways, auxiliary lanes, signals, etc.); and
  - h. Parking and internal circulation plans including walkways and bikeways, in UGB's and UUC's.
3. Additional requirements that may apply depending on size of proposed development.
- a. Traffic Study completed by a registered traffic engineer.
  - b. Access Analysis completed by a registered traffic engineer
  - c. Sight Distance Certification from a registered traffic engineer.

Regulations regarding roads, driveways, access and parking standards can be found in Coos County Zoning and Land Development Ordinance (CCZLDO) Article 7.

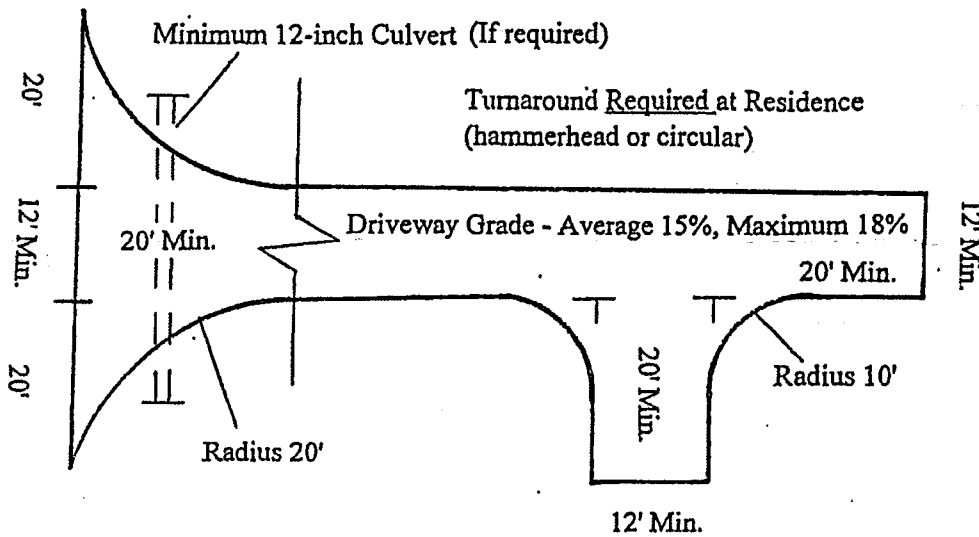
## DRIVEWAY STANDARDS DRAWING – SINGLE RESIDENCE

### Sight Distance Requirements (at the approach entrance)

- Speed less than 35 mph – 100' both directions
- Speed greater than 35mph – 150' both directions

All Weather Surface – minimum 4 – inches aggregate base or as required by Roadmaster.

Figure 7.1.425



Construct appropriate ditches to prevent water runoff from discharging from the land onto a public road under county jurisdiction. Pursuant to ORS 368.256 the creation of a road hazard prohibited.

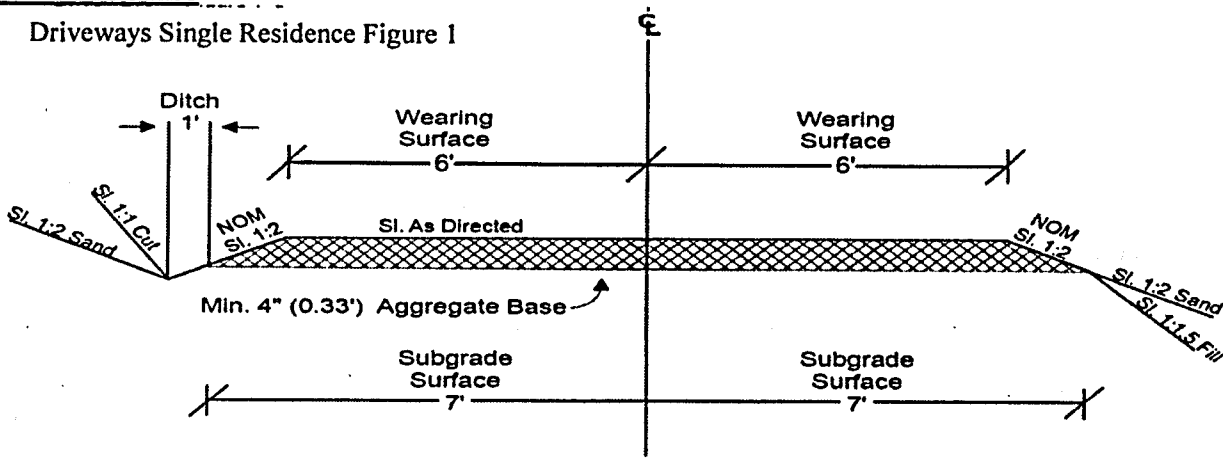
If driveway is over 1,000 ft., a pullout is required every 600 ft.

If a driveway cannot meet the maximum 18% grade then a legal agreement may be signed and recorded at the County Clerk's office releasing the County from any liability from such driveway development. This document must be referenced on the property deed to allow future purchasers know that the driveway does meet standard. A sign shall be placed at the bottom of the driveway to warn any users of the driveway that it is not built to standard. Proof must be filed with the Planning and Road Department that the documents have been filed and a sign has been placed. The form located on the following page must be completed, signed and recorded prior to any land use authorizations.

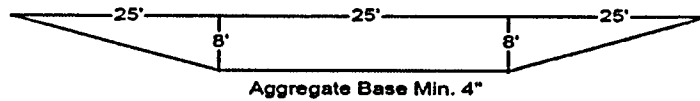


**RURAL FIGURES**

Driveways Single Residence Figure 1



Pull Outs



**FORESTRY, MINING OR AGRICULTURAL ACCESS:**

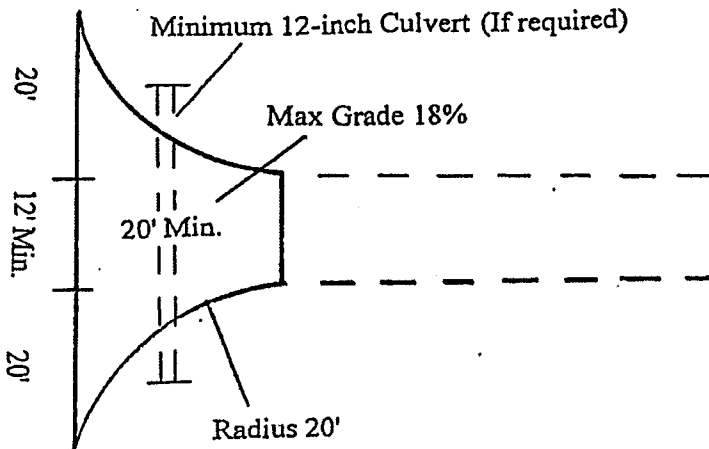
A private road which is created to provide ingress or egress in conjunction with the use of land for forestry, mining or agricultural purposes shall not be required to meet minimum road, bridge or driveway standards set forth in this ordinance, nor are such resource-related roads, bridges or driveways reviewable by the County. However, all new and re-opened forestry, mining or agricultural roads shall meet the access standards listed in this section.

**Forestry, Mining or Agricultural Access Standard drawing**  
Sight Distance Requirements (at the approach entrance)

- Speed less than 35 mph – 100' both directions
- Speed greater than 35 mph – 150' both directions

All Weather Surfaces – minimum aggregate base as required by the Roadmaster  
The access will be developed from the edge of the developed road.

Figure 7.1.450

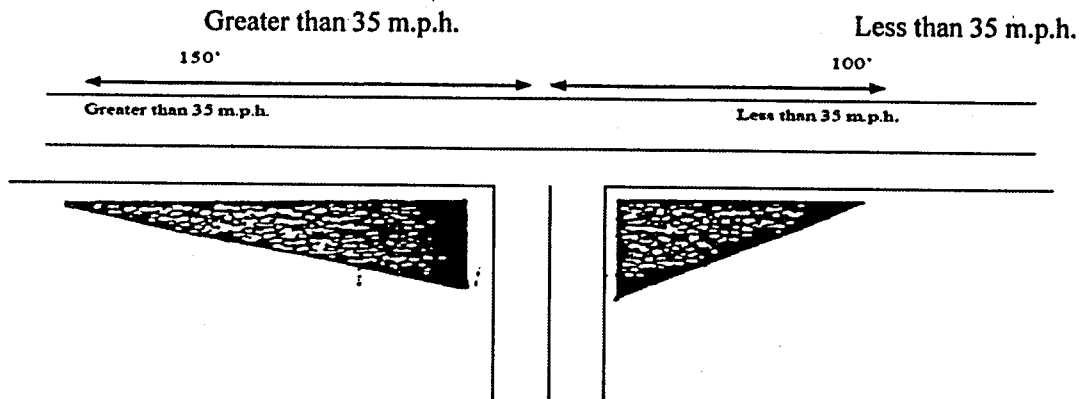


Construct appropriate ditches to prevent water runoff from discharging from the land onto a road under county jurisdiction. Pursuant to ORS 368.256 creation of a road hazard is prohibited.

**VISION CLEARANCE TRIANGLE:**

The following regulations shall apply to all intersections of streets and roads within all districts in order to provide adequate visibility for vehicular traffic. There shall be no visual obstructions over thirty-six (36) inches in height within the clear vision area established herein. In addition to street or road intersections, the provisions of this section shall also apply to mobile home park, recreational vehicle park, and campground accesses (entrances or exists).

The clear vision area shall extend along the right-of-way of the street for a minimum of 100 feet where the speed limit is less than 35 M.P.H.; and not less than 150 feet where the speed limit is greater than 35 m.p.h. The clear vision area shall be effective from a point in the center of the access not less than 25 feet back from the street right-of-way line.



**PARKING LOT STANDARDS:**

USE	STANDARD
Retail store and general commercial except as provided in subsection b. of this section.	1 space per 200 square feet of floor area, plus 1 space per employee. 1 Bicycle space
Retail store handling bulky merchandise (furniture, appliances, automobiles, machinery, etc.)	1 space per 600 square feet of floor area, plus 1 space per employee. 1 Bicycle space
Bank, general office, (except medical and dental).	1 space per 600 square feet of floor area, plus 1 space per employee. 1 Bicycle space
Medical or dental clinic or office.	1 ½ space per examination room plus 1 space per employee. 1 Bicycle space
Eating or drinking establishment.	1 space per 200 square feet of floor area, plus 1 space for every 4 seats. 1 Bicycle space
Bowling Alley	5 spaces per alley plus 1 space per 2 employees. 1 Bicycle space
Dance hall, skating rink, lodge hall.	1 space per 100 square feet of floor area plus 1 space per 2 employees. 1 Bicycle space



Stadium, arena, theater, race track	1 space per 4 seats or every 8 feet of bench length or equivalent capacity if no seating is provided. 1 Bicycle space
Storage warehouse, manufacturing establishment, or trucking freight terminal	1 space per employee. 1 Bicycle space
Wholesale establishment.	1 space per employee plus 1 space per 700 square feet of patron serving area. 1 Bicycle space
Welfare or correctional institution	1 space per 5 beds for patients or inmates, plus 1 space per employee. 1 Bicycle space
Convalescent hospital, nursing home, sanitarium, rest home, home for the aged.	1 space per 5 beds for patients or residents, plus 1 space per employee. 1 Bicycle space
Church, mortuary, sports arena, theater.	1 space for 4 seats or every 8 feet of bench length in the main auditorium. 1 Bicycle space
Library, reading room.	1 space per 400 square feet of floor area plus 1 space per employee. 1 Bicycle space
Preschool nursery, kindergarten.	2 spaces per teacher; plus off-street loading and unloading facility. 1 Bicycle space per 20 students
Elementary or junior high school.	1 space per classroom plus 1 space per administrative employee or 1 space per 4 seats or every 8 feet of bench length in the auditorium or assembly room whichever is greater. 1 Bicycle space per 10 students
High school	1 space per classroom plus 1 space per administrative employee plus 1 space for each 6 students or 1 space per 4 seats or 8 feet of bench length in the main Auditorium, whichever is greater. 1 Bicycle space per 20 students
Other auditorium, meeting room.	1 space per 4 seats or every 8 feet of bench length. 1 Bicycle space
Single-family dwelling.	2 spaces per dwelling unit.
Two-family or multi-family dwellings.	1 ½ spaces per dwelling unit. 1 bicycle space per unit for buildings with 4 or more units.
Motel, hotel, rooming or boarding house.	1 space per guest accommodation plus 1 space per employee.
Mobile home or RV park.	1 ½ spaces per mobile home or RV site.

Parking lot standards – Use the table above along with the area available to calculate the number of spaces required and determine the type of parking lot that needs to be created. The table below explains the spacing and dimensions to be used.

Minimum Horizontal Parking Widths for Standard Automobiles					
	One-way Parallel	30 deg	45 deg	60 deg	90 deg
<b>Figures</b>	A	B	C	D	E
<b>Single row of Parking</b>					
Parking Aisle	9'	20'	22'	23'	20'
Driving Aisle	12'	16'	17'	20'	24'
Minimum width of module (row and aisle)	21'	36'	39'	43'	44'
<b>Figures #'s</b>	F	G	H	I	J
<b>Two Rows of Parking</b>					
Parking Aisle	18'	40'	44'	46'	40'
Driving Aisle	12'	16'	17'	20'	24'
Minimum width of module (row and aisle)	30'	56'	61'	66'	64'

For figures please see Coos County Zoning and Land Development Ordinance (CCZLDO) § 7.5.175.

**Please note: If you are developing in any wetlands or floodplain please contact Department of State Lands to ensure you are not required to obtain a state permit.**



Coos County Planning Department  
Coos County Courthouse Annex, Coquille, Oregon 97423  
Mailing Address: 250 N. Baxter, Coos County Courthouse, Coquille, Oregon 97423  
Physical Address: 225 N. Adams, Coquille, Oregon

## Plot Plan Instructions

FAILURE TO INCLUDE ALL INFORMATION IN THIS CHECKLIST WILL RESULT IN A DELAY OF YOUR PERMIT OR APPLICATION REVIEW.

The following information and elements must be on your plot plan map. The Plot Plan MUST be drawn on white paper that is 8½" x 11". Multiple pages may be used. Please verify that your plot plan contains each of the following elements listed below.

### General Information

1.  Owner's name, address and phone number
2.  Assessor's map and tax lot number
3.  North arrow
4.  Scale – using standard engineering scale
5.  Accurate shape and dimensions of parcel or development site. Draw the property lines in a solid black line
6.  Lengths of all property lines
7.  Any adjacent public or private roads, all easements and/or driveway locations – including road names
8.  All natural features on the entire property, which may include but are not limited to creeks, rivers, ponds, lakes, wetlands, ravines, and slopes.
9.  Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)

### Existing Structure(s)

1.  Clearly label *all* existing structures on the property and indicate if these structures will remain or be removed. Existing Structures include: all commercial and non-commercial buildings, dwellings, shops, garages, barns, porches, barns, equine facilities, sheds, propane tanks, pump houses, etc.
2.  Show distances to all property lines. If you have a large property you may want to submit a insert map.
3.  Location of existing water source (ie. well, lake, pond, etc.) and distance from property lines and development.
4.  Location of existing sewage facility (ie. tank, lines, replacement area, etc.) and distance from property lines and development.
5.  Show the distances from all Natural Features to the existing development.

### Proposed Structure(s)

1.  Location of proposed structure showing distances to property lines and natural features. These proposed structures can be shown by dashed lines. Indicate dimensions of structures.
2.  Distance of proposed development from roadways, water sources and sewage facilities.
3.  Location of the proposed structure from existing development.
4.  Direction and location of all slopes.
5.  Location and dimension of all proposed water sources and sewage facilities.
6.  Confirm that all setbacks have been met for the proposed development and project

John Doe (541)555-1111  
12345 Hawk Hill Lane  
23-13-26-000

# Sample Plot Plan

1" = 40'

